

# **ACA ATLANTIC DIVISION**

## **Camp Committee**

### **POLICIES AND PROCEDURES FOR MULTI-YEAR ASSIGNMENTS OF CABINS AND TENT FLOORS at ACA Camp, Lake Sebago**

#### **Section 1. Statement of Purpose**

The purposes of the American Canoe Association (ACA) Atlantic Division Camp are first, to promote the programs of the ACA and second, to provide the members of the ACA Atlantic Division and their guests with opportunities to engage in canoe sport. There are 22 cabins and 9 tent floors available for multi-year assignments to qualified applicants to fulfill these purposes. In each year, a varying number of these cabins and tent floors come up for re-assignment.

#### **Section 2. Assignment of Facilities**

##### **2.1 Categories of Assignees to Cabins and Tent Floors**

There are a very limited number of cabins and tent floors available compared to the large size of the general membership. Most of the work, both maintenance and program, in the Camp is done by volunteers. Therefore, categories 1, 2, 3, 4 and 8 are given inducements to open the camp to members and to provide programs for them. These are: higher priority in the lottery and the ability to renew the same facility as long as they stay fully qualified. Because of these benefits, several extra requirements are placed on these categories. Those members who cannot or do not wish to meet the following requirements still have the option and are welcomed to use the Division's four rental cabins and one ground tenting site.

To fulfill the above stated purpose of the Camp, the following, listed in priority order, may be assigned a cabin or tent floor:

**Category 1:**The Camp Committee

**Category 2:**Rental Cabins Committee

**Category 3:**ACA-Affiliated Clubs or Paddle America Clubs and Clubs in One-year Probationary Status:

Clubs that have been affiliated in accordance with the Atlantic Division Bylaws for 36 continuous months prior to application.

**Category 4:**Division Activity Committees and Division Activity Committees in One-year Probationary Status:

Committees that have been active for the previous 36 continuous months and have met all the conditions of the Division Bylaws for 36 continuous months prior to application.

**Category 5:**An Individual ACA Atlantic Division Member:

A member who has been an ACA member for 36 continuous months prior to application, who is at least 21 years of age, and who has never had a cabin assignment. Included in this category are those who meet all other qualifications and who have had only a previous tent floor assignment.

**Category 6:**An Individual ACA Member who has had a four-year assignment to a cabin, regardless of whether they completed the four years.

**Category 7:**Individuals in One-year Probationary Status

**Category 8:**Partially Qualified Clubs and Division Activity Committees

**Category 9a:**Partially Qualified Individuals with two years of work in camp

**Category 9b:**Partially Qualified Individuals with one year of work in camp

**Category 10:**Clubs and Division Activity Committees who have had a lease terminated within the last three years.

**Category 11:**Individuals who have had a lease terminated within the last three years.

For all categories, appropriate ACA membership must remain uninterrupted throughout the assignment period.

## **2.2 Requirements for Facility Applicants**

### **a. Events – Categories 3, 4 and 8**

In each of the three calendar years prior to application, applicants from Categories 3, 4 and 8 must plan, organize or sponsor a minimum of one program, event, or activity, to be held at the ACA Camp at Lake Sebago, in which at least 10 ACA members must have participated. Children of ACA members may be included in the ten-member minimum number of attendees.

An example of an acceptable activity is a canoe/kayak course, a paddling or sailing opportunity, a training program, a boating competition etc., but an event

does not need to be boating-related to be acceptable. All activities, programs, or events must be submitted for publication in *CanoeSport* and/or *Lake Sebago News* and/or via the ACA Atlantic Division website, and be open to participation by the general membership of the ACA.

**b. Committee Membership – Categories 3, 4 and 8**

In each of the three calendar years prior to application, applicants from Categories 3, 4 and 8 must have had at least two club members who have served as a working member of an ACA committee (National, Divisional or Camp Committee and their subcommittees).

**c. Work – Categories 3, 4 and 8**

For each facility, assignees in Categories 3, 4 and 8 are required to do a minimum of 30 hours of volunteer work. Time spent on all committees or Division activities held at Lake Sebago DOES count toward fulfilling this requirement. Any work done in and around a tenant's facility does NOT count toward fulfilling this requirement. Any work/participation done that involves payment for services can NOT be considered toward fulfilling this requirement.

Up to 10 hours of this work requirement may be accomplished through the required club events and a minimum of 20 hours must be accomplished by other approved work projects.

An individual club member can contribute a maximum of 10 hours of committee meeting time toward the required club work hours.

**d. Committee Membership – Categories 5, 6, 7 and 9**

In each of the three calendar years prior to application, Categories 5, 6, 7 and 9 applicants must have served as a working member of an ACA committee (National, Divisional or Camp Committee and their sub committees) for 15 hours.

**e. Work – Categories 5, 6 7 and 9**

Categories 5, 6, 7 and 9 applicants may not use the work of others to qualify for an assignment, unless those people's names are added to the application. An assignment may be shared, and all those named on the assignment

agreement may use their work towards any requirements. The Selection and Evaluation Committee must be informed that the assignment will be shared. All those who share the assignment will be considered to have had an assignment and, if they have had a four-year assignment on a cabin, will be placed in Category 6 in future lotteries.

#### **f. Payment of Fees – All Categories**

For all categories, entry into the lottery requires that all fees (ACA, Division and Camp Committee) have been fully paid to date.

##### **2.2.1 Additional Requirements for Categories 3, 4, and 8**

To ensure that there is no unfair replication of cabin or tent floor assignments to essentially the same people, a club or a division activity committee shall have a minimum of 20 adult ACA members in each of the 36 months prior to application. All 20 ACA members must not be replicated on any other Camp assignee's roster (i.e. "unique" to club). Additionally, if one of an affiliated club's members is assigned to a cabin or tent floor in his/her own right, then that member cannot be included among the 20. This number must be maintained in each year of a multi-year assignment.

##### **2.2.2 Additional Requirements for all Clubs (Categories 3 and 8)**

All clubs (affiliated or Paddle America) shall submit the following items as part of their application:

- a. Constitution/Bylaws
- b. Membership Application Form
- c. Dues Structure
- d. List of Officers (include current contact info)
- e. Current Membership List (Minimum 20 adult ACA members - ACA membership must be current)
- f. Copies of Newsletter or Column in *CanoeSport* or *Lake Sebago News* or on Atlantic Division website (at least a once a year communication to all club members)

If any of the above information changes, it must be resubmitted.

### **2.3 Annual Facility Fees**

The Camp Committee Treasurer sends out all notices for payment of fees. Failure to pay the required assignment fees in the time and manner required by the Camp Committee may result in the immediate termination of the assignment.

### **2.4 When and How to Apply for a Multi-Year Assignment**

By September 15<sup>th</sup>, the Camp Committee Selection and Evaluation Committee will advertise the following: a) that tent floors and cabins are expected to be available for multi-year assignment, b) the process for obtaining an application, c) a contact person for information, and d) the application deadline. The application is to request information that ensures that the committee can measure how well applicants meet the standards set forth in these guidelines.

The advertisement will be in *CanoeSport* or *Lake Sebago News* and the Camp Committee will also post the information on the ACA Atlantic Division Website and on the bulletin board at the ACA Camp at Lake Sebago no later than September 15<sup>th</sup>.

### **2.5 Letters of Recommendation**

Every application in categories 3, 4, 5, 6, 7, 8 and 9 must include two letters of recommendation from other members of the ACA. At least one must be from a current member of the ACA Atlantic Division Board of Directors, or from a current member of the ACA Atlantic Division Camp Committee, or the Camp Director, or the chair of an Atlantic Division Activity Committee, or the chair of a subcommittee you have worked for. The letters must support the applicant's statements of volunteer activity for the ACA, including specific details demonstrating personal knowledge of the applicant's volunteer activities.

### **2.6 Verification of Information on an Application**

The Selection and Evaluation Committee shall audit and verify information submitted with the cabin or tent floor application. Any information which is false or misleading may disqualify the applicant from assignment to a cabin or tent floor for a period of up to four years.

### **2.7 How Applications Are Rated**

The Camp Committee's Selection and Evaluation Committee will review all applications. They will consider the information in the application and other such

pertinent information as the Camp Committee may consider necessary. They will rate the applications as qualified, partially qualified or not qualified. Applications postmarked or received after the published deadline will receive an automatic rating of partially qualified at best.

In order to be fully qualified, an applicant must fulfill all requirements outlined in sections 2.2, 2.2.1, 2.2.2, 2.3, 2.4, 2.5 and 2.6 above, for the appropriate Category.

In order to be partially qualified, an applicant must a) be a current ACA member, AND b) must have done some documented work in camp AND c) must have at least one letter of recommendation that complies with section 2.5 above.

All other applicants will be rated as not qualified, and will not receive a lease for a facility for that year of application.

The Camp Committee will consider the recommendations of the Selection and Evaluation Committee. The Camp Committee will then submit its recommendations to the Atlantic Division Executive Committee for ultimate consideration and approval or disapproval.

After the Executive Committee's decision, all applicants will be notified by the Chair of the Selection and Evaluation Committee by letter or email by April 1<sup>st</sup>. The letter will tell the applicant if they were found qualified, partially qualified, or unqualified and will list the reasons why.

## **2.8 Changing Facility Assignments**

If a current assignee of a tent floor wishes to change to a cabin, they may participate in the annual lottery, provided their previous Annual Evaluation was satisfactory.

Assignees wishing to take advantage of this option must write to the Chair of the Selection and Evaluation Committee during the application period and ask that their names be placed in the lottery. A new application is not needed as their qualified rating is proof of eligibility. In any case, this cannot cause them to lose reassignment, if qualified, to their own tent floor. If a cabin assignment is made, it will be for a period of four years, regardless of how many years the assignee has had the tent floor.

## **2.9 The Lottery**

In any of the categories, if there is more than one cabin or tent floor available, or if there are more qualified applicants than available cabins and tent floors, then the Atlantic Division Executive Committee will conduct a lottery. The lottery will

determine who will be assigned a cabin or tent floor, and what order of facility choice they will have. The names of all fully qualified applicants (in all categories) for any type of facility will be entered into one and only one lottery. Applicant's names shall be listed in the order they are drawn. In each category, the applicant with the lowest number shall have first choice from among the facilities available and so on down the list. Applicants cannot transfer their rights to a lottery position. If an applicant declines to use it, then it is forfeited and the applicant with the next lowest number has the choice. Applicants who decline facility assignments from the lottery will retain their rights to be placed in their original category in a future assignment should they reapply and be found qualified.

#### **2.9.1 If There Are Not Enough Fully Qualified Applicants**

At the time of the lottery, after assignments are made to qualified applicants, if more cabins and tent floors remain to be assigned, the names of all the partially qualified applicants in all the categories will be put into a single pool. Applicant's names shall be listed in the order they are drawn. In each category, the applicant with the lowest number shall have first choice from among the facilities available and so on down the list. In the order they were chosen, they will be offered one-year assignments only. If they decide to apply for a full assignment in a future year, individuals will still retain Category 5 priority.

#### **2.10 Notification to Successful Lottery Applicants**

After the lottery, the Selection and Evaluation Committee will poll successful applicants to verify that they are willing to accept the assignment and notify the Camp Secretary and Treasurer as to their response. The Treasurer will write to each accepting applicant requesting the appropriate payment.

#### **2.11 If There Are Remaining Facilities After Applicants Have Picked Facilities**

A request for more applications (with a new deadline determined by the Camp Committee) will be advertised through Constant Contact and/or in CanoeSport. All applicants in this second round will be required to submit the usual application form with supporting documentation by the set deadline.

The Selection and Evaluation Subcommittee will use a checklist or rubric to score these second-round applicants. The applicants' compliance with various rules will be taken into account. The Subcommittee will evaluate these applicants and choose among them for the remaining facilities.

## **2.12 Length of Assignment**

All cabins and tent floors will be assigned to all categories for a maximum of four years. The four-year term is based upon continuing to earn a qualified rating during the Annual Evaluation described later in these guidelines. At the beginning of each assignment year facility holders will sign an agreement. If any of the terms in the agreement are not met it may result in an unsatisfactory rating.

For categories 1, 2, 3, 4 and 8:

The Camp Committee, Rental Cabins Committee, Affiliated or Paddle America Clubs, and Divisional Activity Committee may retain their assignments until they receive two consecutive unsatisfactory ratings.

### **2.12.1 End of Lease Facility Preparations – Categories 5, 6, 7 and 9**

One- or four-year lease terms end on October 15<sup>th</sup>. At the end of the term the cabin or tent floor must be packed in a manner that will allow for the facility to be completely vacated by May 1<sup>st</sup> of the following year if necessary.

### **2.12.2 Vacating Facility – Categories 5, 6, 7 and 9**

One- or four-year lease terms begin on May 1<sup>st</sup>. Facility holders who are not retaining their facility must vacate their assignment by May 1<sup>st</sup>. Failure to do so will result in a penalty deducted from the security deposit.

## **2.13 Relinquished Facility Assignments**

If any assignee in any category relinquishes a cabin for any reason prior to the end of the four-year assignment, they will be considered to have had an assignment. In all future lotteries for which they may qualify, individuals will be placed in category 6 for priority.

If a facility assignment is relinquished after the lottery is held, then that facility may not be considered for a regular four-year assignment, but may be assigned for the remainder of the year and put back into the regular pool of facilities for assignment the following year.

## **2.14 If an Assignee Passes Away**

The surviving spouse or other adult family member may continue the assignment to the end of its term, provided they continue to be found qualified at each Annual Review.



## **Section 3. Annual Requirements for Retention**

### **3.1 Required Work for Each Facility**

Assignees in all categories are called on to cooperate with the Camp Committee in accepting assignments on the duty roster, the completion of work projects, support of activities, and such other matters as may be required by the Camp Committee.

#### **a. Work – Categories 3, 4 and 8**

For each facility, assignees in Categories 3, 4 and 8 are required to do a minimum of 30 hours of volunteer work. Time spent on all committees or Division activities held at Lake Sebago DOES count toward fulfilling this requirement. Any work done in and around a tenant's facility does NOT count toward fulfilling this requirement. Any work/participation done that involves payment for services can NOT be considered toward fulfilling this requirement.

Up to 10 hours of this work requirement may be accomplished through the required club events and a minimum of 20 hours must be accomplished by other approved work projects.

An individual club member can contribute a maximum total of 10 hours of committee meeting time toward required club(s) work hours. Individuals may apply their hours to any club(s) where they are members.

The required Host and Sanitation Duty Weekend cannot be considered toward fulfilling the volunteer work requirement.

#### **b. Committee Membership – Categories 3, 4 and 8**

Facility holders in Categories 3, 4 and 8 must have at least two club members who are serving as a working member of an ACA committee (National, Executive, Divisional or Camp Committee and their sub committees).

#### **c. Events – Categories 3, 4 and 8**

Facility holders from Categories 3, 4 and 8 must have planned, organized or sponsored a minimum of one program, event or activity, held at the ACA Camp at Lake Sebago, in which at least 10 ACA members must have participated. Children of ACA members may be included in the ten-member minimum number of attendees. An example of an acceptable activity is a

canoe/kayak course, a paddling or sailing opportunity, a training program, a boating competition, etc, but an event does not need to be boating-related to be acceptable. All activities, programs, or events must have been published in *CanoeSport* and/or *Lake Sebago News* and/or via the ACA Atlantic Division website, and must have been open to participation by the general membership of the ACA.

#### **d. Work – Categories 5, 6, 7 and 9**

Assignees in Categories 5, 6, 7 and 9 are required to do 15 hours of volunteer work as required by the Camp Committee. The person(s) assigned the facility must do the required work. Volunteer work requires serving as a working member of an ACA committee (National, Divisional or Camp Committee and their subcommittees).

The required Host and Sanitation Duty Weekend cannot be considered toward fulfilling the volunteer work requirement.

### **3.2 Facility Use**

During the camp season (May 1<sup>st</sup> through October 15<sup>th</sup> - which is 168 days), each assigned facility must be used as follows:

#### **♦ Assignees in Categories 3, 4 and 8**

Tent:	20 days (minimum of 8 overnight stays)
Cabin:	25 days (minimum of 10 overnight stays)

#### **♦ Assignees in Categories 5, 6, 7 and 9**

Tent:	20 days (minimum of 10 overnight stays)
Cabin:	30 days (minimum of 15 overnight stays)

A day of use is a calendar day or part thereof. No matter how many people use a facility on one day, there is still only one day of use.

Everyone who enters the camp is required to sign in, in the camp registration book, and pay appropriate guest fees. Everyone must sign in every day they are in camp. It is the responsibility of the assignee to instruct their guests to sign the registration book and pay their fees.

It is also the responsibility of the assignee to keep a written record of who uses their facility and when they use it. A summary of usage is a required part of the assignees' Annual Report. The Camp Committee Selection and Evaluation Committee may ask to review these records.

Categories 5, 6, 7 and 9 facility holders may share a lease, and only those named on the lease may apply their facility usage towards requirements. Stays by guests will not count towards usage requirements.

### **3.3 Annual Report**

By each November 15<sup>th</sup>, the assignee of each facility will complete an Annual Report in the manner requested by the Selection and Evaluation Committee. The Annual Report form will be emailed to each facility holder and will be available on the Atlantic Division website. A reminder of the report deadline will be published in CanoeSport before September 15<sup>th</sup> and in an email by October 15<sup>th</sup> of each year.

a. Requirements for Annual Report – Due November 15<sup>th</sup>:

- i) Usage log ii) ACA membership # or Paddle America Club # iii) Host and Sanitation Duty checklist iv) Detailed log of work hours, signed by committee chairs

b) Supplemental Information Required of Assignees in Categories 3, 4 and 8:

- i) List of officers (include current contact info) ii) Name and contact info for club's cabin steward iii) Full current membership list (minimum 20 adult ACA members. ACA membership must be current)
- iv) Any revisions made to Constitution/Bylaws or membership application form v) Events list showing names and ACA #s of attendees

Annual reports will show that assignee is maintaining requirements as per sections 2.2, 2.2.1, 2.2.2, 2.3 and 2.6.

A Facility Holder Agreement must be signed by the lessee at the beginning of each season, and the signature page held by the Camp Committee Treasurer. The Facility Holder Agreement will include the Camp Rules, Camp Boat Storage Policy, PIPC Regulations and other rules, and signing will indicate the lessee has read and understood all rules and requirements of a facility holder.

### **3.4 Evaluation of Annual Reports**

The Selection and Evaluation Committee will conduct an annual evaluation for each assigned cabin or tent floor in all categories. The committee will review adherence to these policies regarding membership, review the current roster, required documentation and volunteer work, use of the assigned facility, timely payment of annual fees, and service to the Division. Reports will be rated as either satisfactory or unsatisfactory.

A late Annual Report will result in an automatic rating of unsatisfactory. Any deficit in the Annual report will result in an unsatisfactory rating. Fulfillment of every criterion on the report is required for a satisfactory rating.

### **3.5 Facility Renewal for all Categories**

For all categories, each assignee's facility evaluation will be rated as satisfactory or unsatisfactory. Those evaluated as satisfactory are eligible to continue their assignment.

Those evaluated as unsatisfactory will be informed of the specific reasons why, and will be placed on Initial Probation for one year. While in Initial Probation (except when solely due to the Annual Report being late), the Camp Committee suggests the facility holder create a written improvement plan and meet with the Committee to resolve any difficulties with fulfilling requirements or reporting.

Two unsatisfactory ratings during the four-year assignment will place the facility holder into One-year Probationary Status. Facility holders in Categories 3, 4 and 8 will remain in the same priority Category while in One-year Probationary Status. Facility holders in Categories 5 and 6 who are in One-year Probationary Status will lose the remainder of their lease and must reapply for that year's lottery.

For all Categories, an unsatisfactory rating after a year in One-year Probationary Status will terminate the lease.

Those assignees who have their assignment terminated within the last three are eligible to reapply for a one-year lease as Category 10 or Category 11. After three years such an applicant will be evaluated and placed into the appropriate Category.

### 3.6 Facility Renewal for Categories 3, 4 and 8

The submission of satisfactory Annual Reports will automatically result in the continuation of an existing assignment.

### 3.7 Multiple Assignments

The Camp Committee may need facilities to manage the Camp; for example, a cabin for the use of the Camp Director(s). The Camp Committee currently has one cabin assigned to it. In any year, upon approval of the Atlantic Division Executive Committee, it may be assigned additional facilities needed for running the Camp for the membership.

The Rental Cabins Committee currently has four cabins and one ground tenting site. It may be assigned additional facilities, if the demand for the use of rental facilities exceeds their availability to the membership and this situation exists for two consecutive seasons.

An Affiliated Club or Paddle America Club may be assigned up to two facilities. Only one facility may be a cabin. A club which applies for and is assigned two facilities must additionally meet the following requirements for the second facility as follows:

<u>Item</u>	<u>Club</u>
Annual Report:	Must be submitted by November 15 <sup>th</sup> for each facility
Fees:	All fees must be paid on a timely basis
Membership:	Minimum of 40 “unique” adult ACA members for two facilities (ACA membership must be current)
Usage (5/1-10/15): (168 Days)	Tent – 20 days each* (minimum of 8 overnight stays) Cabin – 25 days each* (minimum of 10 overnight stays) *Must be additional usage unique to each facility (i.e. one person cannot be listed for each facility on the same day)
Work/Participation:	Host & Sanitation - two weekends total
AND	
	15 hours additional work (total of 45 hours for two facilities)
Service/Events:	One additional club member participating as a member of an ACA Committee (National, Divisional, ACA Camp, or Subcommittee.) (Minimum of 3 club members total)

AND

Organize one additional ACA event advertised and open to participation by the general membership to be held at the ACA Camp at Lake Sebago. The event must be advertised in *CanoeSport*, *Lake Sebago News*, the ACA Atlantic Division Website, and/or through other written Division Communications. At least 10 ACA members must have participated in each event. (Minimum of two advertised events total – all to be held at Lake Sebago –for two facilities)

A Division Activity Committee may be assigned one facility. The Rental Cabins Committee shall give priority in renting its facilities to Division Activity Committees, provided the committees follow the Rental Cabins policies that require payment at the time the reservation is made.

No more than two members of a family (that is spouse, parent, grandparent, child, grandchild, sister, brother or other family relation) may have a multi-year assignment in the Camp at any one time.

#### **Section 4. Availability of these Policies and Procedures**

The Camp Committee will post a copy of these policies on the ACA Atlantic Division Website.