



**DRAGON BOAT CLUB**

# Fraser Valley Dragon Boat Club

Participation. Teamwork. Achievement. Recreation. Sportsmanship. Health  
[www.fraservalleydragonboatclub.com](http://www.fraservalleydragonboatclub.com)

January 10, 2017

Dear Captains,

A concern has been brought to the attention of the Fraser Valley Paddling Club (FVPC) through our Insurance Company and our Auditors regarding paddling teams that operate/conduct business through personal bank accounts rather than a team account.

As a registered Society and in accordance with the Society Act, we must be in compliance and remain vigilant with incorporating policies that adhere to addressing liability and best practices of the Society.

To this end and effective immediately, the Board of the FVPC is directing all teams to implement the following:

1. Open a bank account in the team's name;
2. That the account will require a minimum of 2 signatures for all credit transactions;
3. The Captain or designate provide a copy of the bank statement to the team members on a regular basis as determined by the team;
4. Upon completion of the above, please provide a void cheque as proof to the President of the FVPC.

A policy to this effect will be made available to all members of the FVPC for reference.

Should you require further information or have any questions regarding the above, please don't hesitate to contact any of the Executive of the FVPC Board or Ms. Marion Haralds, Commercial Account Executive – HUB International at 604-703-7852,

Sincerely,

Board of Directors  
Fraser Valley Paddling Club