

## **Booking Procedures: 2026 Dragon Boat Season**

Thank you for choosing Sunnyside Paddling Club (SPC) for your team's training this year! We are delighted to be a part of your team's success both on and off the water. If there is anything we can assist you with to make training easier, do not hesitate to reach out.

Please read the instructions below before you start booking practices for 2026.

### **1. 2026 Booking Form**

Community team managers must complete [THIS](#) booking form, collecting information about your practice dates, times, coaching needs (if requested), as well as contact information for your team's primary and secondary contact.

The email addresses indicated for the primary and secondary contacts will be used to create a personal Amilia account for each contact respectively.

### **2. Accept Amilia Activation Request**

Within 72 hours of form submission, we will create an Amilia account based on the email addresses provided for your primary and secondary contact. Please ensure you accept the activation request sent to the associated email address.

### **3. Rental Contract and Rates**

Depending on booking availability, our admin team will create a rental contract based on your 2026 Booking Form. If your requested rental dates/times are not available/there are conflicts, we will work with your primary and secondary contacts to determine a viable solution for your team.

Rental contracts will indicate each individual booking slot (date, time, boat #), along with coaching (if requested) fees. All prices are subject to 13% HST.

Rental rates for the boat and coaching can be found on our website [here](#). Make sure that your contract has a boat fee, coaching fee (if applicable) practices AND regattas and a membership fee (if # of practices >10)

Your team's primary contact will be sent an email when the document is ready, requiring approval via e-signature before the invoicing process is initiated. This document can be found in the Documents tab of your personal Amilia account.

More information about how to sign a contract electronically can be found at the [Amilia Help Center Website](#).

#### 4. Make Payment

After an e-signature is provided, an invoice will be issued to the primary contact's account, along with an email notification. Your invoice can be found in the Billing tab of your personal Amilia account.

A **10% deposit** of the total amount owing is required within 7 days of invoicing. The remaining amount owing must be paid within one week of your first practice at SPC.

Payment methods include:

- Credit card
  - Directly on Amilia, subject to 2.85% of the transaction amount plus a \$0.30 fee per transaction
- Email transfer
  - Send to [payments@sunnysidepc.ca](mailto:payments@sunnysidepc.ca), auto deposit is on, team or individuals name and invoice number must be provided in comments
  - Email transfer payments are documented by our admin team
- Cheques are accepted
  - Mail to our office address at 230 Nantucket Blvd Unit 1, Toronto, ON M1P 2N9
  - Notify [customerservice@sunnysidepc.ca](mailto:customerservice@sunnysidepc.ca) on depositing with postal service

#### 5. Invitation to a Team

Once your team's deposit is received, your team's primary and secondary contacts will receive a registration link for your team to join Amilia. Your primary and secondary contacts are required to share this link with all team members. Registration for a team will require the following 'membership(s)' to be purchased by paddlers:

- If you have chosen to allow your members to pay the membership fee individually, then on registration for the activity they will be required to purchase an SPC membership
  - SPC Membership fee (\$45 +HST), only applicable to teams with MORE THAN 10 PRACTICES
- If not, then they will be required to purchase a free "fixed membership inclusive"
  - This allows them to access other services at the club at the appropriate rate and access privileges

Paddlers will be prompted to purchase the required memberships upon registration for your team on Amilia.

Team registration will allow SPC to easily contact paddlers in the case of emergencies , keep them abreast of relevant services and events at the club and help to ensure a registrant is supposed to be at the club at the associated time and activity.

[How to Register for a Team on Amilia Guide](#)

### **Drop-ins**

Must register for the activity as a drop-in. Drop-ins are \$15 plus tax with the first session free. This is great for visiting members and people trying out the team. Provide them your team link and the coupon code "IDB2026"