

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 twenty-two cabins and nine 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 6 are given inducements to open the camp to members and to provide programs for them. These are: higher priority in the lottery, ability to renew the same facility as long as they stay qualified, and lower annual fees. 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 two ground tenting sites.

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

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

Category 4. Division Activity Committees

Committee that has 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 Atlantic Division Member

A member who has been a member for 36 continuous months prior to application, who is at least twenty-one years of age, and who has never had neither a cabin or tent floor assignment. Also included in this category are those who meet all other qualifications and who have had only a previous tent floor assignment.

Category 6. ACA Affiliated Club or Paddle America Club and Division

Activity Committee Group who have had a prior assignment to a facility but chose to relinquish their facility prior to the end of the four year assignment; or whose prior assignment was terminated by the camp committee.

Category 7. An Individual ACA Member who has just completed a four year assignment to a cabin; or whose prior assignment was terminated by the camp committee.

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

2.2 Who Qualifies for the Lottery

In each of the three calendar years prior to application, applicants from Categories 3, 4 and 6 must plan, organize or sponsor a minimum of three programs, events, or activities, to be held at the ACA Camp at Lake Sebago. An example of an acceptable activity is a canoe/kayak course, a trip, a training program, etc. All activities, programs, or events should be submitted for publication in *CanoeSport and/or via ACA Atlantic Division website*, and be open to participation by the general membership of the ACA.

In each of the 3 years prior to application, category 5 and 7 applicants must have served as a working member of an ACA committee (National, Executive, Divisional or Camp Committee and their sub committees) or as an organizer of one ACA activity per year open to the general membership.

2.2.1 Additional Requirements for Category 3, 4, and 6

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 thirty six 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 (Category 3 and 6)

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

First Year of Application:

- Constitution/Bylaws
- Membership Application Form
- Dues Structure
- Proof of checking account
- List of Officers (include current contact info)
- Current Membership List (Minimum 20 Adult ACA members*)
*ACA Membership MUST be CURRENT
- Copies of Newsletter or Column in *CanoeSport*
(At least a twice a year communication to all club members.)

2.3 Annual Facility Fees

The Camp Committee Treasurer sends out all notices for payment of fees. Failure to pay the required assignee rental 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

At least thirty days before the application deadline, the Camp Committee Assignment and Retention 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 may be in *CanoeSport*, but in the event that *CanoeSport* is not published, or will not be published in the necessary time frame, the Camp Committee will post the information on the ACA Atlantic Division Website and/or at the ACA Camp at Lake Sebago.

2.5 Letters of Recommendation

Every application in categories 3, 4, 5, 6, and 7 must include two letters of recommendation from other members of the ACA. At least one must be from a current or past officer or Chairman of the ACA Atlantic Division Executive Committee, or from a current or past officer of the ACA Atlantic Division Camp Committee, or Divisional Activity Committee. The letters must support the applicant's statements of volunteer activity for the ACA, with reference to approximate date, place and events.

2.6 Verification of Information on an Application

The Atlantic Division may 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 Assignment and Retention 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 recommendation of partially qualified at best.

The Camp Committee will consider the recommendations of the Assignment and Retention Committee. The Camp Committee then submits 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 Assignment and Retention Committee. The letter will tell the applicant if they were found qualified, partially qualified, or unqualified.

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 Assignment and Retention 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 4 years, regardless of how many years the assignee has had the tent floor.

2.9 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 two cabins 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 two ground tenting sites. 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 2nd facility as follows:

<u>Item</u>	<u>Club</u>
Annual Report:	Must be submitted by September 30 for each facility
Fees:	All fees must be paid on a timely basis
Membership:	Minimum of 20 “unique” Adult ACA Members* *ACA Membership MUST be CURRENT (Minimum of 40 “unique” Adult ACA Members* for both facilities)
Usage (5/1-10/ 31): (184 Days)	Tent – 20 Days* Cabin – 25 Days* (Minimum of 10 Overnight stays) *Must be additional usage unique to facility (i.e. one person can not be listed for each facility on the same day)
Work/Participation:	Host & Sanitation (2 Weekends Total) 15 Hours Additional (Total = 45 Hours for two facilities)
Service/Events:	One additional club member participating as a member of ACA Committee (National, Divisional, Executive, ACA Camp, or Subcommittee.) AND Organize one additional ACA event advertised & open to participation by general membership to be held at ACA Camp at Lake Sebago. Event must be advertised in <i>CanoeSport</i> , the ACA Atlantic Division Website and/or through other written Division Communications. (Minimum of 4 Advertised Events Total – all to be held at Lake Sebago –for both 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.

2.10 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 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.

2.10.1 If There Are Not Enough 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. The names will be picked at random. 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, they will still retain Category 5 priority.

2.11 Notification to Successful Lottery Applicants

After the lottery, the Assignment and Retention 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.

2.12 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.

For categories 1, 2, 3, and 4:

In the last year of an assignment, the Camp Committee, Rental Cabins Committee, Affiliated or Paddle America Clubs, and Divisional Activity Committee may reapply for assignment and if the application is rated as qualified, they may choose to be assigned to the same cabin or tent floor for another four year period. If the application is partially qualified, the assignment period they may receive is for one year. After that they may, if found qualified, reapply.

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, they will be placed in category 6 or 7 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 Dies

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.

For each facility, assignees in Categories 3, 4 and 6 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.

Assignees in Categories 5 and 7 are required to do 15 hours of volunteer work.

3.2 Facility Use

During the camp season (May 1 through October 31 - which is 184 days), each assigned facility must be used as follows:

- Assignees in Categories 3, 4 and 6
 - Tent: 20 Days
 - Cabin: 25 Days (Minimum of 10 Overnight stays)
- Assignees in Categories 5 and 7
 - Tent: 15 Days
 - Cabin: 20 Days (Minimum of 8 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 Assignment and Retention Committee may ask to review these records.

3.3 Annual Report and Annual Evaluation

By each September 30th, the assignee of each facility will complete an Annual Report in the manner requested by the Assignment and Retention Committee. The Assignment and Retention 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.

Annual Report - Due September 30th

Supplemental Information Required of Assignees in Categories 3, 4 and 6:

- List of Officers (include current contact info)
- Current Membership List (Minimum 20 Adult ACA members*)
*ACA Membership MUST be CURRENT
- Copies of Newsletter or Column in *CanoeSport*
(At least a twice a year communication to all club members.)
- Any revisions made to Constitution/Bylaws OR Membership Application Form
- Every 4th year each club should include a note acknowledging their intent to either retain or give up the club facility

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.

3.4 Rating System

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 given the specific reasons why, and will be placed on probation for one year. Two consecutive unsatisfactory ratings terminate the assignment.

Those assignees who have their assignment terminated, will not be eligible for another assignment for a period of three years following the termination. When next eligible to apply, such an applicant will be in priority category 6 or 7.

3.5 Facility Renewal for categories 3, 4 & 6.

At the end of the four year assignment period the submission of the four prior annual reports (at least 3 of which were satisfactory) will automatically result in a new 4 year assignment. Assignees should request in writing their intent to retain their facility for an additional 4 year term.

If only two are satisfactory, a one year probationary assignment will be made. At the end of the year, if satisfactory, the assignee will be assigned three more years.

Section 4. Availability of these Policies and Procedures

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