

CORA Annual Technical Meeting Minutes



CORA Annual Technical Meeting Minutes

Sunday, November 5, 2017

9:30 am Jericho Sailing Centre,

1300 Discovery St. Vancouver

The purpose of the technical meeting is to discuss issues surrounding racing, development of the sport of outrigger, promoting and facilitating both individual and club members and to allow input from members into the operational aspect of CORA's mandate. It is not a substitution for the AGM although some line items will have overlap with AGM topics.

1. Welcome and Roll Call

- a. Board Members in Attendance: Gralin Doubleday, Rob Varnel, Marianne Pilon, Paul Pilon, Lynda Roberts, Leanne Stanley, Don Mulhall, Ron Chin, Graeme Galves, Nicole Cherrington
- b. Board Members Absent: James Hill
- c. Members in Attendance: Jan Chavarie (Jericho), Grace Morrisette (Lotus), Jill Kelly (FGPC), Tara Hastings (FGPC), Erik Ages (FGPC), Cindy Wright (ORPC), Doug Thomas (Pacific Reach), Doug Mancell (Lotus), Adriana Mossinkoff (FVDBC), Scott Borle (Harrison FVDBC)
- d. Member joining by phone: Clinton Charlie (For the People)

2. 2017 Race review and scheduling of 2018 events

- a. Proposed 2018 race schedule (attached below minutes) was reviewed to check for conflicts or questions (e.g., confirmation for format, distance and CORA Cup status). Draft schedule is subject to change: <https://www.canadianoutrigger.com/races/schedule/>
- b. Note: CORA's insurer has asked Rob for a list of the races by the end of November. Race directors please confirm final dates with Jan within a couple of weeks.
- c. FGPC Kanuhakit OC6 sprint race and FCRCC small boat race are both proposed for Mar 3. It is not expected for there to be an issue as each race appeals to largely different demographics. FGPC is considering moving the race to Mar 4 to remove the conflict.
- d. VCKC Switchblade (multi-discipline paddling) and Penticton Iron (OC6) are both proposed for May 12. The date is significant as Penticton will be celebrating their club's 20th anniversary. No one from VCKC attended this call.
- e. Jericho Iron is proposed for May 19, aiming for at least two weeks before Island Iron (Jun 2/3) to ensure both races are well attended. Given that it May 19th is the long weekend, Jan (Jericho) will

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consider moving to May 26 (and no small boats), while Cindy (ORPC) will propose to their board moving from Jun 2/3 to Jun 9/10. *(Note: right at the end of the call, ORPC contacted the CORA secretary over email and confirmed Island Iron will move to Jun 9/10. Therefore, Jan gave verbal commitment to move Jericho to May 26.)*

- f. FVDBC Echo Island on Aug 11 conflicts with a Bellingham race and Victoria Dragonboat Festival weekend. Scott to confirm if they intend to change dates for Echo Island.
- g. Leanne and Lynda made a general recommendation that short course irons consider a maximum distance of about 10 to 14-15 km, given that for some BC interior and Calgary paddlers, the training season only begins in May.
- h. Length of the Lake was not proposed for 2018 at this point.
- i. There was some concern with Island Changes being scheduled for the weekend after Nationals as it involves two consecutive weekends of ferry travel and driving for racers. Additionally, the date conflicts with Seattle changes. It does not seem there are many other weekends available for (Sproat Lake) Island Changes to which it can be moved without creating other conflicts.
- j. Lotus Poker Paddle (OC6) and Penticton Skaha Downwinder (small boats) are both proposed for Sep 22. Penticton is carefully planned around Penticton DBF and another event. No date change was proposed for either event by Lotus or Penticton.
- k. Bridges is back on for 2018.
- l. Clinton Charlie (For the People, a new 2018 member club) proposed an OC6 race "No Guts, No Glory" in Ladysmith for Sep 15, likely 10-20km. Application went to info@ CORA address. Graeme will confirm receipt of application. Clinton will send his email address so that Nicole and reach out if needed to get more information.

3. Leading up to the next IVF World Championships

- a. Discussion: 2018 Sprints
 - Report attached to AGM minutes, and Lynda gave an overview
 - IVF needs some volunteers and will be contacting those CORA members that indicated their interest in volunteering on the CORA member survey.
- b. Discussion: Distance/IVF
 - Lynda will contact those that tried out for and those that raced the 2017 event in Tahiti, inviting them to fill out a survey to assist/inform process for next event
 - James and Leanne are mapping out plans for the next distance event
 - There was concern with the Team Canada participants racing together rather than with their own home clubs. Home club teams had fewer paddlers to field teams. One potential solution would be to race fewer local races together, or to spread out their Team Canada races not to conflict with those goal races set by their home club. Since the next distance race will be in August instead of June, there are more races for Team Canada to select from to prepare for the big event.
- c. 2019 World Long Distance event in Australia: There may be new age categories added to the competition. To be confirmed.

4. Review of 2017 grants and discussions for changes

- Report attached to AGM minutes, and Ron gave a verbal overview
- Ron contacted clubs eligible for the RME grant to ensure they applied on time. Clubs eligible for open call RME grants were also contacted.
- Some of the grants are underspent compared to budget for the past year and paddlers have shown considerable interest (via membership survey) in participating in clinics. CORA will be planning clinics regionally and contributing funds towards the service

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provider (clinic host/trainer as well as to the host club <for potential wear and tear of equipment>). Clinics would ideally be open to paddlers in the region and not be specifically restricted to the host club's members. Details of how these clinics will be executed will be flushed out at the upcoming CORA meetings.

5. Discussion of ongoing and new initiatives

a. Member survey results

- Graeme gave an overview of the survey results. A summary of the results (without any personal identifying information) will be shared with the CORA membership to show how the responses reflect the interests of the paddlers.
- Coaching/education was thought to be the top area in which CORA needs to focus more energy and resources
- The CORA membership is very interested in participating in more short course events, with awards / recognition given similar to that shown for long course events. An idea the Board had was to open up a CORA Cup award to all short course participants in the short course CORA Cup Irons, rather than just awarding the cup to novice and juniors categories.
- Although there is an appetite for change races (beach or open water), these races have been in decline. The results to the question about what compels racers to attend certain races might bring greater insight to declining attendance, as it is not the race format itself that is undesirable.
- CORA will engage a volunteer coordinator to reach out to the membership and advise them of volunteering opportunities
- RE: how to encourage small boat racing. CORA small boat series was cancelled as there was a lot of administrative work to maintain points, insufficient representation for each category, and minimum level of participation was not achieved. See survey answers for other ideas.
- Erik suggested that when results are published, the CORA's recommendations and intent to follow up is mentioned.

b. Conflict of interest guidelines for CORA Board members

- Ron has produced a draft of a Conflict of Interest (see attached) for CORA, based on Dragon Boat Canada's Conflict of Interest, something initiated by Lynda earlier this year. The Board agreed it would be good to have these guidelines in place to help guide how to avoid/address potential conflicts of interest. This document will be finalized at monthly CORA Board meeting.

6. Discussions, issues or concerns initiated by the members

- None brought forward.

7. Topic tabled for afternoon AGM meeting due to lack of time: Coaching Resources, Junior/Novice support, Communications/website, other new initiatives, Quick preview of the 2018 budget

Meeting adjourned at **12:00 noon**

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| Action items identified in CORA Annual Technical Meeting, Nov 5, 2017 | | | |
|---|---------------------|--|------------|
| No. | Assignee | Action Item | Due Date |
| 1 | All race directors | Provide all <u>proposals</u> for CORA Sanctioned Races prior to month-end so that it can be included in the list presented to CORA's insurer | Nov 30 |
| 2 | All race directors | Provide all <u>date changes</u> for your CORA Sanctioned Races prior to month-end so that it can be included in the list presented to CORA's insurer | Nov 30 |
| 3 | Jan | Update race grid to show Jericho as moved to May 26 and Island Iron moved to Jun 9/10 | Nov 30 |
| 4 | Graeme | Watch for For The People's "No Guts, No Glory" race application to the CORA inbox and work with Nicole if we need to reach out to Clinton for the info | Nov 30 |
| 5 | Lynda | Reach out to CORA members that offered to volunteer with IVF | As needed |
| 6 | Lynda | Share IVF survey with the past participants to fill out | |
| 7 | CORA Board | Flush out the idea for the regional paddling clinics for 2018 | |
| 8 | Graeme, Nicole, Rob | Publish CORA member survey results to share with these minutes. Include recommendations and intent to follow up on the feedback received. | |
| 9 | CORA Board | Confirm if the short course CORA Cup will still be awarded only to Juniors and Novices, or if it will be expanded to overall men, women and mixed. | April 2018 |
| 10 | CORA Board | Engage a Volunteer Coordinator to reach out the membership interested in volunteering. | |

2018 CORA Race Calendar (proposed)

| | |
|-----------------|---|
| Jan-13 | Lotus Icebreaker (V12) |
| Feb-3 | Fairway Gorge V12-V21 (V12) |
| Feb-12 | False Creek Dueling Hearts Relay (Small Boat) |
| Feb-17 | Jericho Winter Series (PNWORCA Small Boat) |
| Mar-3 | FRCC Winter Race Series (PNWORCA Small Boat) |
| Mar-3 | Fairway Gorge Kan-U-HakIt (OC6) |
| Mar-10 | NCKC Crazy 8's (OC6) |
| Mar-11 | NCKC Attack (Small Boat) |
| Mar-24/25 | FCRCC March Madness (OC6) |
| Apr-14/15 | VCKC Wake Up the Gorge |
| Apr- 21/22 | FLCC River Run (OC6 & Small Boat) |
| Apr- 28/29 | VYPC Sprint Nationals & Small Boats |
| May-5 | Fairway Gorge Brotchie Reach (OC6) |
| May-12 | VCKC Switchblade |
| May-12/13 | Penticton Iron (CORA Cup #1) |
| May-19 | Jericho Iron (CORA Cup #2) |
| Jun-2/3 or 9/10 | ORPC Island Iron (CORA Cup #3) |
| Jun-17 | KPC Waterman |
| Jul-7 | Lotus Iron (CORA Cup #4) |
| Jul-29 | Around Bowen OC6 Relay |
| Aug-11/12 | FVDBC Echo Island Challenge |
| Aug- 18/19 | Howe Sound Nationals (Cora Cup Championships) |
| Aug-25 | Comox Island Changes |
| Sep-22 | Lotus Poker (OC6) |
| Sep-22 | Penticton Skaha Downwinder (small boat) |
| Oct-13/14 | ORPC Bridges |
| Oct-20 or 27 | FLCC Fall Small Boats |
| Nov-17 | FGPC Wet Dashe |

Note that this schedule is subject to change, and only reflects the initial dates proposed PRIOR to the AGM. For current race schedule reflective of latest changes and updates, go to:

<https://www.canadianoutrigger.com/races/schedule/>

2017 CORA AGM, IVF Report

World Long Distance Championships. June 2017. Recap.

Canada had entries for 3 events: Open Men and Women, Masters women, in addition to entries in the respective V1 events.

<http://www.ivfiv.org/2017-tahiti---distance.html>

Results:

Open Women V6: 4/14 crews. Leanne Stanley V1, 4/14 entries.

Masters Women V6: 6/10 crews. Kamini Jain V1, 5/14 entries.

Open Men V6: DNF / 18 crews. Len Morris V1, 14/23 entries.

Great performance by all paddlers including the men, so close to finishing but were swamped and unable to continue. Super team support from all paddlers. Host issues created some challenges for the girls set up in the host accommodation. Based on rooms and food service we will encourage Sprint paddlers to book houses.

Great to see the Geronimo boys participate in the Cultural Night performance.

IVF Meetings Oct, Tahiti 2017 and 2018.

We continue to work on updating and improving our Operations documents, (strategic plan, distance rules, etc)

We have recently signed a cooperation agreement with the ICF in order to work together for the development of the va'a (specifically for the inclusion with the Paralympics).

World Sprint Championships

2018, Tahiti – July 16-26

Team Canada has been selected. We are currently at 58 paddlers.

Team Canada is represented in the following categories:

- Elite Open Men and Women
- Open, 40's, 50's, 60's and 70's men and women's crews
- In addition each age and gender category have filled all entries for V1 slots.
- No para or juniors have entered.

2018 Plans

Team Selection for 2018 Sprints is complete, we intend to set 1-2 training camps based on the approved 2018 CORA race schedule prior to mid July.

- Encourage all crews to attend the National Sprint Championships in late April.
- Team Uniforms need to be organized
- Kristine Malmqvist will be the Area Coordinator for Team Canada with support from Lynda who will also attend and be working with the IVF and the host to assist with the event.

Long Distance IVF Project.

- James and Leanne have set a preliminary timeline of events for the 2019 Distance program including team selection process and training camps. The objective is to name Team Canada Distance teams for approval at 2018 CORA AGM (full draft schedule available)

Dates for upcoming IVF events are as follows:

- 2019, Australia, World Long Distance – Dates tbc, likely mid August
- 2020, Hilo, HI, World Sprints – August 16-23 (tbc)
- Sprint and Distance bids for 2021, 2022 will be reviewed at the 2018 AGM in Tahiti.

Canadian Outrigger Racing Association

Profit Loss Statement

To Date

| | | 2017 Actual | 2017 Budget | 2018 Budget |
|----------------------------|------------------------|--------------|-------------|--------------|
| REVENUES | | | | |
| | Trial Fees | 1400 | | |
| | IVF 2017 fees | 1533 | | |
| | IVF 2018 fees | 4480 | | 1630 |
| | Uniform fees | | | 6000 |
| | | | | |
| TOTAL REVENUE | | 7413 | | 7630 |
| | | | | |
| EXPENSES | | | | |
| | Bank Charges | 34 | 50 | 50 |
| | Event Expenses | | 500 | |
| | Admin | | 100 | 100 |
| | Travel IVF 2017 | 2700 | 3000 | |
| | Travel IVF 2018 | | | 4500 |
| | Uniforms | | | 4800 |
| | IVF Entry 2017 | 1533 | | |
| | IVF Entry 2018 | 2900 | | 3300 |
| | Coaching, Camps | 3412 | | 3000 |
| TOTAL | | 10579 | 3650 | 15750 |
| | | | | |
| | Interaccount transfers | 5000 | | 5000 |
| | | | | |
| Profit / Loss | | 1834 | | -3120 |
| | | | | |
| | Net Assets, Opening | 11098 | 11098 | 12932 |
| | | | | |
| Net Assets, Closing | | 12932 | | 9812 |

Notes: Trials for 2018 Team, \$20 per paddler, no expenses for event held in Calgary.

IVF 2018 fees; \$80 Cdn deposit collected from paddlers (56, total tbc)

Remainder owing in March of 2018.

Travel 2018 includes flight cost from Calgary and rental of 1 bedroom for 14 days. (\$1880)

To be added for 2018: 2019 LD IVF event plans will begin, budget tbc in January.

IVF projects: 5k+ towards each Sprint/LD IVF project to be discussed.

MEMORANDUM

To: CORA Board
From: Ronald Chin

Re: Grants Summary for 2017 (for AGM)

Date: November 2, 2017

The following is a summary of the 2017 CORA Grants to date:

| 2017 CLINIC GRANTS | | | | |
|---|-------------------------|---|------------------|--|
| | Club | Topic | Amount | Status |
| 1. | DragonZone | V-12 Clinic (cancelled) | 0.00 | Cancelled due to poor weather |
| 2. | DragonZone | OC Sprints (April 9, 2017) | 0.00 | Broke even - No grant required |
| 3. | Sproat Lake | Steering Clinic (June 24, 2017) | \$600.00 | Cheque issued by Jan July 2017 |
| 4. | Kamloops Wailua | OC Clinic Weekend (April 29/30, 2017) | \$600.00 | Cheque issued by Jan May 2017 |
| 5. | Latitude 48 | Women's OC1 Clinic (Sept 23, 2017) | \$418.02 | Cheque issued by Jan Oct 10, 2017 |
| 6. | Fairway Gorge | Steering Clinic (Sept 16/17, 2017) | \$600.00 | Cheque #0787 issued Sept 30, 2017 |
| 7. | Powell River | Sprint Technique (Nov 6/7, 2017) | \$600.00 | Approved (Receipts by Dec 31, 2017) |
| TOTAL CLINIC GRANTS PAID | | | \$2818.02 | |
| 2017 COACHING EDUCATION GRANTS | | | | |
| | Paddler/Club | Coach / Course | Amount | Status |
| 1. | Lynda Roberts, CCC | RAP Summit | \$250.00 | Cheque #0662 issued Jan 31, 2017 |
| 2. | Rob Varnel, PR | RAP Summit | \$250.00 | Cheque #0677 issued Jan 6, 2017 |
| 3. | Greg Kohlruss, FVDBC | RAP Summit | \$250.00 | Cheque issued by Jan Jan 17, 2017 |
| 4. | Scott Borle, FVDBC | RAP Summit | \$250.00 | Cheque issued by Jan Jan 17, 2017 |
| 5. | Don Mulhall, PRCC | RAP Summit | \$250.00 | Cheque #0678 issued Jan 12, 2017 |
| 6. | Lisa Robertson, ORPC | RAP Summit | \$250.00 | Cheque #0663 issued Feb 7, 2017 |
| 7. | Leanne Stanley, KPC | RAP Summit | \$250.00 | Cheque issued by Jan Jan 16, 2017 |
| 8. | Sherry Hunt, FLCC | RAP Summit | \$250.00 | Cheque #0661 issued Jan 31, 2017 |
| 9. | Angie Tang, DZ | RAP Summit | \$250.00 | Cheque #0665 (\$500.00) issued Feb 23, 2017 |
| 10. | Shamus Menard, DZ | RAP Summit | \$250.00 | |
| 11. | Aidan Menard, DZ | RAP Summit | 0.00 | Not approved – over club limit |
| 12. | Peter Nuygen, DZ | RAP Summit | 0.00 | Not approved – over club limit |
| 13. | Jonathan Chou, DZ | RAP Summit | 0.00 | Not approved – over club limit |
| 14. | Michael Matthews, PROCS | RAP Summit | \$250.00 | Cheque #0664 issued Feb 7, 2017 |
| 15. | Marianne Pilon, ORPC | RAP Summit | \$250.00 | Cheque issued by Jan |
| 16. | Chris Graham, VYPC | CKBC NCCP Course (Entry Level Competitive Coach) | \$250.00 | Cheque issued by Jan |
| 17. | Zachariah Nears, VYPC | CKBC NCCP Course (Entry Level Competitive Coach) | \$250.00 | Cheque issued by Jan |
| 18. | Janet Button, JPC | RAP Summit | \$250.00 | Cheque issued July 1, 2017 |
| TOTAL EDUCATION GRANTS PAID | | | \$3750.00 | |
| | | | | |
| CLINIC & COACHING EDUCATION COMBINED TOTAL | | | \$6568.02 | |

2017 Clinic Grant Budget Allocation: \$6,000.00

2017 Coaching Education Grant Budget allocation: \$1,500.00

| 2017 RME GRANTS | | | | |
|---|------------------------|--|-------------------|-------------------------------------|
| | Club | Subject Matter | Amount | Status |
| 2017 Eligible Clubs RME Applications | | | | |
| 1. | Delta RCC | Small boat repairs, steering blade and safety equipment | \$1000.00 | Cheque #0785 issued Sept 29, 2017 |
| 2. | Kelowna PC | PFDs (amended to paddles) | \$1000.00 | COMPLETE (Cheque to be issued) |
| 3. | Sproat Lake | OC6 boat covers | \$0.00 | Not approved – Ineligible in 2017 |
| 4. | Penticton RCC | Paddles, steer blade and small boat repairs | \$1000.00 | COMPLETE (Cheque to be issued) |
| 5. | Vancouver Ocean Sports | OC6 boat covers | \$1000.00 | Cheque #0783 issued Aug 31, 2017 |
| 6. | Kamloops Wailua | OC6 boat covers | \$1000.00 | Cheque issued by Jan Sept 2017 |
| 7. | False Creek RCC | Paddles & OC6 ama repairs | \$1000.00 | Cheque issued by Jan Oct 10, 2017 |
| 8. | Shuswap Assoc. RP | OC6 repairs | \$1000.00 | COMPLETE (Cheque to be issued) |
| 9. | Ocean River PC | Dock repairs | \$1000.00 | COMPLETE (Cheque to be issued) |
| 10. | Victoria Youth PC | Dock repairs | \$1000.00 | Cheque issued by Jan Oct 3, 2017 |
| 11. | Club Bon Accueil | Ultralight OC6 boat cover | \$1000.00 | Approved (Receipts by Dec 31, 2017) |
| 12. | Vernon PC | New small boat storage rack | \$1000.00 | COMPLETE (Cheque to be issued) |
| 13. | Powell River OCS | OC6 repairs | \$1000.00 | COMPLETE (Cheque to be issued) |
| 14. | Victoria CKC | OC6 boat cover and repairs | \$1000.00 | Approved (Receipts by Dec 31, 2017) |
| TOTAL RME GRANTS ALLOCATED / PAID | | | \$13000.00 | |
| Open Call RME Applications | | | | |
| 15. | Pacific Reach | Cover for Vortex OC6 | \$1000.00 | Not approved |
| 16. | Sproat Lake | Covers for OC6 and OC4 | \$1000.00 | Not approved |
| 17. | Dragon Zone | OC1 and OC6 iako and hull repairs and replacement; OC6 dolly | \$1000.00 | Not approved |
| 18. | Jericho | OC1 and OC2 ama and hull repairs | \$1000.00 | Not approved |
| 19. | Fairway Gorge | OC6 skirt | \$1000.00 | Not approved |
| 20. | FVDBC | OC6 repairs | \$1000.00 | Approved (Receipts by Dec 31, 2017) |
| 21. | FLCC | OC6 inspection and repairs | \$1000.00 | Not approved |
| 22. | Lotus | OC6 hull repairs | \$1000.00 | Approved (Receipts by Dec 31, 2017) |
| TOTAL RME GRANTS ALLOCATED / PAID | | | \$2,000.00 | |

2017 RME Grant Budget Allocation: \$15,000.00

Amount allocated to Date: \$15,000.00

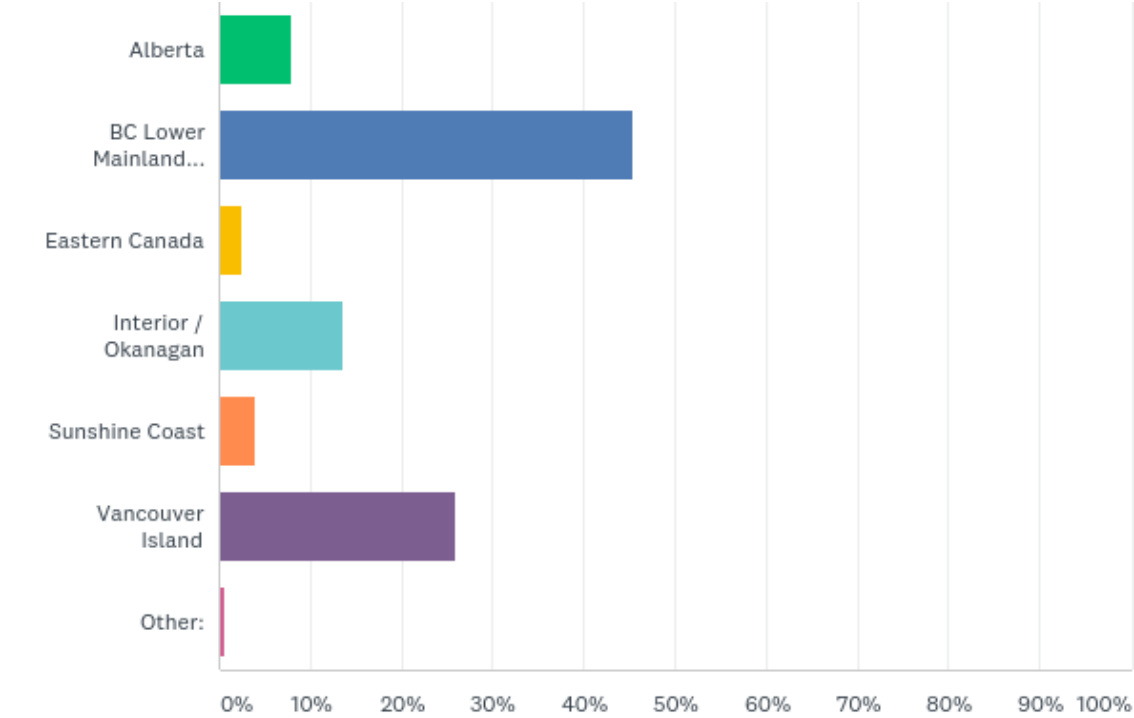
| 2017 TRAVEL GRANTS | | | | |
|---------------------------------|---------------|--------------------|------------------|--|
| | Club | Race | Amount | Status |
| 1. | FGPC | Crazy 8s | \$110.00 | Cheque issued by Jan |
| 2. | Pacific Reach | Duel in Desert | \$424.00 | Cheque #0685 issued June 5, 2017 |
| 3. | Pacific Reach | Island Iron | \$650.00 | Cheque #0686 issued June 5, 2017 |
| 4. | FLCC | Jericho Iron | \$57.00 | Cheque issued by Jan une 6, 2017 |
| 5. | FGPC | Jericho Iron | \$650.00 | Cheque issued by Jan June 6, 2017 |
| 6. | Pacific Reach | Kelowna Waterman | \$395.00 | Cheque #0688 issued June 19, 2017 |
| 7. | FGPC | Island Iron | \$223.00 | Cheque issued by Jan June 2017 |
| 8. | Powell River | Island Iron | \$583.40 | Cheque # 0697 Issued July 4, 2017 |
| 9. | Latitude 48 | Island Iron | \$228.50 | Cheque #0689 June 28, 2017 |
| 10. | Latitude 48 | Lotus Iron | \$650.00 | Cheque #0698 July 5, 2017 |
| 11. | Pacific Reach | Around Bowen | \$213.70 | Cheque issued by Jan July 11, 2017 |
| 12. | FVDBC | Jericho Iron | \$97.00 | Cheque #0699 (\$472.00) issued August 1, 2017 |
| 13. | FVDBC | Kelowna Waterman | \$279.00 | |
| 14. | FVDBC | Lotus Iron | \$96.00 | |
| 15. | Pacific Reach | Harrison Nationals | \$135.00 | Cheque issued by Jan Aug 1, 207 |
| 16. | Calgary | Duel in Desert | \$650.00 | Cheque #0776 (\$1300.00) issued August 3, 2017 |
| 17. | Calgary | Harrison Nationals | \$650.00 | |
| 18. | Powell River | Harrison Nationals | \$650.00 | Cheque issued by Jan Aug 4, 2017 |
| 19. | FLCC | Harrison Nationals | \$90.00 | Cheque #0804 issued Aug 15, 2017 |
| 20. | Latitude 48 | Harrison Nationals | \$650.00 | Cheque issued by Jan |
| 21. | PRCC | Harrison Nationals | \$306.00 | Cheque issued by Jan |
| 22. | FGPC | Harrison Nationals | \$650.00 | Cheque issued by Jan |
| 23. | ORPC | Island Changes | \$215.00 | Cheque issued by Jan |
| TOTAL TRAVEL GRANTS PAID | | | \$8652.60 | |

2017 Travel Grant Budget Allocation: \$8,000.00

| 2017 TOTAL GRANTS SUMMARY | | | |
|----------------------------------|--------------------|---------------------------|-----------------|
| | Budgeted | Allocated / Actual | Balance |
| Clinic Grants | \$6,000.00 | \$2,818.02 | \$3,181.98 |
| Coaching Education Grants | \$1,500.00 | \$3,750.00 | -\$2,250.00 |
| RME Grants | \$15,000.00 | \$15,000.00 | \$0.00 |
| Travel Grants | \$8,000.00 | \$8,652.60 | -\$652.60 |
| TOTALS | \$30,500.00 | \$30,220.62 | \$279.38 |

CORA Member Survey 2017

Q2: Where is home? (Answered: 351 Skipped: 4)

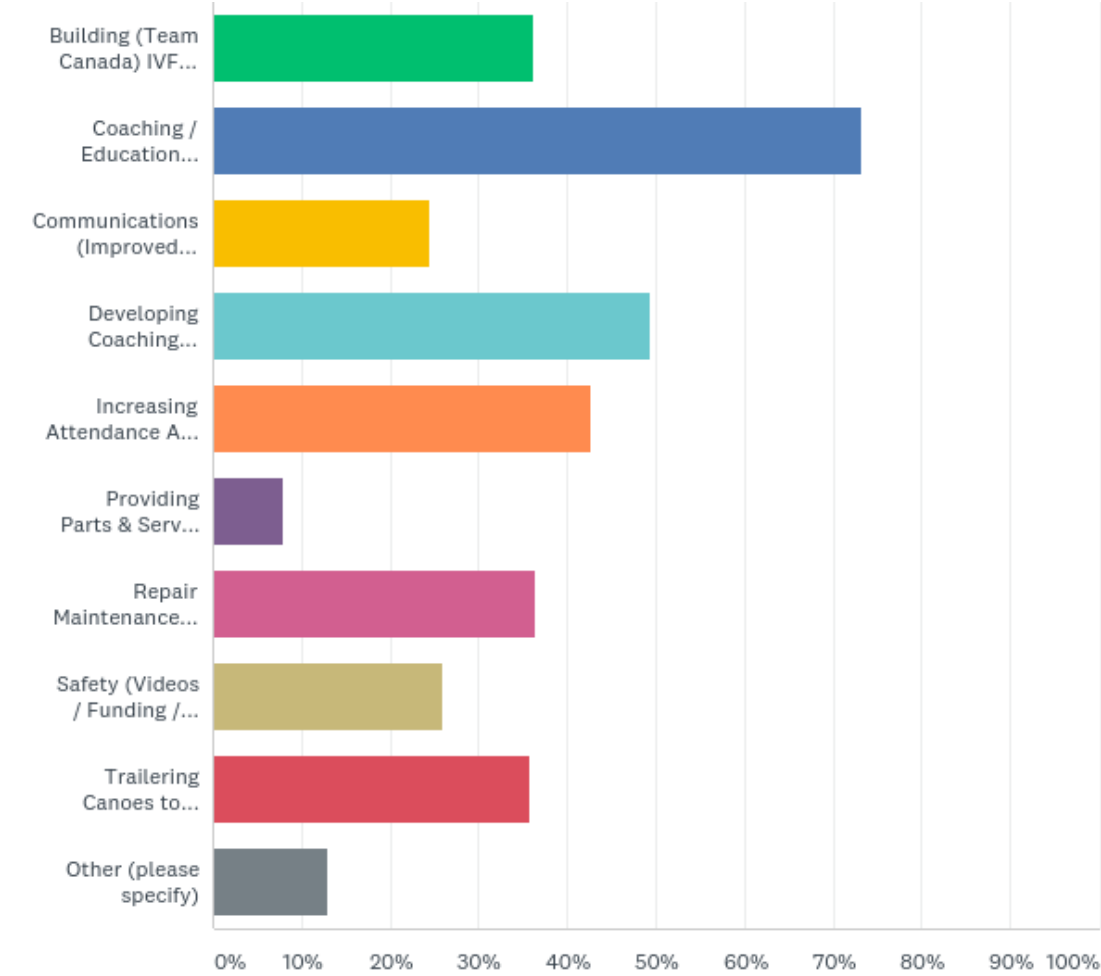


| ANSWER CHOICES | RESPONSES | |
|------------------------------------|-----------|-----|
| Alberta | 7.98% | 28 |
| BC Lower Mainland (Vancouver-Hope) | 45.30% | 159 |
| Eastern Canada | 2.56% | 9 |
| Interior / Okanagan | 13.68% | 48 |
| Sunshine Coast | 3.99% | 14 |
| Vancouver Island | 25.93% | 91 |
| Other: | 0.57% | 2 |
| TOTAL | | 351 |

CORA’s Intent to Follow-Up

- This question intended to determine if the proportion of survey respondents by geographical area aligned with the distribution of CORA members by geographical region, and they did.
- It is likely a similar survey will be put out by CORA before the 2018 AGM.

Q3: Where should CORA focus its resources / funds? More support for: (Answered: 354 Skipped: 1)



| ANSWER CHOICES | RESPONSES | |
|--|-----------|-----|
| Building (Team Canada) IVF (Sprints; Distance) Teams | 36.16% | 128 |
| Coaching / Education Clinics | 73.16% | 259 |
| Communications (Improved Website / Personalized Contact) | 24.58% | 87 |
| Developing Coaching Resources | 49.44% | 175 |
| Increasing Attendance At Races | 42.66% | 151 |
| Providing Parts & Service Providers Contacts | 7.91% | 28 |
| Repair Maintenance Equipment Subsidies | 36.44% | 129 |
| Safety (Videos / Funding / Manuals / Resources) | 25.99% | 92 |
| Trailing Canoes to Events | 35.88% | 127 |
| Other (please specify) | 12.99% | 46 |
| Total Respondents: 354 | | |

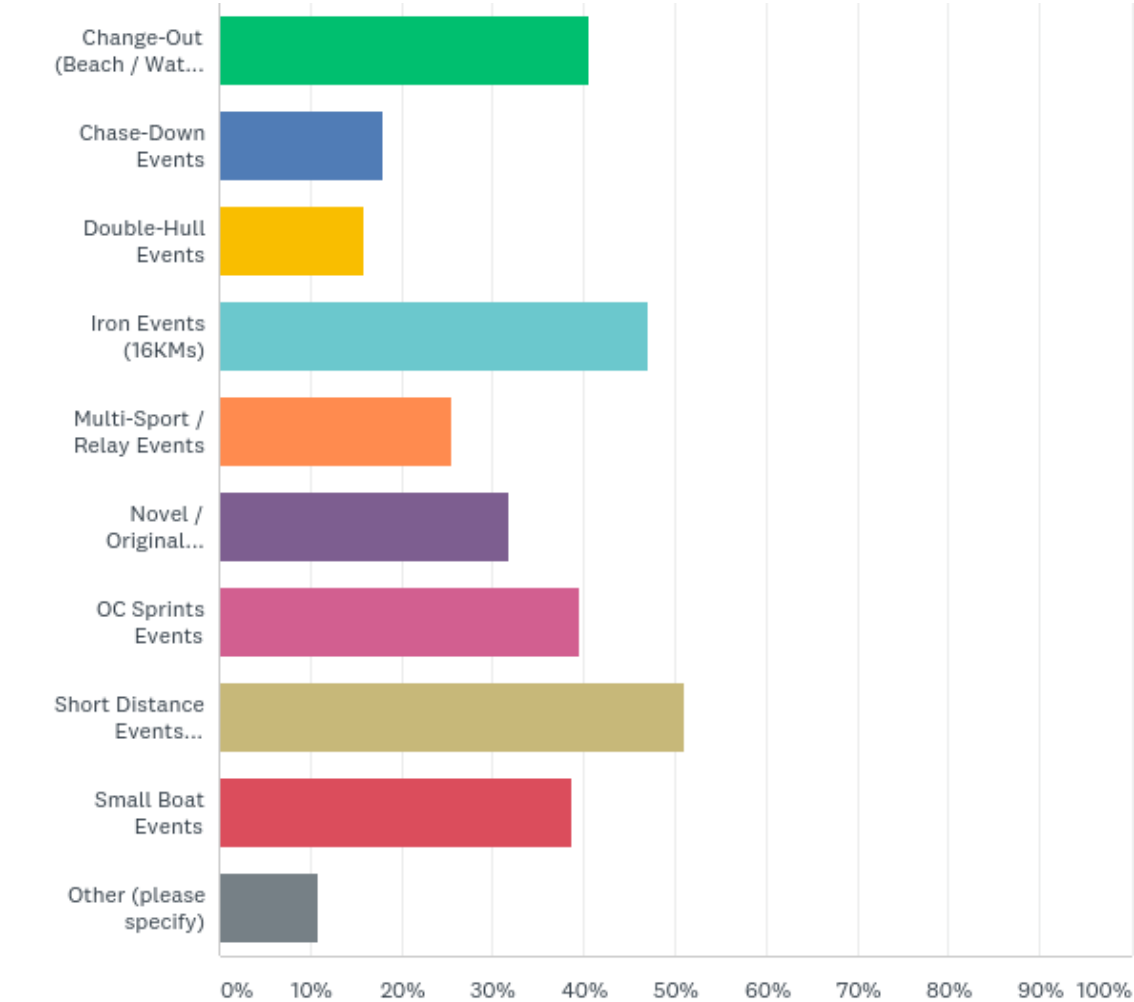
Common Themes in Open-Text Responses

- Training, coaching, education
- Promoting events and the sport itself, broadening membership, especially in Eastern Canada, and for youth nation-wide
- Assisting clubs in the efforts, costs and the how-to’s of hosting events
- Continue funding grants that help cover costs of club infrastucture, hosting and attending races

CORA’s Intent to Follow-Up

- The CORA Board proposes to adopt a service provider model for the provision of 6 regional coached OC training clinics across Canada for 2018 in addition to providing training clinics to CORA members participating in IVF sprint and distance events
- CORA plans to continue to fund existing grants to help clubs operate and racers to race, and proposes to review the guidelines for distribution of Repair / Maintenance / Equipment grants given the growing number of CORA clubs and the aging CORA fleet.
- See questions below for additional initiatives CORA intends to follow-up on

Q4: What events should CORA encourage more of? (Answered: 352 Skipped: 3)



| ANSWER CHOICES | RESPONSES | |
|--------------------------------------|-----------|-----|
| Change-Out (Beach / Water) Events | 40.63% | 143 |
| Chase-Down Events | 17.90% | 63 |
| Double-Hull Events | 15.91% | 56 |
| Iron Events (16KMs) | 47.16% | 166 |
| Multi-Sport / Relay Events | 25.57% | 90 |
| Novel / Original (Downwinder) Events | 31.82% | 112 |
| OC Sprints Events | 39.49% | 139 |
| Short Distance Events (5-10KMs) | 51.14% | 180 |
| Small Boat Events | 38.64% | 136 |
| Other (please specify) | 10.80% | 38 |
| Total Respondents: 352 | | |

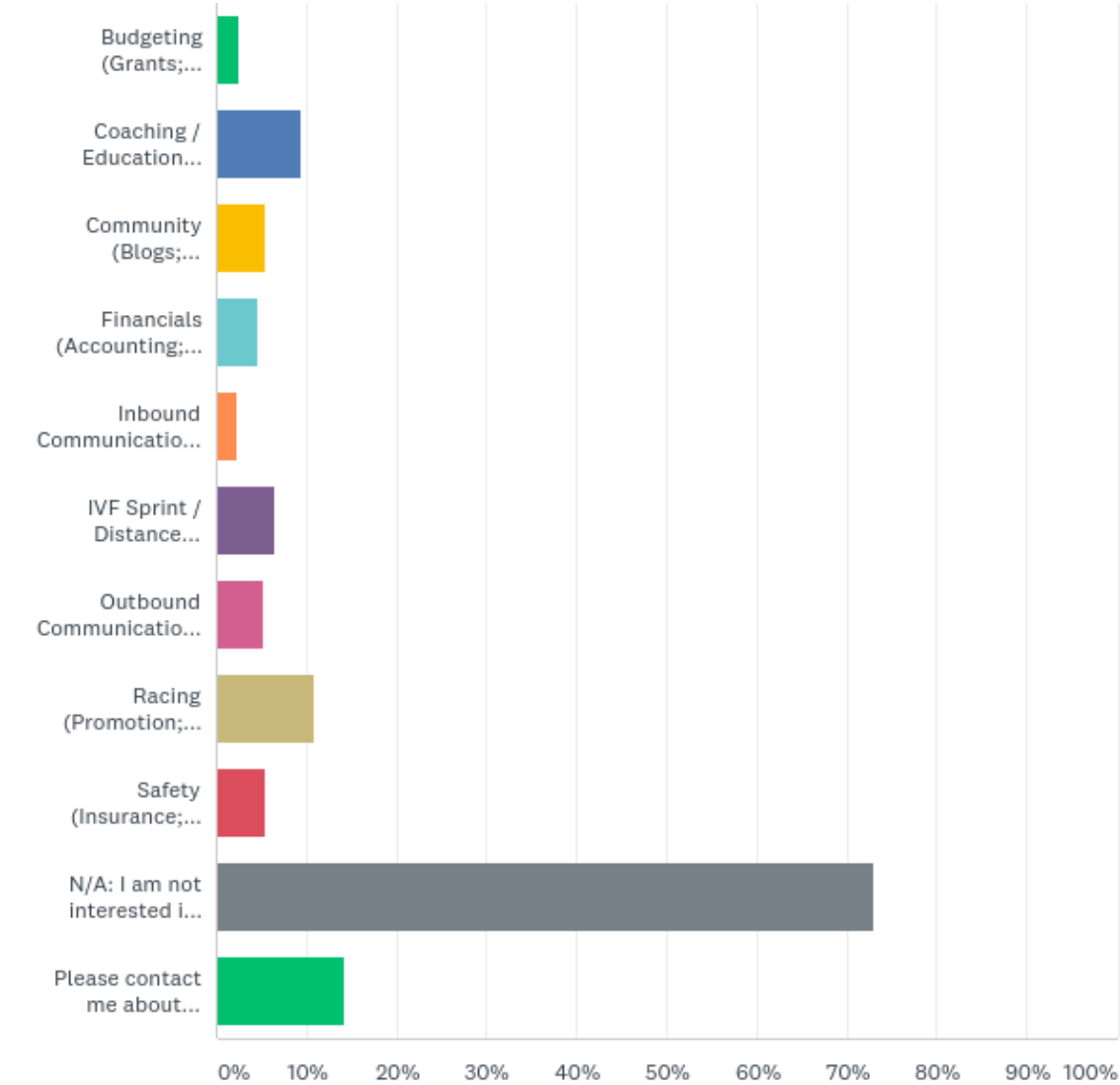
Common Themes in Open-Text Responses

- Variety in race formats (downwinders, more short courses, paddle journeys, on-water races with land-based components, ultra-irons, multi-sport races, etc.)
- More spectator-friendly events
- Events that engage other community members

CORA’s Intent to Follow-Up

- CORA is sharing these survey responses with race directors and clubs that are considering hosting races in future, so that they understand what will attract more of the CORA membership participation in OC is racing.
- CORA will continue to promote paddling events across Canada.

Q5: Would you consider volunteering as a CORA Board Member to support these activities?
(Answered: 311 Skipped: 44)



| ANSWER CHOICES | RESPONSES | |
|---|-----------|-----|
| Budgeting (Grants; Financials) | 2.57% | 8 |
| Coaching / Education (Clinics; Certifications) | 9.32% | 29 |
| Community (Blogs; Recognition; Rules; Resources) | 5.47% | 17 |
| Financials (Accounting; Memberships) | 4.50% | 14 |
| Inbound Communications (CORA Inbox) | 2.25% | 7 |
| IVF Sprint / Distance (Coordination; Team Selection) | 6.43% | 20 |
| Outbound Communications (Web-Site; Facebook) | 5.14% | 16 |
| Racing (Promotion; Scheduling; Results; CORA Cup Series) | 10.93% | 34 |
| Safety (Insurance; First Aid; PCOC) | 5.47% | 17 |
| N/A: I am not interested in volunteering | 72.99% | 227 |
| Please contact me about volunteering at this email address: | 14.15% | 44 |
| Total Respondents: 311 | | |

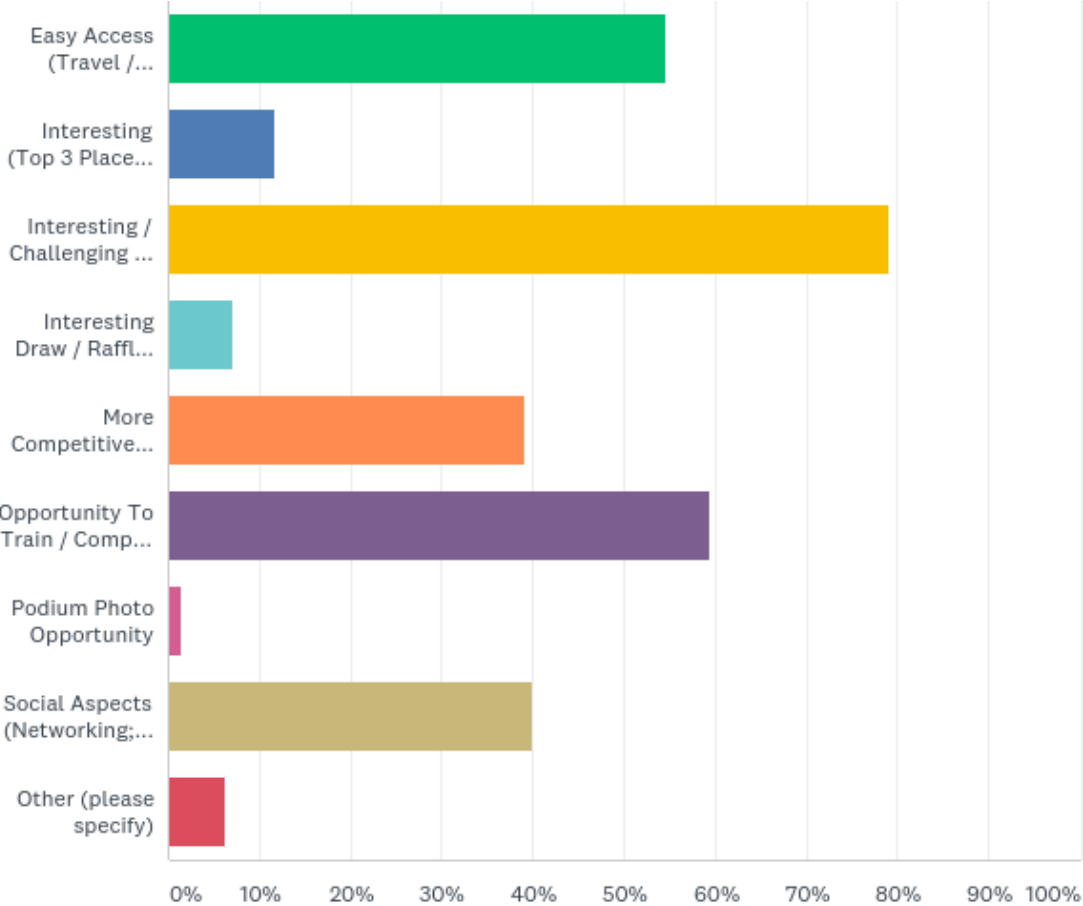
Common Themes in Open-Text Responses

- Not many have time to volunteer, though the CORA Board was pleased to find approximately 30 members that were willing to volunteer to assist with various CORA initiatives.

CORA’s Intent to Follow-Up

- The list of names and email addresses of those that indicated that they would like to volunteer has been shared with the CORA Board members. Board members will be reaching out to these volunteers to engage them as needed.
- CORA is considering creating a new Volunteer Coordinator role to assist the Board with communicating with the current volunteers as well as reaching out to find additional help.

Q6: What compels you to attend OC events? (Answered: 350 Skipped: 5)



| ANSWER CHOICES | RESPONSES | |
|--|-----------|-----|
| Easy Access (Travel / Accommodations / Meals) | 54.57% | 191 |
| Interesting (Top 3 Places) Awards | 11.71% | 41 |
| Interesting / Challenging / Different Race Courses | 79.14% | 277 |
| Interesting Draw / Raffle Prizes | 7.14% | 25 |
| More Competitive Teams | 39.14% | 137 |
| Opportunity To Train / Compete For Another Event | 59.43% | 208 |
| Podium Photo Opportunity | 1.43% | 5 |
| Social Aspects (Networking; Dining; Exploring) | 40.00% | 140 |
| Other (please specify) | 6.29% | 22 |
| Total Respondents: 350 | | |

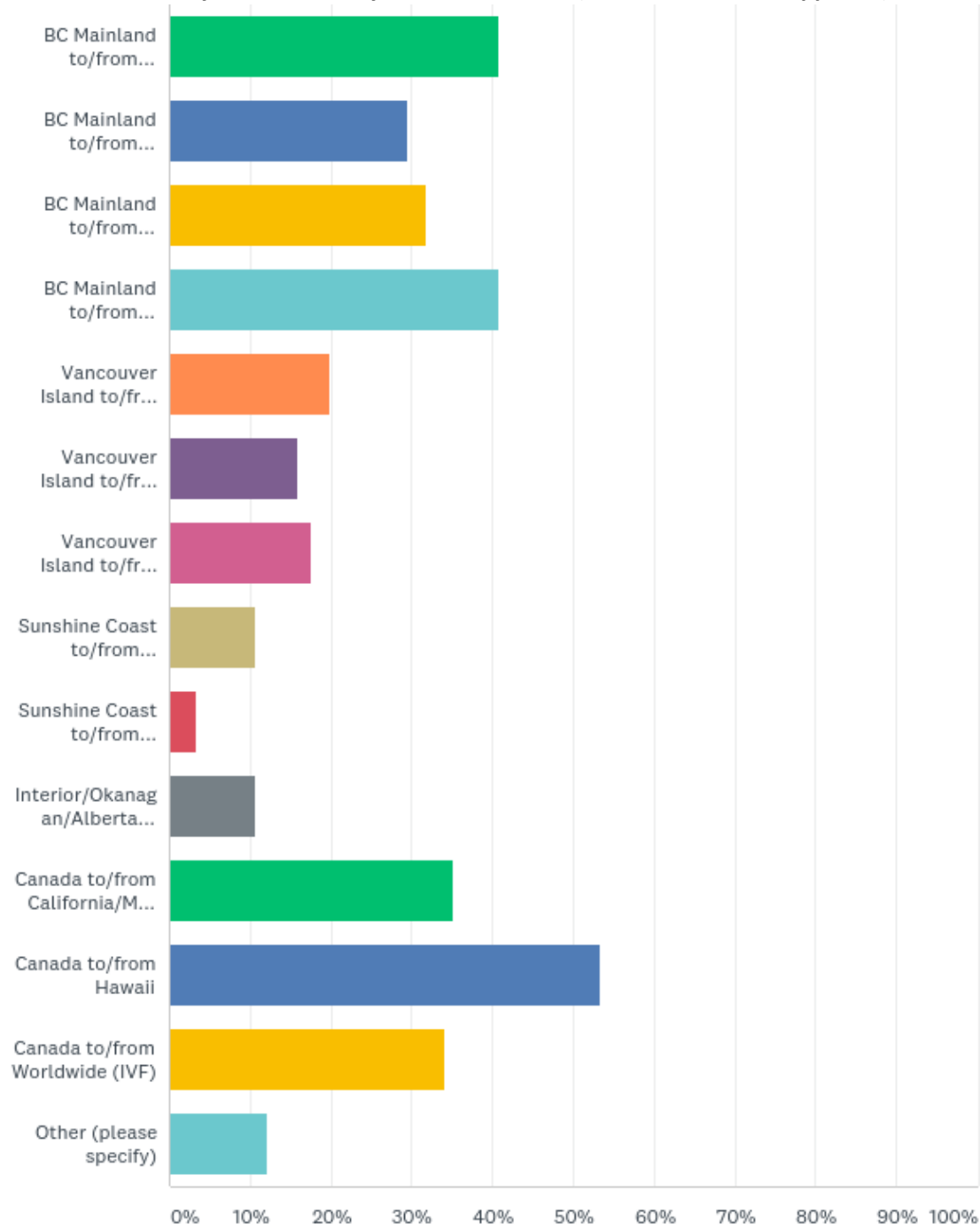
Common Themes in Open-Text Responses

- Desirable location
- Access to canoes
- Opportunity to test abilities
- Fun

CORA’s Intent to Follow-Up

- CORA is sharing these survey responses with race directors, recommending a review to understand how to appeal to the CORA membership’s interest and increase participation in the races they plan to host.

Q7: How far outside your locale will you travel to race? (Answered: 348 Skipped: 7)



CORA Member Survey 2017

| ANSWER CHOICES | RESPONSES | |
|--|-----------|-----|
| BC Mainland to/from Interior/Okanagan/Alberta | 40.80% | 142 |
| BC Mainland to/from Seattle/Portland | 29.60% | 103 |
| BC Mainland to/from Sunshine Coast | 31.90% | 111 |
| BC Mainland to/from Vancouver Island | 40.80% | 142 |
| Vancouver Island to/from Interior/Okanagan/Alberta | 19.83% | 69 |
| Vancouver Island to/from Seattle/Portland | 15.80% | 55 |
| Vancouver Island to/from Sunshine Coast | 17.53% | 61 |
| Sunshine Coast to/from Interior/Okanagan/Alberta | 10.63% | 37 |
| Sunshine Coast to/from Seattle/Portland | 3.45% | 12 |
| Interior/Okanagan/Alberta to/from Seattle/Portland | 10.63% | 37 |
| Canada to/from California/Mainland USA | 35.06% | 122 |
| Canada to/from Hawaii | 53.45% | 186 |
| Canada to/from Worldwide (IVF) | 34.20% | 119 |
| Other (please specify) | 12.07% | 42 |
| Total Respondents: 348 | | |

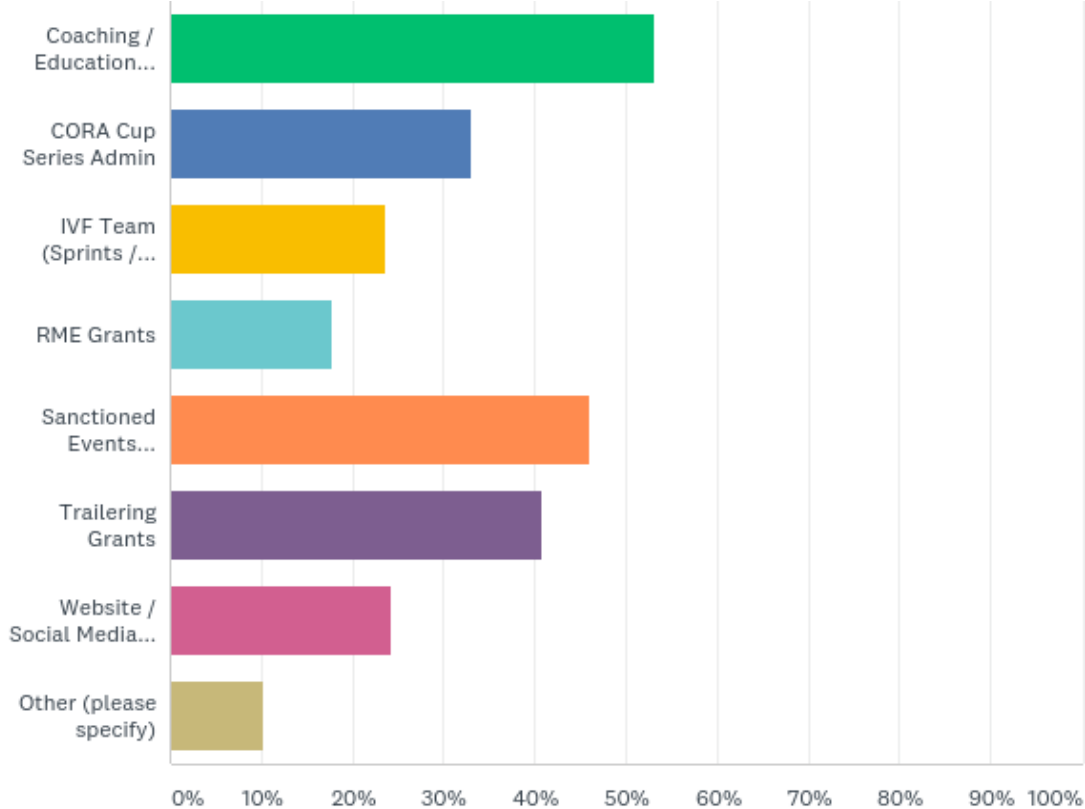
Common Themes in Open-Text Responses

- Paddler responses greatly varied from only racing locally to interest in worldwide travel

CORA’s Intent to Follow-Up

- CORA had hoped that survey responses might offer insight as to how far afield teams will travel to race outside of their region, to help inform race directors, for their interest. Responses to questions 4 and 6 might be more informative of what will attract paddlers to paddling events.

Q8: What are the CORA membership benefits most appreciated / utilized in fostering and developing outrigger racing in your area? (Answered: 339 Skipped: 16)



CORA Member Survey 2017

| ANSWER CHOICES | RESPONSES | |
|--|-----------|-----|
| Coaching / Education Clinics | 53.10% | 180 |
| CORA Cup Series Admin | 33.04% | 112 |
| IVF Team (Sprints / Distance) Coordination | 23.60% | 80 |
| RME Grants | 17.70% | 60 |
| Sanctioned Events Insurance | 46.02% | 156 |
| Trailing Grants | 40.71% | 138 |
| Website / Social Media Updates | 24.19% | 82 |
| Other (please specify) | 10.32% | 35 |
| Total Respondents: 339 | | |

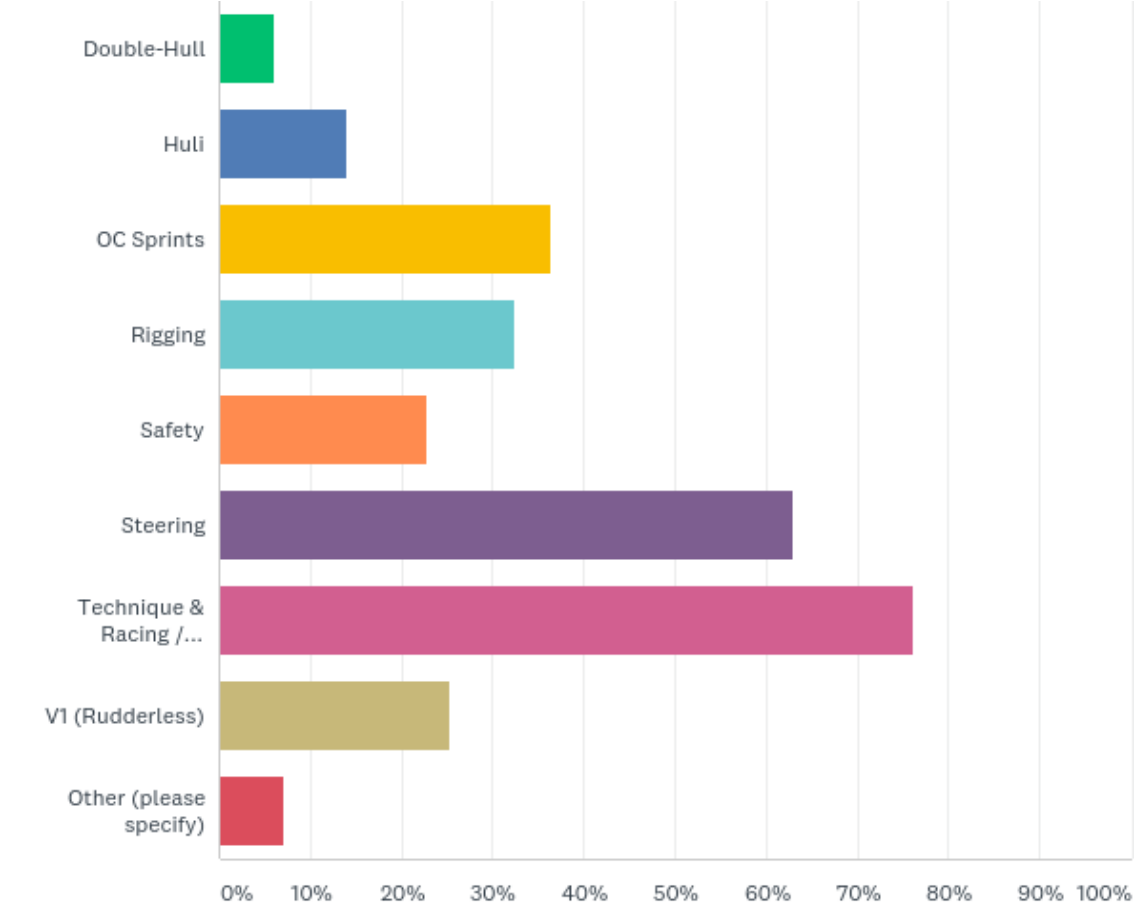
Common Themes in Open-Text Responses

- Coaching clinics
- Repair and Maintenance grants
- Many members are not aware of how CORA supports outrigger canoeing
- There is an appetite for assistance in developing the sport in Eastern Canada

CORA’s Intent to Follow-Up

- The CORA Board is planning 6 coached regional OC training clinics across Canada for 2018, including a clinic in Eastern Canada (likely in Ontario)
- CORA plans to continue to fund existing grants to help clubs operate and racers to race, and will continue to provide Sanctioned Events Insurance
- CORA may begin to provide a welcome letter to those enrolling for 2018 membership, advising what CORA is and what it does. CORA may improve social media presence, and send out periodic newsletters after that to increase awareness of CORA initiatives and support to membership.

Q9: What coaching clinics would you like to see more of? (Answered: 348 Skipped: 7)



CORA Member Survey 2017

| ANSWER CHOICES | RESPONSES | |
|---|-----------|-----|
| Double-Hull | 6.03% | 21 |
| Huli | 14.08% | 49 |
| OC Sprints | 36.49% | 127 |
| Rigging | 32.47% | 113 |
| Safety | 22.70% | 79 |
| Steering | 62.93% | 219 |
| Technique & Racing / Training & Preparation | 76.15% | 265 |
| V1 (Rudderless) | 25.29% | 88 |
| Other (please specify) | 7.18% | 25 |
| Total Respondents: 348 | | |

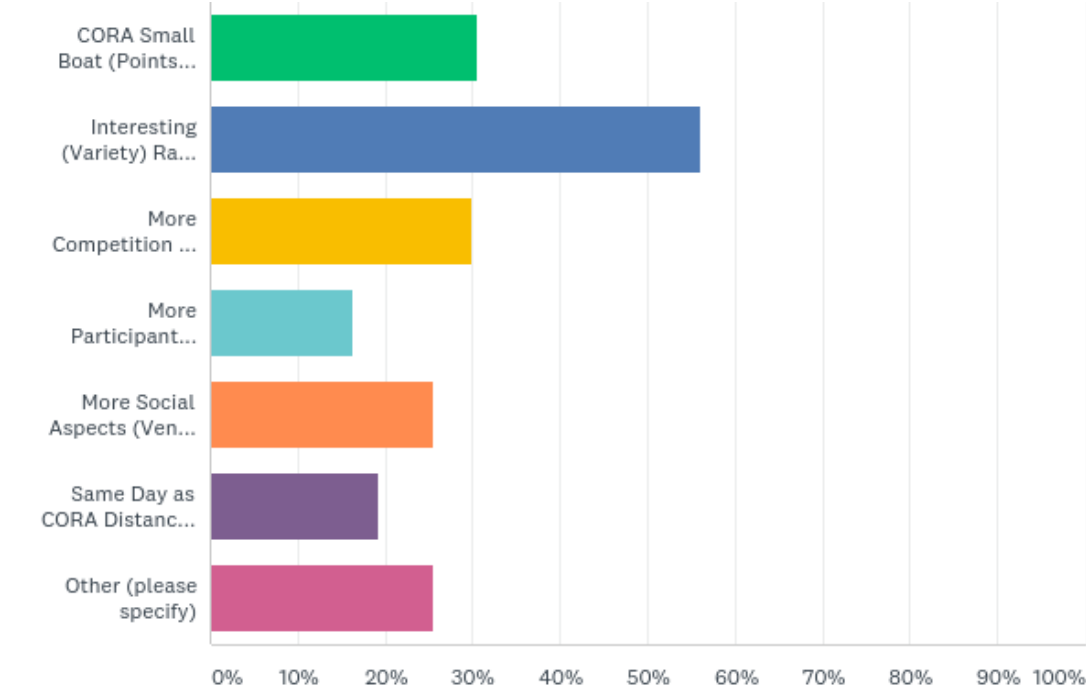
Common Themes in Open-Text Responses

- We received a variety of points supporting the options offered above, with an additional point that the membership would like to see more of these clinics offered in their area

CORA’s Intent to Follow-Up

- The CORA Board is planning 6 regional OC training clinics across Canada for 2018 and will be considering how these themes are ranked when putting together the course content for the weekend (e.g., paddling technique, race preparation, steering, changes racing, rigging, safety, sprints, rudderless)

Q10: What would compel you to attend more CORA small boat races? (Answered: 318 Skipped: 37)



| ANSWER CHOICES | RESPONSES | |
|---|-----------|-----|
| CORA Small Boat (Points) Series | 30.50% | 97 |
| Interesting (Variety) Race Courses | 55.97% | 178 |
| More Competition / Paddlers | 29.87% | 95 |
| More Participant Recognition | 16.35% | 52 |
| More Social Aspects (Venue; Food; Beverages; Vendors) | 25.47% | 81 |
| Same Day as CORA Distance Races | 19.18% | 61 |
| Other (please specify) | 25.47% | 81 |
| Total Respondents: 318 | | |

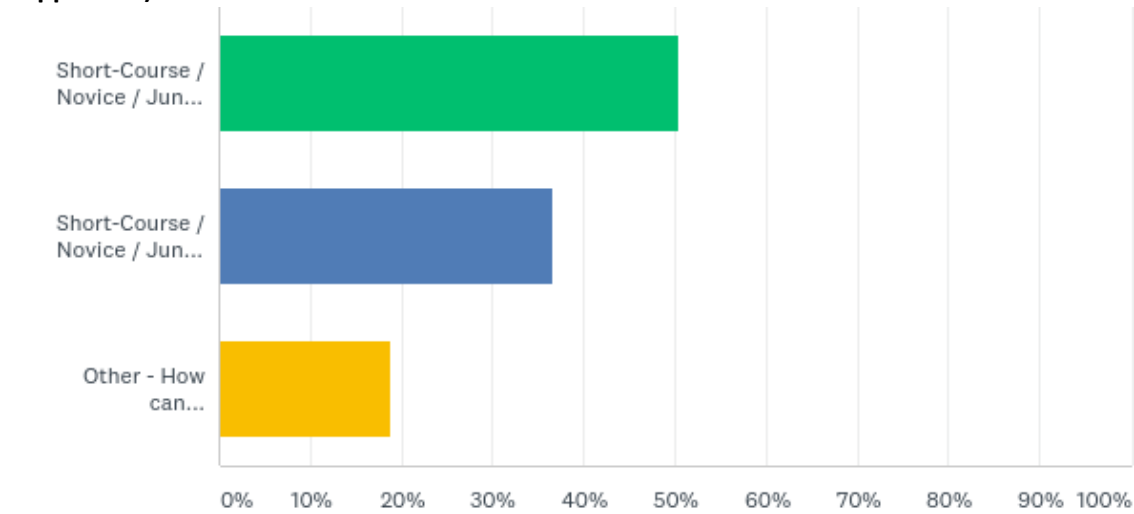
Common Themes in Open-Text Responses

- Access to small boats and small boat training
- A separate small boat racing season, inclusive of SUPs, V1s, etc.
- If OC6 and small boat races were not on the same weekend. Many paddlers are not willing to miss OC6 racing for small boat racing, nor do they want to race both.
- Many respondents are not currently interested in small boats

CORA’s Intent to Follow-Up

- CORA is sharing these survey responses with the recommendation that race directors review the survey responses to understand how to increase participation in the races they plan to host. Hopefully this will assist in improving the participation for small boat races.

Q11: In what order would you prefer that CORA Clubs schedule OC6 Iron Events? (Answered: 312 Skipped: 43)



| ANSWER CHOICES | RESPONSES | |
|---|-----------|-----|
| Short-Course / Novice / Junior / Small Boat Races Early Before Long Course Races | 50.32% | 157 |
| Short-Course / Novice / Junior / Small Boat Races Late After Long Course Races | 36.54% | 114 |
| Other - How can participation be increased at a CORA Event with Long Course & Short Course Races? | 18.91% | 59 |
| Total Respondents: 312 | | |

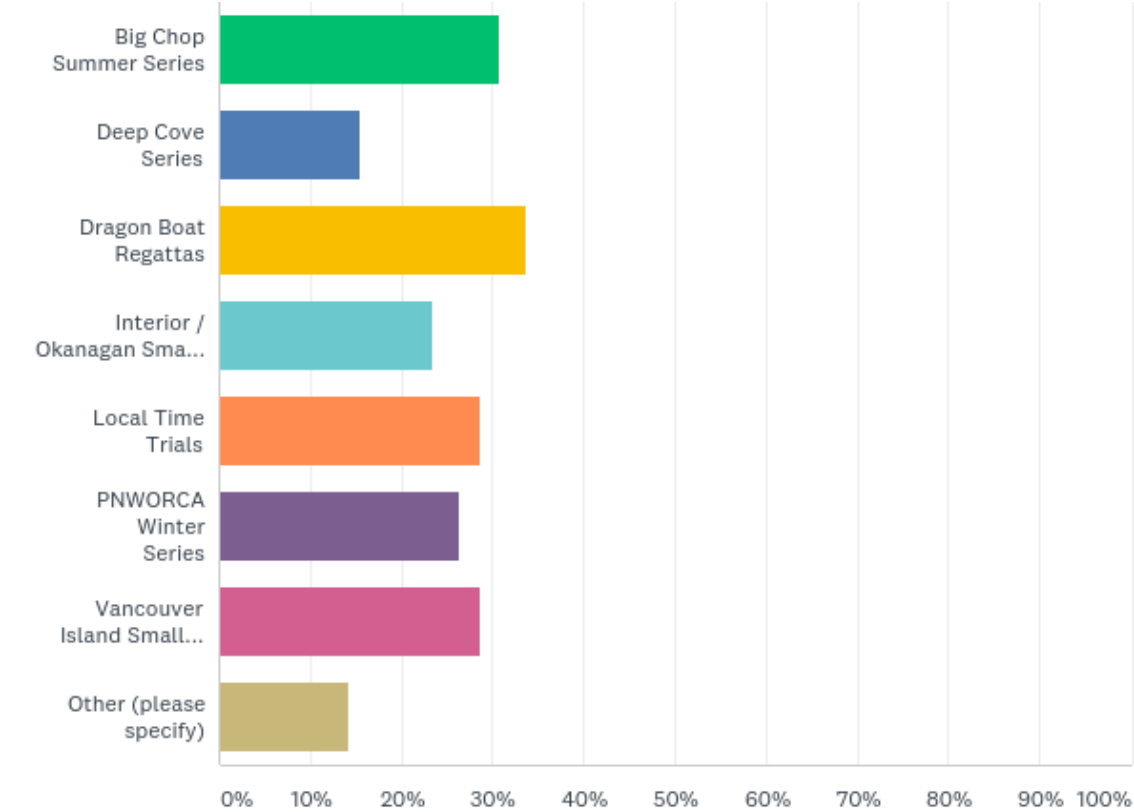
Common Themes in Open-Text Responses

- **How can participation be increased at a CORA event with long course & short course races?**
 - Schedule first heats with enough time for same-day travel for out-of-town racers
 - Short course in the morning helps more novice crews avoid pickup of wind and waves in the afternoon
 - More spectator friendly
 - More recognition for short course participation

CORA’s Intent to Follow-Up

- CORA is sharing these survey responses with race directors / host clubs in the hopes that paddler preference and input will be considered when scheduling events.
- CORA is proposing to introduce a CORA Cup Short Course Series in conjunction with the CORA Cup Long Course Series. The CORA Cup Series presently has recognition for Short Course Novice and Short Course Junior Divisions. A new Short Course Open Division will be recognized instead.

Q12: What non-CORA racing series are you interested in? (Answered: 315 Skipped: 40)



| ANSWER CHOICES | RESPONSES | |
|--------------------------------------|-----------|-----|
| Big Chop Summer Series | 30.79% | 97 |
| Deep Cove Series | 15.56% | 49 |
| Dragon Boat Regattas | 33.65% | 106 |
| Interior / Okanagan Small Boat Races | 23.49% | 74 |
| Local Time Trials | 28.57% | 90 |
| PNWORCA Winter Series | 26.35% | 83 |
| Vancouver Island Small Boat Races | 28.57% | 90 |
| Other (please specify) | 14.29% | 45 |
| Total Respondents: 315 | | |

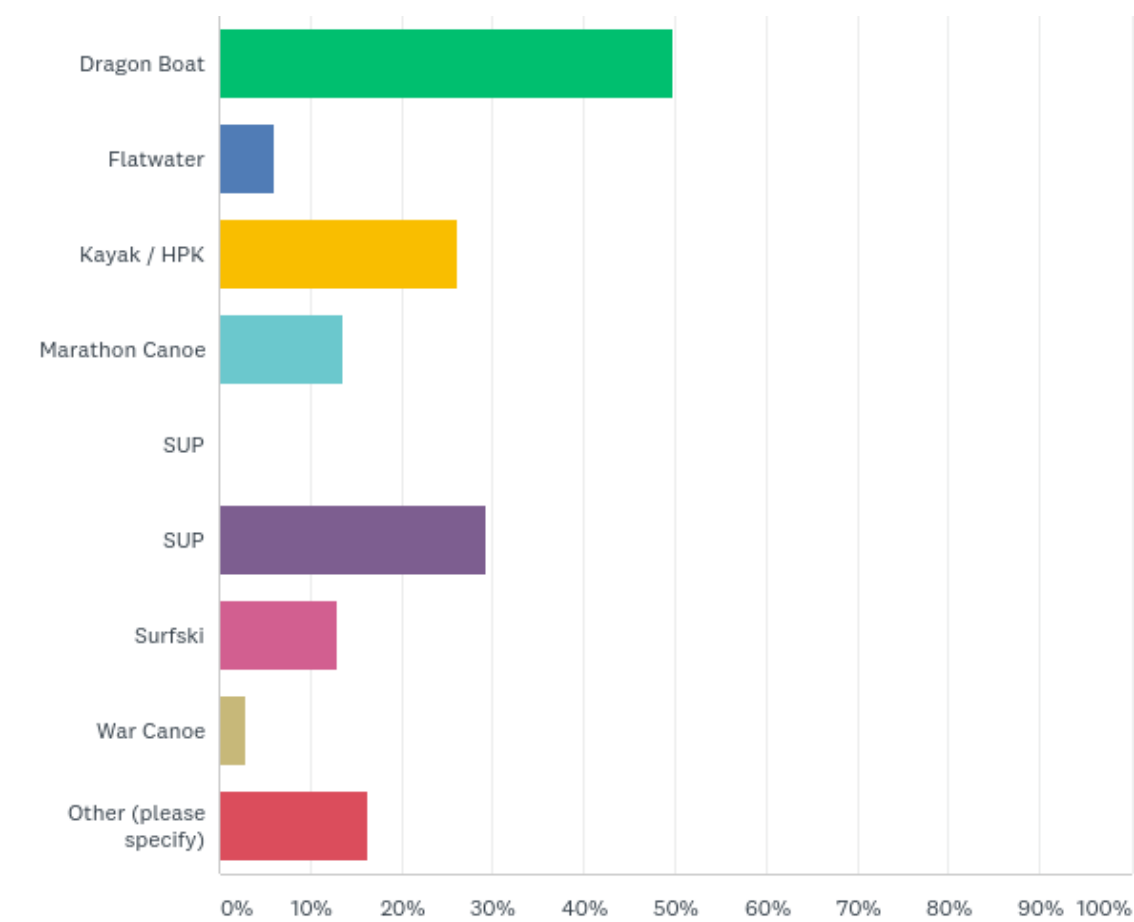
Common Themes in Open-Text Responses

- Jericho Wave Chaser and Gorge Downwinder were popular responses, as were dragonboat festivals

CORA’s Intent to Follow-Up

- The CORA Board is interested in understanding where CORA members are racing outside of CORA OC6 and V12 events. When reviewing the proposals for 2018 CORA sanctioned races at the AGM, the CORA board flagged any conflicts with non-CORA races to race directors so they could consider rescheduling their race, allowing paddlers to participate in as many races as possible.
- CORA proposes to promote and support regional Small Boat races to CORA members to encourage participation at these events.

Q13: What other water sports do you do besides OC (OC1 / OC2 / OC6 / V1)? (Answered: 317 Skipped: 38)



| ANSWER CHOICES | RESPONSES | |
|------------------------|-----------|-----|
| Dragon Boat | 49.84% | 158 |
| Flatwater | 5.99% | 19 |
| Kayak / HPK | 26.18% | 83 |
| Marathon Canoe | 13.56% | 43 |
| SUP | 0.00% | 0 |
| SUP | 29.34% | 93 |
| Surfski | 12.93% | 41 |
| War Canoe | 2.84% | 9 |
| Other (please specify) | 16.40% | 52 |
| Total Respondents: 317 | | |

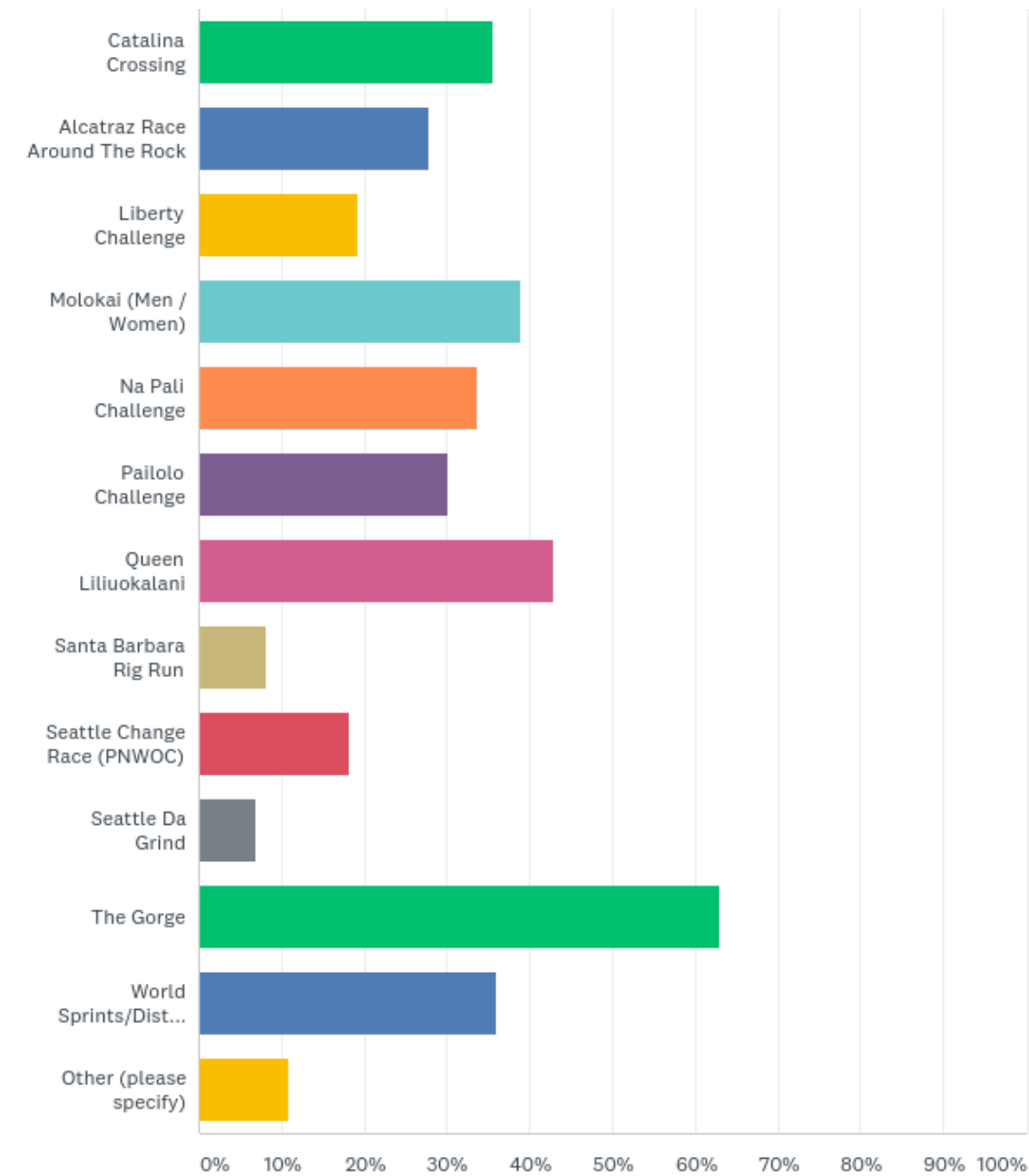
Common Themes in Open-Text Responses

- Surfing, white water kayaking, sailing, swimming, SUP, voyageur

CORA’s Intent to Follow-Up

- CORA is sharing this with race directors so that they can avoid scheduling events that conflict with other events for different paddling disciplines that are popular with the CORA membership. It also shows other types of small boats that outrigger paddlers might like to have included in the current small boat races.

Q14: Which International Events are you interested in? (Answered: 306 Skipped: 49)



| ANSWER CHOICES | RESPONSES | |
|-------------------------------|-----------|-----|
| Catalina Crossing | 35.62% | 109 |
| Alcatraz Race Around The Rock | 27.78% | 85 |
| Liberty Challenge | 19.28% | 59 |
| Molokai (Men / Women) | 38.89% | 119 |
| Na Pali Challenge | 33.66% | 103 |
| Pailolo Challenge | 30.07% | 92 |
| Queen Liliuokalani | 42.81% | 131 |
| Santa Barbara Rig Run | 8.17% | 25 |
| Seattle Change Race (PNWOC) | 18.30% | 56 |
| Seattle Da Grind | 6.86% | 21 |
| The Gorge | 63.07% | 193 |
| World Sprints/Distance | 35.95% | 110 |
| Other (please specify) | 10.78% | 33 |
| Total Respondents: 306 | | |

CORA Member Survey 2017

Common Themes in Open-Text Responses

- A wider variety of responses was received ranging from no interest to interest in multiple international races, with no specific trends. That said, big drivers that attract paddlers to make big training commitments as well as investments of money and time to attend these “away” races include challenging race courses, strong competition, social aspects and an attractive destination.

CORA’s Intent to Follow-Up

- The intent of this question was to elicit some more feedback about paddlers’ drive to attend races outside of their region, to help race directors design races that appeal to CORA membership, and will encourage more widespread participation.

CANADIAN OUTRIGGER RACING ASSOCIATION
DIRECTOR AND OFFICER CONFLICT OF INTEREST POLICY

PART 1 - GENERAL

1.1 Directors and officers (each an “**Executive**”) of the Canadian Outrigger Racing Association (“**CORA**”) are required to act honestly, in good faith, and in the best interests of CORA. Consistent with these standards of conduct, real and potential conflicts of interest (each a “**Conflict**”) and the appearance or perception of Conflicts are to be avoided where practicable and acted upon openly and appropriately when encountered.

1.2 This policy sets out:

- (a) the Conflict requirements applicable to Executives under the *Canada Not-for-profit Corporations Act* (the “**NFPA**”); and
- (b) the procedures to be followed in addressing any Conflict involving an Executive.

1.3 An Executive must abide by the standards described in this policy, in other applicable policies and guidelines that CORA may implement from time to time, and all applicable laws and regulations.

PART 2 – WHAT IS A CONFLICT?

2.1 A Conflict exists where there is potential to favour personal interests, or the interests of another person, over the interests of CORA or where circumstances are sufficient to influence or appear to influence an Executive’s exercise of his or her powers or judgment in an independent and impartial manner.

2.2 Generally, there are two situations giving rise to a Conflict:

- (a) where the Executive has a financial interest in a matter; and
- (b) where the Executive, who through his or her position with another party, has an obligation of loyalty that conflicts, or appears to conflict, with his or her loyalty obligation to CORA.

2.3 A perceived Conflict may arise if an Executive, or a member of the Executive’s immediate family or household, has an interest or relationship with a supplier of CORA, or another organization that may, or may appear to, compromise the Executive’s independence or ability to provide an impartial or objective decision or recommendation or assessment of facts in any circumstance that relates to CORA.

2.4 For a Conflict to be perceived, it must be visible and the Executive must be aware. Executives are not required to do exhaustive research on all contracts and relationships of any party in which the Executive may be involved.

2.5 It is a Conflict if an Executive misuses information obtained in the course of acting as an Executive.

2.6 In order to manage Conflicts and protect the reality and the perception that an Executive can continue to exercise independent and impartial judgment, the principles of awareness, written disclosure and mitigation are to be applied.

2.7 As soon as an Executive is aware of a Conflict, the Executive must disclose the facts of the situation and the mitigating factors or actions the Executive believes will allow the Executive to continue to exercise independent judgment and impartiality.

PART 3 – GUIDELINES

3.1 An Executive is obligated to avoid, whenever reasonably practicable, a Conflict. However, Conflicts may arise. To provide some guidance regarding the application of this policy, the guidelines contained in this Part are intended to assist Executives in avoiding and dealing with Conflict situations. These guidelines do not address or anticipate all situations or circumstances that may from time to time arise. Executives are expected to use their best judgment to ensure that they deal with Conflicts appropriately. If an Executive is not certain if a situation requires disclosure, the Executive should seek clarification from CORA's Chairperson or Corporate Secretary.

3.2 An Executive must not derive a personal benefit from the activities of CORA and CORA should avoid, to the extent practicable, contracts or arrangements with parties that would result in personal profit or benefit to an Executive or a member of the Executive's immediate family or household, friends, business associates or colleagues.

3.3 Executives must not allow their loyalty to CORA to be compromised by their relationships to or involvement in other organizations.

3.4 Information of a confidential nature gained by an Executive from his or her involvement with CORA is to be kept confidential and used only for the proper purposes of CORA and, specifically, is not to be disclosed to anyone who might gain an advantage from use of such information, such as in securing a contract with CORA or CORA's endorsement of a bid or proposal.

3.5 An Executive may be in a position of leadership in an organization where the Executive may be viewed as a spokesperson for such organization. In such situations, the Executive should ensure that they are seen as speaking for such organization or as an individual and not as a spokesperson or representative of CORA.

3.6 Where a vendor or supplier is bidding to perform work or provide services to CORA, it is a Conflict if the Executive:

- (a) is a director, employee or consultant (including on a retainer, whether active or not) of such vendor or supplier;
- (b) or an immediate family or household member has a financial interest in such vendor or supplier;
- (c) or an immediate family or household member has an investment in such vendor or supplier; or

- (d) has an immediate family or household member who is a director, employee or consultant of the vendor or supplier.

3.7 An Executive must not allow any benefit, gift or hospitality to compromise or appear to compromise an Executive's ability to make fair, impartial and objective decisions. It is acknowledged that it may be acceptable to give or receive a benefit, gift or hospitality when there is a benefit to CORA. An Executive must not ever offer, ask for, give or receive any benefit, gift or hospitality that would be illegal or result in any violation of law.

PART 4 – CANADA NOT-FOR-PROFIT CORPORATIONS ACT REQUIREMENTS

4.1 The NFPA sets out the statutory obligations and procedures relating to Conflicts with which Executives must comply. The NFPA is specifically concerned with Conflicts where an Executive:

- (a) is a party to a material contract or transaction or a proposed material contract or transaction with CORA; or
- (b) is a director or officer (or is acting in a similar capacity) of, or has a material interest in, a party to a material contract or transaction or a proposed material contract or transaction with CORA.

4.2 The NFPA requirements apply regardless of whether the material contract or transaction or proposed material contract or transaction requires approval by CORA's board of directors (the "**Board**").

4.3 The relevant provisions of the NFPA are reproduced in full in **Appendix A**.

4.4 *Obligation to Disclose* - Executives involved in circumstances outlined above must disclose in writing to CORA the nature and extent of the Executive's interest. If the Executive is a member of the Board, the Executive may, alternatively, request to have entered into the minutes of a meeting of the Board the nature and extent of the Executive's interest.

4.5 *Time of Disclosure by a Board Member* - An Executive who is a member of the Board must disclose a Conflict:

- (a) at the meeting at which a proposed contract or transaction is first considered; or
- (b) if the Executive was not, at the time of the meeting at which the proposed contract or transaction was first considered, interested in the proposed contract or transaction, at the first meeting after the Executive becomes so interested; or
- (c) if the Executive becomes interested after a contract or transaction is made, at the first meeting after the Executive becomes so interested; or
- (d) if an individual who is interested in a contract or transaction later becomes a member of the Board, at the first meeting after the Executive becomes a member of the Board.

4.6 *Time of Disclosure by an Officer who is not a Board Member* - An Executive who is not a member of the Board must disclose a Conflict:

- (a) immediately after the Executive becomes aware of that the contract, transaction, proposed contract or proposed transaction is to be considered or has been considered at a meeting of the Board; or
- (b) if the Executive becomes interested after a contract or transaction is made, immediately after the Executive becomes so interested; or
- (c) if an individual who is interested in a contract or transaction later becomes an officer, immediately after the individual becomes an officer.

4.7 *Voting* - A member of the Board must not vote on any resolution to approve the contract or transaction in which the Board member has an interest, except where the contract or transaction is:

- (a) one relating primarily to the Board member's remuneration as a director, an officer, an employee, an agent or a mandatary of CORA; or
- (b) for indemnity or insurance for the benefit of directors and officers of CORA; or
- (c) with an affiliate (within the meaning of the NFPA) of CORA.

PART 5 – GENERAL DISCLOSURE PROCEDURE

[NTD: Is this too administratively burdensome? Can we simplify?]

5.1 An Executive must disclose in writing (email is sufficient) to CORA's Chairperson and Corporate Secretary any Conflict that exists or might be reasonably perceived to exist.

5.2 CORA's Chairperson must disclose in writing (email is sufficient) to CORA's Corporate Secretary any Conflict that exists or might be reasonably perceived to exist.

5.3 Disclosure must be made in each of the following circumstances, where appropriate:

- (a) as soon as any situation arises that creates, or may be perceived to create, a Conflict for an Executive or as soon as the Executive becomes aware of such a situation;
- (b) before appointment or election as a Board member or officer;
- (c) where required by a particular contract; or
- (d) where otherwise required by this policy or any other policy of CORA or as required by applicable law.

5.4 CORA's Chairperson (or where CORA's Chairperson may be subject to a Conflict, such persons as may be appointed by the Board) shall consider the particulars of the situation and decide:

- (a) whether a Conflict exists;
- (b) whether it will be permitted to continue or must be discontinued; and
- (c) if it is to be permitted, if conditions should apply.

5.5 CORA's Chairperson (or the persons appointed by the Board, if applicable) will determine the course of action that is in the best interests of CORA. In making this determination, the Chairperson (or the persons appointed by the Board, if applicable) may take into account the following factors:

- (a) any possible harm to CORA, any Executive, any employee or other representative acting on CORA's behalf if the Conflict is permitted;
- (b) any possible harm to the interests of CORA's members, affiliates or associates or others served by CORA, if the Conflict is permitted;
- (c) whether reasonable alternative arrangements are possible which do not create a Conflict;
- (d) the consequences to CORA, its reputation and future activities if the Conflict is not permitted;
- (e) the consequences to CORA and its reputation and future activities if the Conflict is permitted to continue;
- (f) other interests of CORA; and
- (g) the rights and interests of the Executive.

5.6 Without limiting the discretion of CORA's Chairperson (or the persons appointed by the Board, if applicable) to consider all relevant factors, the following factors in assessing a disclosure must be considered:

- (a) the impact on the Executive's ability to satisfy his or her obligations to CORA, including discharging his or her fiduciary duties to CORA;
- (b) the degree to which the Conflict will be detrimental to the interests of CORA;
- (c) the degree to which the Conflict may compromise the Executive's judgment, independence and impartiality; and
- (d) the extent to which the Conflict may be managed through an appropriate protocol.

5.7 CORA's Chairperson (or the persons appointed by the Board, if applicable) may request from the Executive additional information that relates directly to and is necessary to assess and decide the Conflict.

5.8 CORA's Chairperson (or the persons appointed by the Board, if applicable) may consult with others before making a decision relating to a Conflict.

5.9 CORA's Chairperson (or the persons appointed by the Board, if applicable) may impose terms and conditions before permitting a Conflict of interest to continue.

5.10 CORA's Chairperson (or the persons appointed by the Board, if applicable) will prepare an assessment setting out the issues assessed during the review, the decision made, and the reasons for the decision. Where the decision is to manage the Conflict, a process for doing so will be included. CORA's Chairperson will cause the assessment to be sent to the Board (other than the Board member subject to the assessment) for approval.

5.11 CORA's Corporate Secretary will cause the written decision to be sent to the Executive who has declared the Conflict setting out the issues assessed during the review and the reasons for the decision. Where the decision is to manage the Conflict, a process for doing so will be implemented.

5.12 CORA's Chairperson and Corporate Secretary will review any decision concerning an ongoing Conflict at appropriate intervals. The original decision may be reversed or varied, subject to the same approval levels as the original decision.

5.13 If CORA's Chairperson (or the persons appointed by the Board, if applicable) cannot determine an appropriate course of action, the disclosure will be referred to the Board with a copy of the assessment and any related documents.

5.14 Conflict disclosures will normally be treated as confidential. However, it may be necessary for CORA to permit persons outside CORA, access to such information and the terms and conditions imposed. Information will be disclosed only as permitted or required by law or regulation.

PART 6 – ANNUAL DISCLOSURE

[NTD: “may” means that the requirement is discretionary. Do we want this section?]

6.1 CORA's Corporate Secretary **may**, on an annual basis, send to each Executive a Conflicts questionnaire. The questionnaire may, among other things, ask Executives to disclose directorships and other material interests and relationships that are, or could be perceived to be, a real or perceived conflict of interest with his or her obligations as an Executive and the mitigating factors or actions that allow them to continue to exercise independent judgment and impartiality. Each Executive must complete and return the questionnaire to CORA's Corporate Secretary within the prescribed time period.

6.2 CORA's Corporate Secretary will promptly review the responses to the against the provisions of the NFPA, this policy and other applicable legal and regulatory requirements. CORA's Corporate Secretary will submit the results of this review to CORA's Chairperson to confirm that, among other things, there are no Conflicts or, if Conflicts are disclosed, to confirm acceptance of the mitigating factors or actions proposed by the Executive, or for a determination of a further Conflicts management plan. CORA's Chairperson will report the conclusions the Board at the first meeting of the Board following such review.

6.3 CORA's Corporate Secretary will retain questionnaires for future reference in order to determine when information on any transaction or relationship disclosed by an

Executive is scheduled to come before the Board and is to be excluded from a Board member's meeting materials.

PART 7 - BOARD MATERIALS

7.1 CORA's Corporate Secretary or Chairperson may decide not to provide certain information to a particular Board member on the basis that such Board member may have an interest in the subject matter.

7.2 CORA's Corporate Secretary will advise the Board member that certain information has been withheld from the Board member and the reason why.

APPENDIX A
CANADA NOT-FOR-PROFIT CORPORATIONS ACT REQUIREMENTS

Disclosure of interest

141 (1) A director or an officer of a corporation shall disclose to the corporation, in writing or by requesting to have it entered in the minutes of meetings of directors or of committees of directors, the nature and extent of any interest that the director or officer has in a material contract or material transaction, whether made or proposed, with the corporation, if the director or officer

- (a) is a party to the contract or transaction;
- (b) is a director or an officer, or an individual acting in a similar capacity, of a party to the contract or transaction; or
- (c) has a material interest in a party to the contract or transaction.

Time of disclosure for director

- (2) The disclosure required by subsection (1) shall be made, in the case of a director,
- (a) at the meeting at which a proposed contract or transaction is first considered;
 - (b) if the director was not, at the time of the meeting referred to in paragraph (a), interested in the proposed contract or transaction, at the first meeting after the director becomes so interested;
 - (c) if the director becomes interested after a contract or transaction is made, at the first meeting after the director becomes so interested; or
 - (d) if an individual who is interested in a contract or transaction later becomes a director, at the first meeting after the individual becomes a director.

Time of disclosure for officer

- (3) The disclosure required by subsection (1) shall be made, in the case of an officer who is not a director,
- (a) immediately after the officer becomes aware that the contract, transaction, proposed contract or proposed transaction is to be considered or has been considered at a meeting;
 - (b) if the officer becomes interested after a contract or transaction is made, immediately after the officer becomes so interested; or
 - (c) if an individual who is interested in a contract or transaction later becomes an officer, immediately after the individual becomes an officer.

Time of disclosure for director or officer

(4) If a material contract or material transaction, whether entered into or proposed, is one that, in the ordinary course of the corporation's activities, would not require approval by the directors or members, a director or an officer shall, immediately after they become aware of the contract or transaction, disclose in writing to the corporation, or request to have entered in the minutes of meetings of directors or of committees of directors, the nature and extent of their interest.

Voting

(5) A director required to make a disclosure under subsection (1) shall not vote on any resolution to approve the contract or transaction unless the contract or transaction

- (a) relates primarily to the director's remuneration as a director, an officer, an employee, an agent or a mandatary of the corporation or an affiliate;
- (b) is for indemnity or insurance under section 151; or
- (c) is with an affiliate.

Continuing disclosure

(6) For the purposes of this section, a general notice to the directors declaring that a director or an officer is to be regarded as interested, for any of the following reasons, in a contract or transaction made with a party, is a sufficient declaration of interest in relation to the contract or transaction:

- (a) the director or officer is a director or an officer, or acting in a similar capacity, of a party referred to in paragraph (1)(b) or (c);
- (b) the director or officer has a material interest in the party; or
- (c) there has been a material change in the nature of the director's or the officer's interest in the party.

Access to disclosures

(7) The members of the corporation may examine the portions of any minutes of meetings of directors or of committees of directors that contain disclosures under this section, and of any other documents that contain those disclosures, during the corporation's usual business hours.

Avoidance standards

(8) A contract or transaction for which disclosure is required under subsection (1) is not invalid, and the director or officer is not accountable to the corporation or its members for any profit realized from the contract or transaction, because of the director's or officer's interest in the contract or transaction or because the director was present or was counted to determine

whether a quorum existed at the meeting of directors or of the committee of directors that considered the contract or transaction, if

- (a) disclosure of the interest was made in accordance with this section;
- (b) the directors approved the contract or transaction; and
- (c) the contract or transaction was reasonable and fair to the corporation when it was approved.

Confirmation by members

(9) Even if the conditions of subsection (8) are not met, a director or an officer, acting honestly and in good faith, is not accountable to the corporation or to its members for any profit realized from a contract or transaction for which disclosure is required under subsection (1), and the contract or transaction is not invalid by reason only of the interest of the director or officer in the contract or transaction, if

- (a) the contract or transaction is approved or confirmed by special resolution at a meeting of the members;
- (b) disclosure of the interest was made to the members in a manner sufficient to indicate its nature and extent before the contract or transaction was approved or confirmed; and
- (c) the contract or transaction was reasonable and fair to the corporation when it was approved or confirmed.

Application to court

(10) If a director or an officer of a corporation fails to comply with this section, a court may, on the application of the corporation or any of its members, set aside or annul the contract or transaction on any terms that it thinks fit, require the director or officer to account to the corporation for any profit or gain realized on the contract or transaction or make any other order that the court thinks fit.

CANADIAN OUTRIGGER RACING ASSOCIATION
DIRECTOR [AND OFFICER] ACKNOWLEDGEMENT

[NTD: This should be a separate document, as its scope is broader than the Conflicts of Interest Policy. Note only changes are reference to “officers” and in s. 4(i) to reference Conflicts Policy.]

1. I, _____, recognizing the important responsibility I have committed to as a director [or officer] of the Canadian Outrigger Racing Association (“**CORA**”) (a “**Board Member**”), hereby pledge to act honestly, diligently, in good faith, and in the best interests of CORA in carrying out the duties and obligations associated with that role.
2. I acknowledge that my primary roles as a Board Member are:
 - (a) to contribute to defining the organization's mission and governing the fulfilment of that mission; and
 - (b) to contribute to, and support, the work of the board and to carry out the functions of the office of board member as stated in the bylaws and other governance documents.

My role as a Board Member will focus on the development of policies that govern the implementation of the organization's plans and purposes.
3. My commitment: I will exercise the duties and responsibility of this office with honesty, integrity, collegiality and care.
4. I pledge, to the best of my knowledge and ability, as follows:
 - (a) To establish as a high priority my attendance at all meetings of the Board.
 - (b) To be prepared to discuss the issues and business addressed at scheduled meetings, having read the agenda and all background material relevant to the topics at hand.
 - (c) To maintain the confidentiality of what is said or seen at Board meetings.
 - (d) To work with and respect the opinions of my peers who serve on this Board.
 - (e) To always act for the good of this organisation as a whole.
 - (f) To represent the organization in a positive and supportive manner at all times and in all places.
 - (g) To observe meeting procedures and display courteous conduct in all Board meetings.

- (h) To refrain from intruding on administrative issues that are the responsibility of race organizers, officials and volunteers, except to monitor the results and prohibit methods that conflict with Board policy.
 - (i) To comply with CORA's Director and Officer Conflict of Interest Policy established from time to time.
 - (j) To support in a positive manner all actions taken by the Board even when I am in a minority position on such actions.
 - (k) To participate openly and honestly in reviews of Board performance and my performance as an individual Board Member.
 - (l) To participate in development opportunities that may be provided in order to augment my skills as a trustee and the efficacy of the Board as a whole.
 - (m) [To adhere to the CORA Expense Policies as outlined in the CORA Expense Policies Document.] **[NTD: Do we have one?]**
5. If, for any reason, I find myself unable to carry out the above duties to the best of my ability, I will first seek leave of the Board to work to a different standard and, if I cannot achieve this, I will agree to resign my position as a Board Member.

SIGNED, SEALED AND DELIVERED by
_____ in the presence of:

Witness Signature

Witness Name:

Witness Address

Director [/ Officer] Signature

Director [/ Officer] Name

Date