VOLUNTEER HANDBOOK
2019
CORK/Sail Kingston
Celebrating 50 years!
PROCLAMATION

Kingston’s Freshwater Sailing Festival
Summer 2019

Whereas this year CORK/Sail Kingston is celebrating 50 years of hosting sailing regattas; and

Whereas CORK has welcomed the world to Kingston by attracting world class training and regattas since 1969 including the 1976 Olympic sailing events, 43 World Championships and more than double that number of North American and Canadian Championships in addition to CORK’s annual regatta series and CORK and Kingston’s Freshwater Sailing Festival’s continue as established events on the world sailing circuit; and

Whereas this achievement would not be possible without the generous support of our community and the CORK volunteer team. Their contributions are unequalled! Each year hundreds of talented, knowledgeable, generous, dedicated and selfless volunteers have made CORK regattas vibrant and welcoming; and

Whereas this summer CORK will attract participants from across the country and around the world from July through to September to the Olympic legacy site Portsmouth Olympic Harbour. CORK is hosting two World Championships! two North American Championships! five national Championships including the Sail Canada Youth and Senior National championships! The largest annual events continue with CORK International for youth and the Olympic Class Regatta for national team senior athletes. CORK Fall Regatta caps off the season; and

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

Therefore, I, Mayor Bryan Paterson, for the City of Kingston, Ontario, congratulate CORK on its 50th Anniversary and proclaim the summer of 2019 to be “Kingston’s Freshwater Sailing Festival” in the City of Kingston, and urge all citizens to consider the contributions they can make to promoting Kingston and welcoming these events that support sailing development and Kingston as a sport tourism destination and healthy active living for all.

Dated at Kingston this 22nd day of May, 2019

Bryan Paterson
Mayor
<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Celebrating 50 Years!</td>
</tr>
<tr>
<td>Volunteer Information</td>
</tr>
<tr>
<td>Volunteer Positions</td>
</tr>
<tr>
<td>CORK Governance Model</td>
</tr>
<tr>
<td>CORK Regatta Execution Model</td>
</tr>
<tr>
<td>Volunteer Code of Conduct</td>
</tr>
<tr>
<td>Standards of Behaviour</td>
</tr>
<tr>
<td>Kingston Area Phone Numbers</td>
</tr>
<tr>
<td>Important Information</td>
</tr>
<tr>
<td>Sailors for the Sea</td>
</tr>
<tr>
<td>Transportation</td>
</tr>
<tr>
<td>Restaurants Near By</td>
</tr>
<tr>
<td>Notes</td>
</tr>
<tr>
<td>Site Map</td>
</tr>
</tbody>
</table>
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 event.

 Volunteers MUST register online or fill out a volunteer form, or they are not covered by our insurance.

 On the first morning, all volunteers must check in with the volunteer registration desk to get their assignment and information for the day. At that time, details of morning meetings for subsequent days will be decided. The volunteer briefings may occur at your 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.

 Each volunteer will be supplied with a lunch. You should bring more liquid and food if you think you may need it. 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 snack bar is on site, 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.
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 at least one major volunteer social event during each regatta, and volunteers are encouraged to socialize/debrief informally at the end of each day. 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 the line boat 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 the finish boat at the finish line and records sail numbers crossing the line.

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

Patrol Boats—The patrol fleet will focus on keeping competitors and volunteers safe on the water, 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.

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.
Communications—Stationed in the communication centre - 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, coaches and supporters.

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.

Ceremonies—Check deliveries and engravings, check with results to ensure correct awards are given out, set up area for awards and assist with award 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.

Social—Responsible for food and drink given out the morning of each race. Also assists with after sailing events, such as BBQs and dinners.

Volunteer Services—Assists the volunteer coordinator with computer database of volunteers, the volunteer desk and checking-in volunteers. Updates the volunteer information board.
CORK GOVERNANCE MODEL

<table>
<thead>
<tr>
<th>CORK Board of Directors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jamie Fraser (<em>Board Chair</em>)</td>
</tr>
<tr>
<td>Tim Irwin</td>
</tr>
<tr>
<td>Janice Wilby (<em>Treasurer</em>)</td>
</tr>
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<td>Stephen Monty (<em>Secretary</em>)</td>
</tr>
<tr>
<td>Dominique Andry</td>
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<tr>
<td>Paul Brennan</td>
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<tr>
<td>Hugh Cowan</td>
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<tr>
<td>Suzanne Hamilton</td>
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<td>Gord Jenkins</td>
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<tr>
<td>Pat Lymburner</td>
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<tr>
<td>Irene McNeil</td>
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<td>Marianne Davis (<em>Executive Director</em>)</td>
</tr>
</tbody>
</table>
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 notice board for details of positions and names.
**VOLUNTEER CODE OF CONDUCT**

Volunteers must treat everyone with respect regardless of gender, place of origin, race, physical or mental disability, sexual orientation, religion or economic status. Volunteers will refrain from the use of profane, insulting, harassing or otherwise offensive language.

As volunteers you must be aware of your impact as role models for the participants, and at all times conduct yourselves bearing this in mind, both on and off the water.

Volunteers make CORK a world famous sailing event and with your help this will continue for many more years.

**“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.
1. SAILORS

• Shall regard the Racing Rules as a form of agreement - *The Rules represent the spirit that you should not evade or break.*

• Shall remember that winning isn’t everything - *Having fun, improving skills and making friends are just as important.*

• Shall be gracious in victory and defeat, be co-operative, respectful and always be a team player - *Remember that your actions on and off the water reflect on you and your sailing organization.*

• Shall respect and treat the club and other people’s property as their own - *Any willful vandalism of property or theft is not permitted. Full restitution will be required.*

2. COACHES

• Shall adhere to the Sail Canada “Coaches Code of Conduct”
  www.sailing.ca/about/bylaws_and_policies/policies/coaches_code_of_conduct/

• In addition, coaches are expected to respect the above principles and be aware of their impact as role models for the participants. They shall conduct themselves bearing this in mind at all times.

3. PARENTS AND CHAPERONES

Parents and adults are expected to support the above principles.

• Sailors should compete, set goals, and enjoy the sport of sailing for their own enjoyment.

• Competitors should be taught that doing their best is as important as winning. Parents should never make a child feel defeated due to an outcome of a race.

• Young sailors learn best by example. Be a good role model.

4. OFFICIALS AND VOLUNTEERS

CORK officials and volunteers are expected to support the above principles, as well as adhere to the CORK volunteer code of conduct. As volunteers we must be aware of our impact as role models for the participants and conduct ourselves bearing this in mind at all times.

NOTE: Senior Officials and/or CORK personnel on site may investigate any disciplinary problems that arise, and may initiate a hearing, which could result in the following:

• Termination of an individual’s participation in the given event;

• Removal of an individual’s right to compete in future related events.
KINGSTON AREA PHONE NUMBERS

CORK Office: 613-545-1322 - VHF channel 06

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.

Fire-Police- Ambulance: 911

Poison Information: 1-800-268-9017

Ontario Provincial Police: 613-386-8601

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

Kingston General Hospital: 613-548-3232

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

Canadian Coast Guard Portsmouth Harbour: 613-546-3527
Emergency - VHF channel 16

Boating Safety Hot Line: 1-800-267-6687

Queens Event Services: 613-533-2223

Smith House Front Desk: 613-533-3183

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

Marine Outfitters: 613-634-1900

DC Marine: 613-544-5626
Regatta Office—Cork
Address: 53 Yonge Street
Telephone: 613-545-1322
VHF Channel: International 06

The First Aid Station is located near the Regatta Office

Kingston General Hospital, 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: 613-546-1240
Hours: 0800-2000 Daily
Treat non life-threatening illness or injuries

The Greater Kingston After Hours Medical Clinic
Address: 775 Strand Blvd. Bayridge Plaza West
(Off Taylor Kidd Blvd, west of Gardiners road)
Telephone: 613-546-5506
Hours: Mon.-Fri. 1800-2100, Sat., Sun. and holidays 0930-1630

Altima Kingston Dental Centre
Address: 1046 Princess Street, Kingston Centre
Telephone: 613-546-6426
Hours: Mon.-Thur. 0800-2000, Fri. 0800-1900, Sat. 0900-1630, Sun. Closed

The Physical Therapy Clinic at Queen’s University
Registered Physiotherapist: Michael O’Meara
Address:
Louise D. Acton Building
31 George Street, Queen’s University
Telephone: 613-533-2098
Email: ptotclin@queensu.ca
CORK, “Kingston’s Freshwater Sailing Festival” is reaching for Gold in 2019! This is CORK’s second year 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.

This summer, CORK will be stepping up our recycling program by introducing OSKAR (On Site Kingston Area Recycler). This unique City of Kingston mobile recycling system is used to collect recyclables and organics. We look forward to encouraging all participants to get in the habit and use OSKAR in its inaugural year!

CORK participants are encouraged to bring reusable water bottles to all training and regattas. The ever popular Utilities Kingston Water Buggy will be onsite for all regattas this year. This mobile 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.

We are certain that our 2019 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 gold!
TOP 3 THINGS EVERY CORK VOLUNTEER CAN DO:

1. Bring reusable water bottles and refill at Utilities Kingston Water Supply

2. Recycle and compost using OSKAR (On Site Kingston Area Recycler)

3. Use alternative transportation-bike or use Kingston Transit-event passes available at Special Event Rate in the Regatta Office
Kingston Transit is offering a special CORK event pass for all CORK participants. The cost is $10 for unlimited travel for 4 days (a single trip is usually $3.00). Kingston Transit has recently increased express routes to both the East and West end of the city. You can pick up multiple passes in the CORK office depending upon your travel needs.

**VIA Rail Kingston Train Station**
1800 John Counter Blvd
1-888-842-7245

**Kingston Norman Rogers Airport**
1114 Len Birchall Way
613-389-6404

**Kingston Taxi Companies**
Amey’s: 613-546-1111
Kingston & Amherst Taxi Co: 613-544-9411
Modern City Taxi: 613-546-2222
**RESTAURANTS NEAR BY**

**Tim Horton’s: 704 King St. W**
Open 24 hrs

**Eunice Sushi: 682 King St. W.**
Monday-Thursday: 11AM-9:30PM  
Friday-Saturday: 11:30AM-9:30PM  
Sunday: Closed

**Juicy Kik: 753 King St. W.**
Monday-Friday: 10AM-5PM  
Saturday-Sunday: Closed

**The Juniper Café: 370 King St. (Located in the Tett Centre)**
Monday-Saturday: 8AM-6PM  
Sunday: 9AM-5PM

**Kai’s Delight: 680 King St. W.**
Monday-Friday: 11AM-11PM  
Saturday-Sunday: 12-11PM

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

**Tim Hortons**
Monday-Friday: 5:30AM-12AM  
Saturday-Sunday: 9AM-4:30PM

**Auxiliary Café**
Monday-Friday: 8AM-8PM  
Saturday-Sunday: 9AM-4:30PM

**Portsmouth Tavern: 96 Yonge St.**
Monday: 11AM-10:30PM  
Tuesday-Thurday: 11AM-11:30PM  
Friday-Saturday: 2:30AM-1AM  
Sunday: 12-6PM

**Subway: 692 King St. W.**
Monday-Friday: 7AM-10PM  
Saturday: 7AM-10PM  
Sunday: 9AM-8PM
“Our Business is minding your business”