

# **Constitution and Bylaws of the Ontario Marathon Canoe Racing Association (OMCRA)**

## Mission and Mandate of OMCRA

### a. **Mission Statement**

To promote, represent and develop distance paddling as a racing sport in Ontario.

### b. **Objectives**

Objectives of OMCRA include:

- Standardizing specifications of crafts in the various classes for all races,
- Advertising and promoting sanctioned events and assisting organizers in improving their events,
- Promoting safety in paddling particularly as related to distance racing,
- Encouraging Ontario residents of all ages to become involved in marathon paddling competitions, and
- Offering sport specific training programs to coaches and paddlers.

## II. **OMCRA Membership**

### a. **Racing membership**

- Shall entitle the member to voting privileges, the right to hold office, the right to receive medals in Provincial Championships and to try out for the Canadian National team for ICF competitions and other benefits as set out in the bylaws;
- Members over 17 are eligible to vote.
- Fee and age categories are listed in the bylaws. Fee amounts for categories will be determined by the Board of Directors each executive term.
- Membership privileges may be rescinded if the conduct of a member is deemed by two thirds of the OMCRA Board to be detrimental to the welfare of the Association or its members. Membership privileges end as of March 31 unless dues are paid by the 1st of April on a yearly basis.

## III. **Board of Directors**

### a. **Executive Officers and Directors**

The number of Executive Officers and Directors will be seven (7) consisting of:

Executive Officers:

- President,
- Vice-President,
- Secretary,
- Treasurer,
- Race Secretary

Other Directors:

- Past President (past year's President, not elected)
- Directors at Large (appointed by President with approval from the board)

Vacancies in directorships may be filled by the President subject to approval by a majority of the Board of Directors.

### b. **Election of Executives**

- The election of board members shall be at the Fall Annual General Meeting,
- Nominations of board members shall be received from members in good standing of OMCRA.
- If there is no nomination from the members of OMCRA, and an existing member wishes to remain on the Board of Directors for another term, that officer may request a vote of confidence.

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- At the first meeting following the AGM, The Board shall elect from its members a President, Vice President, Recording Secretary, Treasurer and Race Secretary.

**c. Terms of Service**

- Each member of the Board of Directors will serve a two-year term.
- In the event that a member of the Board is voted in or appointed mid-term, the term will end at the next Fall Annual General Meeting.

**IV. Roles of the Executive**

**a. President**

The President of the Board of Directors shall:

- Set meetings as outlined in the OMCRA Procedures section of this Constitution,
- Chair all Board of Director meetings following the procedures with respect to voting outlined in the OMCRA Procedures section of this Constitution,
- Ensure open discussion of agenda items in an orderly manner, enabling all present to voice an opinion or express their ideas,
- Ensure that the minutes of the Board of Director meetings are recorded and maintained,
- Operate and conduct the ordinary activities and affairs of the Association,
- Execute contracts on behalf of OMCRA,
- Be the spokesperson for OMCRA except where the task is specifically delegated to another member of the Board of Directors, and
- Cause subcommittees to be formed as the need arises throughout discussions at meetings of the Board of Directors.

**b. Vice-President**

The Vice-President of the Board of Directors shall:

- Assist the President,
- Assume the responsibilities of the President in his/her absence,
- Assume other duties and responsibilities as assigned.

**c. Secretary**

The Secretary shall:

- Create, maintain and retain the minutes of each meeting,
- Attend to publishing race rules, bylaws, publications, brochures and any necessary correspondence,
- Be responsible for updating the Constitution and Bylaws in a timely basis to reflect changes and additions resulting from Board and General Meetings,
- Update the appropriate government ministry following elections
- Assume other duties and responsibilities as assigned.

**d. Treasurer**

The Treasurer shall:

- Receive and disburse funds of OMCRA subject to the approval of the Board of Directors,
- Obtain Board approval of a yearly projected budget,
- Maintain books and records reflecting the financial state of OMCRA,
- Deposit all funds of OMCRA which may come into his/her hands into such bank or banks as the Board of Directors may designate,

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- Render such accounts and statements in the form of a budget update to the Board of Directors at each meeting of the Board of Directors,
- See that an independent audit of the financial records is completed prior to each Fall Annual General Meeting. An audit of the financial records shall be reviewed and signed by not less than two members of the executive of the Board of Directors and the President of OMCRA,
- Make sure that all withdrawals and cheques written on OMCRA bank and trust accounts are signed by two of the following officers: Treasurer, President, Vice-President.,
- Direct new members to the online location of the Constitution and Bylaws upon payment of membership fees,
- Send a notice to every member from the previous year via email and/or the newsletter of OMCRA concerning the cost and due dates of membership fees,
- Update, maintain and provide a copy of the membership list to the President at each meeting of the Board of Directors, and
- Assume other duties and responsibilities as assigned.

### **e. Race Secretary**

The Race secretary shall:

- Review the OMCRA sanctioning and safety policy each year and make recommendations to the Board of Directors for the amendment of said policies
- Inform race or event organizers of changes to these policies
- At the beginning of each race season invite race /event organizers to sanction and provide them with the online location of the updated documents
- Obtain, from the proper officials, the results of all sanctioned races (organizer members) and shall keep accurate records of these results,
- In a timely manner, communicate all race results and other information via the web site
- Evaluate rules and specifications of all race organizer members with a view to improving, simplifying and standardizing regulations and specifications,
- Evaluate races to determine what organizational and facility improvements can be made to make races better events, and prepare an annual report to member organizations,
- Distribute information and notifications, including racing information, to members
- Produce an annual race schedule, and
- Assume other duties and responsibilities as assigned.

### **f. Past President**

The Past President's duty is to act as official advisor to the President as well as to any other new members of the Board of Directors.

### **g. Subcommittees**

As the need arises, subcommittees can be established to address specific issues requiring additional research or preparation outside of the time allotted in Board Meetings. These Subcommittees will:

- Be created at the discretion of the President,
- Be led by a subcommittee chair appointed by the President,
- perform specific tasks as directed by the President (i.e. fundraising, race organization, reviewing the Constitution),
- Report their progress on the specific task at subsequent Board Meetings in the form of either a verbal or written report,

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- Not undertake any final action on the specific task without the approval of the Board of Directors.

**V. Responsibilities of the Board of Directors**

**a. Attendance**

- All members of the Board of Directors shall make their best efforts to attend each meeting of OMCRA either in person or via phone/conference technology,
- Board members must inform the president or secretary at least 24 hours in advance if he/she is unable to attend a scheduled meeting,
- Any member of the Board of Directors that misses three meetings throughout their term will be subject to a membership review conducted by the President to determine continued involvement as a member of the Board of Directors.

**b. Participation**

- All members of the Board of Directors are expected to actively participate at meetings,
- All members of the Board of Directors are expected to review any materials provided in advance of each meeting and be prepared to discuss each agenda item,
- The Board of Directors shall review and amend as required the sanctioning and safety policies of OMCRA on a yearly basis, and
- The property of OMCRA shall be held and managed by the Board of Directors.

**c. Review of Membership**

The Board of Directors may remove any member whenever, in their judgment, the interests of OMCRA will be served. A two-thirds (2/3) majority vote of the Board of Directors is required for such an action.

**VI. OMCRA Procedures**

**a. Meetings**

- OMCRA shall hold an Annual General Meeting in the fall of each year,
- The time and place of the Annual General Meeting will be determined by the President of OMCRA with notice given by mail or email to all members no less than 30 days in advance.
- Regular meetings of the Board of Directors will be held not less than 7 times per year,

**b. Decision Making Process**

- A quorum is required to pass motions and approve all funding allocations of OMCRA,
- Quorum is defined as greater than 50 % of the Board of Directors,
- Each Board Member is entitled to one vote,
- Each Motion will be decided by majority vote with a show of hands unless a Board Member requests a secret ballot, and
- In the event of a tie, the motion is tabled.

**VII. Finance and Fundraising**

**a. Accounting and Banking Procedures**

- All funds raised through OMCRA initiatives must be deposited into the bank account designated by the Board of Directors,
- All cheque requisitions shall be signed by the Treasurer and either the President or Vice-President,

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- All original source documents (cheque requisitions, supporting documentation, deposit summaries, bank statements and cancelled cheques) must be maintained and provided upon request to the President by the Treasurer,
- An annual projected budget shall be approved by the President and Board of Directors at the beginning of the year; any expenditures of OMCRA money outside of that approved budget will require prior approval of the Board of Directors
- An OMCRA Treasurer's Report shall be presented at each Board of Director meeting,
- An annual Treasurer's Report shall be approved by the President and Board of Directors and submitted to the membership at the Fall Annual General Meeting,
- The OMCRA fiscal year shall coincide with Canoe Ontario's fiscal year.

**b. Deposit and Safeguards**

- A deposit form must be completed by the Treasurer or his/her designate, and
- Funds collected will then be deposited into the bank account as designated by the Board of Directors.

**c. Expense Reimbursement**

- An expense report must be completed prior to funds being reimbursed.
- A copy of any receipt(s) must be attached to the expense report, unless expense covers item for which no receipt is proved e.g. mileage.

**d. Amendments to Constitution and By-Laws**

- Two-thirds (2/3) of quorum is required to pass a change in the Constitution and/or Bylaws.
- Proposed amendments to the Constitution and/or Bylaws must be advertised to the membership of OMCRA not less than thirty (30) days prior to the voting on the amendments.
- Bylaws may be amended by the Board of Directors and become immediately effective. Such amendments must be published in the newsletter and are to be submitted to the subsequent Annual General Meeting for approval.

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**OMCRA Bylaws**

**I. Age categories**

Age as of as of January 1st

- U14 (0 to 13)
- U17 (14 to 16)
- U20 (17 to 19)
- Senior (20 to 39)
- Masters1 (40 to 49)
- Masters2 (50 to 59)
- Grand Masters1 (60 to 69)
- Grand Masters2 (70 to 79)

Grand Master will continue in 10-year increments.

Paddlers in U14, U17, U20, race in the category of the oldest paddler in the boat. Masters race in the category of the youngest paddler in the boat. Examples: paddler turning 14 in June of the year would be U14, paddler tuning 60 on January 2nd would be Masters2

**II. Fee categories**

OMCRA has the following fee categories.

Participants paying into these fee categories are considered Racing Members. Each child registered in the family fee category is a Racing Member.

- Individual or Race Organizer (Organizer fee is per event organized)
- Student (full time student)
- Family. (Must include at least one child under 20 years of age as of Jan 1 and no more than four adults residing at the same address)
- Club Rep

Participants paying into these fee categories are not considered Racing Members unless they have paid into one of the above fee categories as well.

- Members of clubs
- Day of event participants
- non-Ontario Marathon Association members
- non-Ontario Marathon Association day of event participants

OMCRA pays membership fees to Canoe Kayak Canada (CKC) based on the number of Racing Members.

OMCRA pays membership and insurance fees to Canoe Ontario (CKO) based on the number of 'full' and 'day' participants. Full participants include Racing Members and members of clubs. 'Day participants' include day of event participants.

OMCRA pays insurance but not membership fees to Canoe Ontario (CKO) based on the number of 'full' and 'day' participants of non-Ontario Marathon Associations. Full participants include members of those associations. Day participants include day of event participants of those associations. As Marathon Associations under MCRC/CKC they must show they pay their national fees directly to CKC.

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**III. OMCRA Newsletter and Membership Information**

- The HUT! Newsletter is to be sent to members periodically throughout the year. Number of issues shall be determined by the Editor with approval of the Board. Minutes of Board Meetings relevant to the general membership should be published in the newsletter.
- Membership listing of names is to be made available to all race organizers.
- Member's addresses and telephone numbers shall be made public only on approval of the Board.

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**IV. Specifications**

The OMCRA recommends that the following specifications be adopted by race sponsors. Annual Awards, given for the purpose of attracting paddlers to the OMCRA, will be awarded on the basis of points accumulated in sanctioned events that conform to OMCRA specifications:

**Pro C2 (Marathon two-person canoe)**

Maximum overall length 18 feet 6 inches; minimum width 27 inches, 3 inches above the bottom, when measured within 12 inches of the longitudinal centre, not counting keels, at the widest part of the canoe. Minimum width at the gunwales, skin to skin, shall be 33 inches, within 12 inches of the longitudinal centre. Minimum 15-inch high bow measured from the bottom baseline.

**USCA C1 (Marathon one-person canoe)**

Hull specifications shall conform to current USCA specification in effect. In addition, OMCRA recommends that tarps and bailers be permissible.

**Stock C2 (two-person canoe)**

Length, maximum of 18'6", width, minimum of 14.4 per cent of length at the four (4) inch waterline, (i.e. 32 inches for 18'6" length, 29.4 for 17' length)  
Depth: Minimum at bow 17 inches, centre, 12.5 inches, stern, 16 inches.

**Stock C1 (one-person canoe)**

Length: Maximum of 17'2" / Minimum 15.' Width: No minimum / No maximum. Canoes with concave hulls are not permitted. Pro-class or modified boats that are specifically designed for flat-water racing are not permitted. Skogs or rudders are not permitted. (pending board adoption & AGM 2018 ratification)

**Recreational Canoe (two-person canoe)**

Any non-racing canoe, at the discretion of the race organizer, 17 feet long or less with a minimum width of 32 inches at the 4-inch waterline is acceptable. (Dec. 1, 2007)

**Solo Kayak Specifications**

HPK – high performance kayak, L:W ratio >10.99:1 (includes ICF K1)

FK - fast kayaks L:W ratio between 9.25:1 to 10.99:1

Long Recreational Kayaks L > 4.27m (14ft) and L:W ratio < 9.25:1

Short Recreational Kayaks L < 4.27m (14ft) and L:W ratio < 9.25:1

L = waterline length

W = waterline width

(L and W are based on 150lb weight in the boat)

**ICF K2 (Kayak)**

Dimensions and weights sanctioned by the International Canoe Federation for Marathon are to take precedence. ICF K2s to be no longer than 650 cm and weigh no less than 12 kg.

**ICF C1 and ICF C2 (Canoe)**

Dimensions and weights sanctioned by the International Canoe Federation for Marathon are to take precedence. ICF C1s are to be no more than 520 cm long and weigh no less than 10 kg. ICF C2s to be no more than 650 cm long and weigh no less than 14 kg.



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**Stand Up Paddleboards (SUP)**

Maximum length of 14 feet for both male and female paddlers. Minimum length of 11 feet, six inches (11'6"). A race organizer can impose a different minimum length for a race. Any material may be used in construction, including inflatables. Classes may be differentiated by gender and age.

**Outrigger**

The following classes are recommended to race organizers hosting OMCRA races.

- OC1 (One-person outrigger canoe, no specifications)
- OC2 (Two-person outrigger canoe, no specifications.)
- OC6 (Six-person outrigger canoe, no specifications.)

**North Canoe**

- No rudders, fixed or otherwise, are permitted.
- Keels, if any, shall be fixed and integral part of the canoe.
- Rocker is unspecified (discretion of the builder).
- Weight is unspecified.
- Maximum length is 26 feet. Canoes built prior to 1985 which are between 26 feet and 26 feet 6 inches are to be accepted.
- Prow height measured from the keel line is a minimum of 40 inches.
- The distance between the ends of the canoe and the point where the bow or stern meets the keel line is a minimum of 24 inches. Above is a requirement to maintain a rounded bow and stern.
- Minimum beam measured 3 inches above the bottom at the centre of the canoe is 30 inches (outside hull measurement, excluding keel).
- The use of bent paddles and automatic pumps is left to the discretion of the race organizer.

**V. Rules and Regulations on Racing**

**a. Race/event rules**

- The minimum distance for a Marathon Race (except for junior, Bantam and North Canoe races) sanctioned by OMCRA and eligible for points shall be 10 kilometres. (AGM, Nov. 3, 2007)
- Commonly accepted rules of sportsmanship shall prevail. Intentionally capsizing or damaging a competitor's craft will mean disqualification.
- Prior to a race, a competitor may not touch or move any other contestant's craft or equipment without permission.
- No one shall touch or help convey a competitor or his equipment, although a contestant may be given food, liquids or extra paddles during a race.
- It is the responsibility of the race organizer to measure the canoes and kayaks entered in the race if so desired. If the race organizer wishes the OMCRA to measure canoes, a request must be made in writing two weeks prior to the race.
- Any participant in a race who has a physical ailment must bring this fact to the attention of the race organizer before the race starts.
- Adult-Junior class has a minimum age difference of 15 years between paddlers. One paddler must be a Junior
- Age limitation for children eligible to compete in the Parent and Child class at the Provincials and Ontario sponsored Nationals is up to 15 years.
- Race organizers should specify and advertise the canoe class, e.g. C2 or Recreational, for Parent and Child races.

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**b. Canoes**

- A single-bladed paddle, of any width, is the only means of propulsion each canoeist may use. The use of bent-shaft paddles will be allowed in all classes.
- In the case of a C2 class, only two paddlers are allowed in each canoe. They are required to continue as a team for the duration of the race in the same canoe in which they started. If one paddler drops out, the team is disqualified.

**c. Kayaks**

- A double-bladed paddle of any width is the only means of propulsion each contestant may use.

**VI. Annual Awards and National-International Race Qualifying Criteria and Funding**

AWARDS BASED ON POINTS:

- a- Open Male paddler \*
- b- Open Female paddler \*
- c- Masters Male Paddler
- d- Masters Female Paddler
- e- Grand Masters Male Paddler
- f- Grand Masters Female Paddler
- g- U17 Male Paddler
- h- U17 Female Paddler
- i- U14 Male Paddler
- j- U14 Female Paddler
- k- Recreational Male Paddler
- l- Recreational Female Paddler

see by-law 1 for age category definitions

\*includes U20, Senior

- Race Organizers must provide the Race Secretary with a copy of the list of all entrants in the race, showing the placings (1st, 2nd, 3rd and so on) in each class.
- A paddler must be an Ontario resident and a member in good standing to be eligible for an annual award. Whether the paddler is in good standing is up to the discretion of the Board. However, points earned while the paddler was not a member in good standing cannot be counted towards the annual awards even if he/she becomes a member later during the season. A paddler must attend at least three races in order to be eligible for an award.
- Points towards the annual awards will only be awarded providing the class specifications of a race are the same as those recognized by the Association.
- Points for the annual trophies will be based on an individual basis (person with the highest points).
- If a class is not advertised by the Race organizer prior to the race points cannot be counted toward the annual awards.
- Providing the following minimum number of boats compete in a race, points will be awarded to contestants based on:

First Place	4
Second Place	3
Third Place	2
Finishing	1

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**AWARDS TO BE VOTED ON**

- a- Race of the Year
- b- Sportsmanship Award
- c- Award of Merit
- d- Adult-Child Award

- Race of the Year must be a sanctioned race other than the Provincials.
- The Sportsmanship Award may be given to the most deserving individual who performed a sportsman-like act during the past year.
- The Award of Merit may be presented to the person or persons who made the greatest contribution to the betterment of OMCRA.
- The Adult-Child award may be given to the Adult and Child who demonstrated the most enthusiasm and participation in the sport over the season.
- The president will receive nominations for the awards to be voted on (Race of the Year, Sportsmanship Award, Award of Merit and Adult-Child Award) prior to and during the AGM and the membership will vote and determine the award winners at the AGM.

**TRAVEL FUNDS**

Travel funds to national and international events shall be allocated to qualified paddlers by the Executive in consultation with the Provincial Coach.

A paddler will be eligible to receive funding for the CCA Marathon Council National Championships or ICF events representing Canada if:

- a- he/she is a member in good standing,
- b- he/she has qualified at the Provincial Championships or appropriate qualifying race, and
- c- he/she has raced at the CCA National Championships or International race in the class in which he/she qualified at the Provincial Championships/ appropriate qualifying event.

This funding will be distributed up to amounts substantiated by submitted expense receipts. Eligible expenses are:

- a- mileage
- b- accommodations
- c- boat transportation (\$100 maximum)
- d- taxis
- e- car rentals
- f- air fare

**VII. OMCRA Related Policies**

The OMCRA Executive shall annually review and if appropriate revise these policies:

- Race, clinics and training event sanctioning policy
- OMCRA safety policy
- CKO harassment and discrimination policy
- CKO Anti-Doping policy
- CKO concussion policy
- CKO appeal policy

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*Revision history:*

*September 2016: input from Legal representative, and a Constitution Committee consisting of Sue Adam, Stacey Ferris, Don Stoneman and Kim Snell.*

*October 2017: by-law changes ratified by membership at the AGM were to fee categories, specifications to add SUP and the points system.*

*November 2018: by-law changes ratified by membership at the AGM were change to specifications for kayaks*

*November 2019: article change ratified by membership at the AGM to have members vote for board and new board set the roles of the executive.*

*November 14, 2020: by-law change requires ratification by membership at next AGM is change to specification for North Canoe removing requirement of birch bark with symbols on the bow.*

*November 14, 2020: by-law change requires ratification by membership at next AGM is change to section on age categories and corresponding change in points awards*