



# VOLUNTEER HANDBOOK 2022

CORK / Sail Kingston

[www.cork.org](http://www.cork.org)



## PROCLAMATION

### Kingston's Freshwater Sailing Festival

June 30 – September 25, 2022

**Whereas** Kingstonians have a long and proud maritime history hosting world class sailing events including the 1976 Olympics, over 55 World Championships since 1969 and the annual CORK regatta series and CORK and Kingston's Freshwater Sailing Festivals continue as established events on the world sailing circuit; and

**Whereas** this summer CORK brings excitement to Kingston with the North American Championships and PanAm qualifier for the ILCA classes and the 29er class, the Sail Canada National Championships, and the CORK August International and Olympic Class Regattas; and

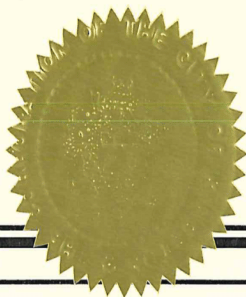
**Whereas** this summer CORK will attract participants from across the country and around the world From June through September to the Olympic legacy site Portsmouth Olympic Harbour. We recognize the importance of athlete development and capacity building to reach the goals of the Canadian Sport Policy as well as Podium Performance for Canadian Athletes and are proud to host the largest events series in Canada; and

**Whereas** this is made possible with the extensive contributions from our community year round and particularly throughout the summer months and with the CORK volunteer Team: their knowledge, hard work, generosity, dedication and selflessness are unequalled; and

**Whereas** The City of Kingston is committed to promoting Kingston as a sport tourism destination entrenched with culture, tradition and exceptional sailing conditions;

**Therefore**, I, Mayor Bryan Paterson, for the City of Kingston, Ontario, proclaim the summer of 2022 to be "Kingston's Freshwater Sailing Festival" in the City of Kingston, and urge all citizens to support sport development, Kingston as a sport tourism destination and healthy active living for all.

**Dated** at Kingston this 8th day of June, 2022



Bryan Paterson  
Mayor

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## Land Acknowledgement

CORK acknowledges that we are on the traditional land, lake, and waterways of the Anishinaabe, Haudenosaunee, and the Huron-Wendat. We are grateful to be able to compete and learn on these waters.

# VOLUNTEER INFORMATION

All volunteers give freely of their valuable time to make CORK the sailing experience of the year. The CORK Board and other volunteers work year-round to plan the events.

**Volunteers MUST register online to be part of the CORK team.**

Volunteers will receive their assignments, information for the day, and confirmation of morning meetings for subsequent days through email ahead of the events. The Official Notice Board is located at [RacingRulesofSailing.org](http://RacingRulesofSailing.org). Volunteer communication throughout events will be through WhatsApp. In order to join the WhatsApp group, volunteers must download the app and scan the QR code onsite. Morning volunteer briefings may occur at your assigned work area or in a meeting room. Check the volunteer desk for directions if necessary.

Typically work times are from 8:30AM to 5PM but may vary dependent upon the racing schedule (course start times), the job you are doing and the weather. Usually the races start at 11 AM and end around 4 PM. This means boats will start to leave the harbour from 9 AM on. Some courses will not start until noon. On days when there is too little wind, the volunteers and competitors are on standby until the Event Chair decides there is enough wind to launch the fleets or a decision has been made to cancel the day's racing. Strong wind may mean some or all of the fleets are kept on-shore that day or finish racing early. The regatta attempts to get three or more races in each day but sailing schedules are weather dependent.

Jobs during the regatta can be broadly broken into two areas: on-water and on-shore. Volunteers generally select an area they wish to work in because of their skills or because they want to work with people they know. However, there might be times when a volunteer will be asked to work in another area because of regatta needs.

Lunch will be covered by a daily stipend of \$15/day/volunteer and be e-transferred at the event of each event. To save on single use plastic, we do not supply single use water-bottles, but have a water-bottle refilling station on site. Please bring your own water-bottle(s) to ensure you have enough liquids for the day. A drug store is close by, a Quick Mart and small restaurants are three blocks away. Portsmouth Tavern, located across from the site, offers typical bar food.

# VOLUNTEER INFORMATION

Each volunteer should bring the following:

- Personal medications - If you have special conditions, such as epilepsy or heart conditions, or have allergies and carry an Epi-pen, please let others around you know of these or any other medical concerns so they may properly assist in an emergency.
- Sun block (SPF 15 minimum, SPF 30 recommended)
- Weather-appropriate clothing. Remember it is cooler on the water and in the wind. A windbreaker or foul weather gear is suggested.
- Re-usable water bottle(s)
- Hat and sunglasses
- PFD (if you own one)
- Work/sailing gloves are useful if you are hauling anchors.
- A change of clothing

On-water volunteers are normally in an open boat and will not leave the course until the completion of the day's events, with the exception of emergencies. For this reason, the items above are very important. Keep your belongings in a waterproof bag, or place your bag in a plastic bag if it is not waterproof.

**Black soled shoes** are to be avoided, as they will mark a boat's deck. Sandals or open-toed shoes are not recommended on water.

On-shore volunteers may experience the same exposure conditions as on-water volunteers except they can find shelter.

***CORK tries to schedule a volunteer event encouraging socialization and informal debriefs. Please help welcome our new volunteers!***

# VOLUNTEER POSITIONS

## On-Water

**Course Race Officer**—Directs and controls all personnel and boats on the race course.

**Race Committee/Signal boat**—Directed by the Course Race Officer:

*Time Keeping*—Timing race activities and keeping the race committee informed of the sequence of events.

*Signal/Flags*—Operating the display of flags and sounds at the direction of the timer/ Course Race Officer.

*Records*—Recording of activities and sail numbers as required.

**Line Boat**—At the direction of the Course Race Officer, positions herself at the end of the start line and observes the starting sequence to record and report sail numbers as required.

**Finish Boat**—At the direction of the Course Race Officer, positions herself at the finish line and records sail numbers crossing the line.

**Mark Boats**—At the direction of the Course Race Officer, positions herself to drop and moves all marks as required during racing.

**Safety/Patrol Boats**—The safety/patrol fleet will monitor the fleets and, if required, render assistance from launch until all boats are back ashore. The fleet is under the direction of the designated Safety Officer, but ultimate control of the course falls under the Course Race Officer. Patrol boats may be moved from course to course as required.

**Jury Boats**—Directed by the Protest Committee Chair, certified judges will provide on water evaluation and/or monitor the fleets during races.

## On-Shore

**Equipment**—Maintain, store, hand out and receive all equipment used by the regatta personnel and boats. This equipment includes anchors, chains, etc. Runs from 8:00 AM until all equipment is returned for the day.

**Site Services**—Lay out and mark storage areas for fleets and ensure competitors store boats and equipment in designated areas. Direct parking and traffic flow.

# VOLUNTEER POSITIONS

**Communications**—Stationed in the communication centre or in the regatta office - open each day from 8:00 AM to the end of sailing. Uses VHF marine radios to maintain communication with all activities and maintains the radio log.

**First Aid**—Works out of the First Aid Station—open each day from 8:00 AM to the end of sailing. Provides first aid to competitors, volunteers, and coaches.

**Launch**—Assists competitors at the boat launch, stores boat dollies, retrieves dollies and assists competitors when moving boats.

**Registration**—This role services the registration desk before each regatta, where all competitors check in and receive their registration package. Information from registration forms is entered into the database on a daily basis, before and during the regatta. The registration desk typically operates the day and evening before each regatta starts and the first morning of each event.

**Information**—The information desk will provide regatta-specific, and general Kingston information. Staffed by a person knowledgeable of the Kingston area and local events.

**Media**—Works with the media, writes and distributes stories and distributes results from the day's sailing to various news organizations. CORK media includes: Website: [www.cork.org](http://www.cork.org) - Instagram: [corkkingston](https://www.instagram.com/corkkingston)

**Ceremonies**—Assist with preparing for awards ceremonies. Award ceremonies are usually held in the late afternoon on the last day of the regatta.

**Results**—Using the finish boat recording sheets, results are input into a computer which calculates the score for each boat. Results are uploaded to [RacingRulesofSailing.org](http://RacingRulesofSailing.org).

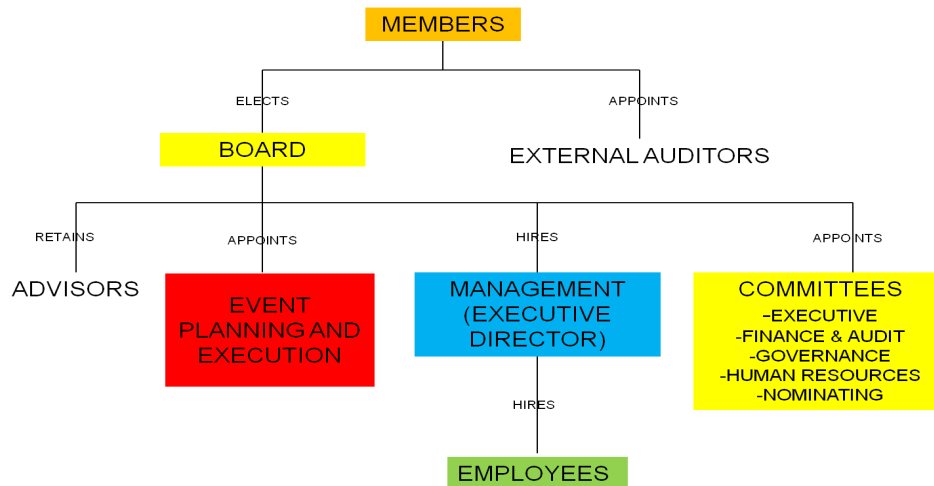
**Social**—Assists with after sailing events, such as socials and dinners.

**Volunteer Services**—Assists the volunteer coordinator the volunteer desk and checking-in volunteers. Updates the volunteer information board.



# CORK GOVERNANCE MODEL

## CORK CORPORATE GOVERNANCE



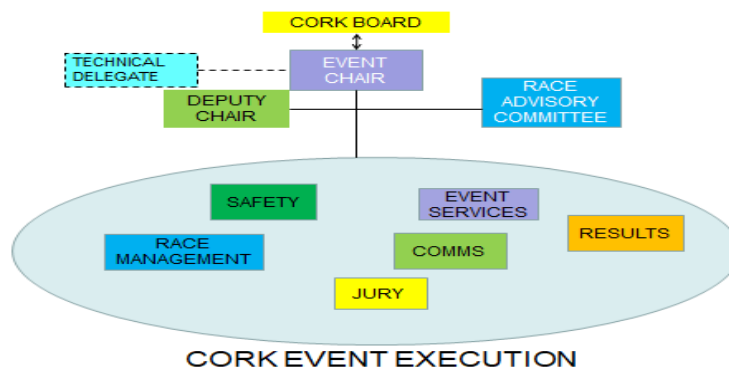
### CORK Board of Directors

- Dominique Andry
- Paul Brennan
- Tammy Coutu
- Jamie Fraser (*Board Chair*)
- Gord Jenkins
- Joe Leung
- Jessica Lombard
- Pat Lymburner
- Stephen Monty
- Chris Walmsley

Executive Director: Sarah Donaldson



# CORK REGATTA EXECUTION MODEL



## Race Advisory Committee

- Event Chair
- Principal Race Officer
- Safety Chief
- Event Services Chair

CORK will appoint the Event Management group for each regatta, see volunteer information desk for details of positions, names, and photographs.

## CORK Governance and Policies

CORK's governance policies and practices documents are available at:

[www.cork.org/governance-and-policies](http://www.cork.org/governance-and-policies)

This includes CORK's Safety Policy and Safety Plan.

# CORK CODE OF CONDUCT

**PURPOSE:** The purpose of the CORK Code of Conduct is to encourage a safe and positive environment during CORK events. It identifies the standard of behavior that is expected of all CORK participants and includes:

1. Conducting themselves in a sportsmanlike, ethical and responsible manner at all times;
2. Respecting the dignity of other participants, treating them with respect, and encouraging others to do the same;
3. Refraining from public criticism of other participants;
4. Treating everyone fairly, regardless of gender, gender identity, gender orientation, sexual orientation, age, body type, physical characteristics, disability, place of origin, language, citizenship, race, physical or mental abilities, religion, political beliefs, or economic status;
5. Refraining from any form of harassment, abuse, bullying, or discrimination toward others;
6. Refraining from the use of power or authority in an attempt to coerce another person to engage in appropriate activities or behaviour;
7. Refraining from comments and behaviours which are disrespectful, offensive, abusive, racist, or sexist;
8. Modelling good seamanship, including wearing personal safety gear when and where appropriate;
9. Adhering to Canadian, Provincial, and Municipal laws;
10. Either declaring a conflict of interest or withdrawing from participating in any activity that causes a conflict of interest;
11. Respecting the property of others and not wilfully causing damage;
12. Not breaching the privacy of an individual where the individual has a right to expect privacy. (Volunteers and employees will not use or transmit any CORK related confidential information);
13. Not attempting to cover up or conceal any conduct of an individual that is, or may be, in breach of this code of conduct;

# CORK CODE OF CONDUCT

14. Abstaining from the use of tobacco products, including vaping, except where permitted;
15. Refraining from the use of profane, or otherwise offensive language;
16. Not being under the influence of drugs, cannabis, alcohol or any medication that could cause impairment at any time while performing CORK duties;
17. Not gambling on or attempting to manipulate or affect the outcome of any CORK event;
18. Demonstrating honesty and integrity in all interactions with participants, employers and local, Provincial and National administrations;
19. Reporting an alleged infraction of this Code of Conduct to CORK;
20. Not using or being in possession of illicit drugs/narcotics.

## **“RULE OF TWO” STATEMENT**

It is CORK practice to follow the principle of “rule of two”;

There will always be two persons (volunteer or staff) with a minor athlete, when in a potentially vulnerable situation. This means that any one-on-one interaction with an athlete must take place within earshot and view of a second person (volunteer or staff), with the exception of medical emergencies or circumstances in which it is clearly not practical to do so.

## KINGSTON AREA PHONE NUMBERS

**Fire-Police- Ambulance:** 911

**Poison Information:** 1-800-268-9017

**Ontario Provincial Police:** 1-800-310-1122

**Kingston City Police (non-emergency):** 613-549-4660

**Kingston General Hospital (KGH):** 613-548-3232

- **Emergency:** 613-548-2333 – open 24 hours each day

**Canadian Coast Guard Portsmouth Harbour:** 613-546-3527

- **Emergency :** VHF channel 16

**Boating Safety Hotline:** 1-800-267-6687

**Queen's Event Services:** 613-533-2223

- **Leggett Hall Front Desk:** 613-533-3183

**St. Lawrence College Residence:** 613-544-6600 x 4989

**Marine Outfitters:** 613-634-1900

**DC Marine:** 613-544-5626

### **On water or on site emergencies**

**CORK Office:** 613-545-1322

VHF channel 06 (CORK Central)

In case of emergency, immediately contact your area leader/supervisor who will evaluate the situation and take further action. If this is not possible, contact the CORK Office.

The First Aid Station is located near the Regatta Office. See site map.

## IMPORTANT INFORMATION

### **Regatta Office—CORK**

Address: 53 Yonge Street

Telephone: 613-545-1322

VHF Channel: International 06 (CORK Central)

### **Kingston General Hospital (KGH), Emergency Department**

Address: 76 Stuart Street

Telephone: 613-548-2333

Hours: 24 hours a day

### **Hotel Dieu Hospital, Urgent Care Centre**

Address: 166 Brock Street

Telephone: 613-544-3310

Hours: 0800-2000 Daily

Treat non life-threatening illness or injuries

### **Altima Kingston Dental Centre**

Address: 1046 Princess Street, Kingston Centre

Telephone: 613-546-6426

Hours: Mon.-Thur. 0800-1800, Fri. 0800-1700, Sat. 0900-1630,  
Sun. Closed

## SAILORS FOR THE SEA

CORK, “Kingston’s Freshwater Sailing Festival” is reaching for Platinum in 2022. Since 2017, CORK has been participating in the Sailors for the Sea Clean Regattas challenge. This is a certification system promoting the protection of local waters by using selected Best Practices and then awarding Bronze, Silver, Gold or Platinum based on performance.

CORK participants are encouraged to bring reusable water bottles to all training and regattas. The water refilling station is always a well used feature in our athlete village. Our ultimate goal is to eliminate single use water bottles.

Finally, alternative and active transportation to events made easy! Kingston Transit Event Passes are available to all CORK participants and will be offered at a special event rate, providing a convenient and reliable way to get back and forth to Portsmouth Olympic Harbour, downtown Kingston and various accommodations throughout the city.

CORK is dedicated to environmental change by switching to paperless results, notices, submission of queries, and protests; keeping printing to a minimum. We are certain that our 2022 Clean Regatta’s goal will be met with the support of our community, including all CORK participants, The City of Kingston, Utilities Kingston, and Kingston Transit.

Everyone up for the challenge? Let’s achieve platinum!

## SAILORS FOR THE SEA



### TOP 3 THINGS EVERY CORK VOLUNTEER CAN DO:

1. Bring reusable water bottles and refill at CORK Water Supply
2. Use recycle bins available on site.
3. Use alternative transportation-bike or use Kingston Transit-event passes available at Special Event Rate in the Regatta Office



# TRANSPORTATION



[www.cityofkingston.ca/residents/transit](http://www.cityofkingston.ca/residents/transit)

613-546-0000

## **VIA Rail Kingston Train Station**

1800 John Counter Blvd

1-888-842-7245

## **Kingston Taxi Companies**

Amey's: 613-546-1111

Modern City Taxi: 613-546-2222

## RESTAURANTS NEAR BY

**Tim Horton's: 704 King St. W**

Monday-Sunday: 5AM-10PM

**Eunice Sushi: 682 King St. W.**

Monday-Thursday: 11:30AM-9PM

Friday-Saturday: 11:30AM-9:30PM

Sunday: Closed

**The Juniper Café: 370 King St. (Located in the Tett Centre)**

Monday-Tuesday/Thursday-Saturday: 8AM-7PM

Wednesday: 8AM-6PM

Sunday: 9AM-5PM

**Kai's Delight: 680 King St. W.**

Monday-Sunday: 11:30PM-8:30PM

**Kingston General Hospital: 76 Stuart St.**

**Portsmouth Tavern: 96 Yonge St.**

Monday-Thursday: 11AM-10PM

Friday-Saturday: 11AM-Midnight

Sunday: 12-6PM

**Wheat Kings Bakery: 96 Yonge St.**

(Behind Portsmouth Tavern)

Sunday/Monday: Closed

Tuesday-Friday: 9AM-4PM

Saturday: 9AM-14PM

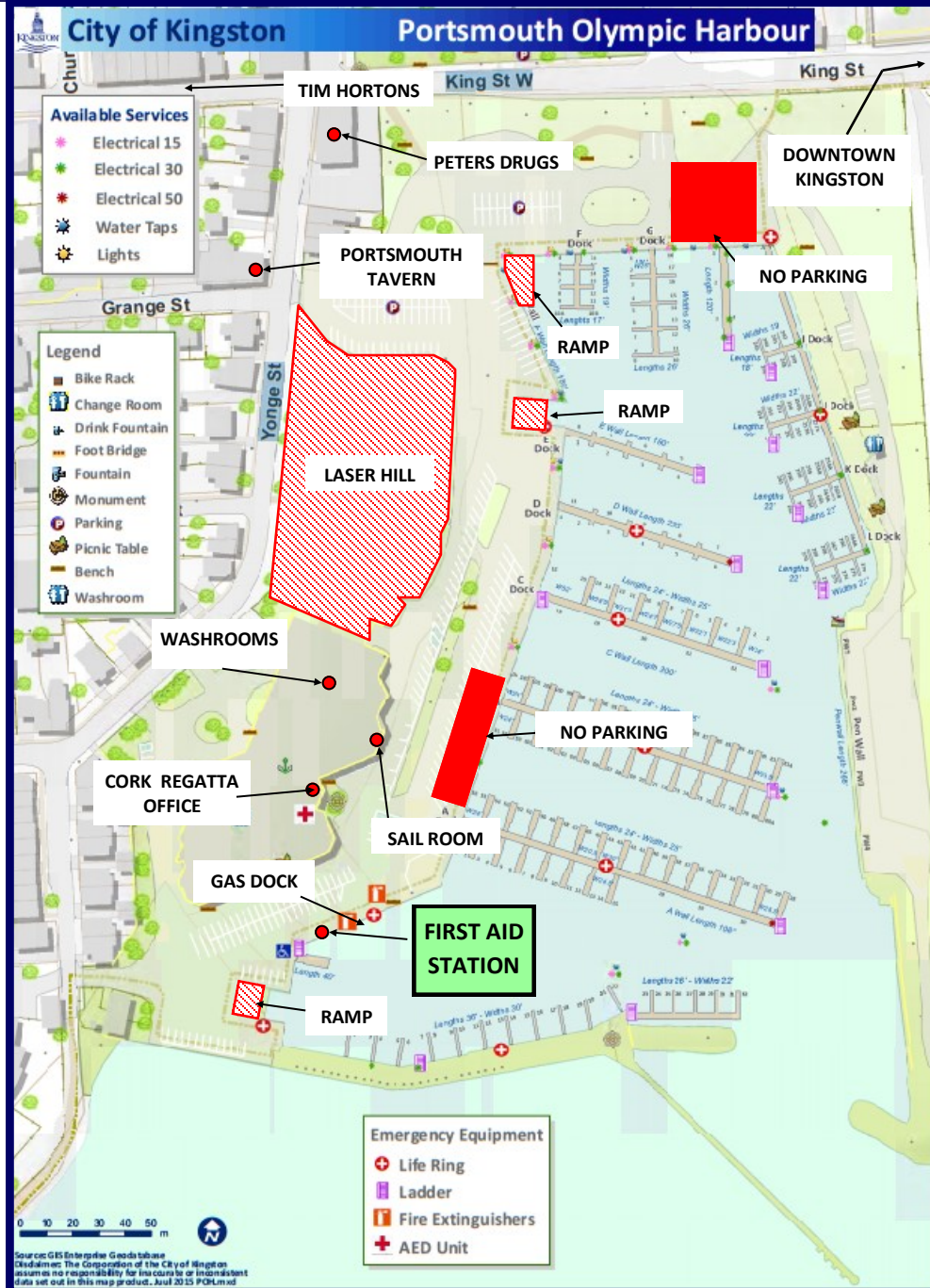
**Subway: 692 King St. W.**

Monday-Sunday: 8AM-10PM

NOTES

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# SITE MAP





## Marine Insurance Experts

