



ATLANTIC DIVISION
CANOEKAYAK CANADA

U11 Event Hosting Agreement

Appendix A: Event Checklist
Appendix B: Event Report Form
Appendix C: ADCKC Expense Form

June 9, 2015



U11 Event Hosting: Six Club Hosted U11 Events in 2015

This document sets out the terms to which any club wishing to host a U11 *Event* must agree to before the event may take place.

Any club wishing to host a U11 Event must apply to the ADCKC by **December 15th** of the year preceding the season in which the regatta will be held.

GLOSSARY

Term	Description
ADCKC	Atlantic Division CanoeKayak Canada.
Club Representative	The person designated by the host club as the primary point of contact for the organisation of the regatta
Events Coordinator	ADCKC Events Coordinator – the ADCKC Staff person responsible for coordinating regatta entries and results.
Vice-Flag	ADCKC Vice-Flag responsible for the regatta's age class.



TIMELINE

Two weeks before	Events Coordinator confirms to Club Representative that a request for entries have been sent out to clubs.
Previous Friday	Events Coordinator confirms that Club entries are all in before the event.
Monday before	Club representative, Vice Flag and ADCKC Regional Coach meet to review preparations.
Tuesday before	Confirm the following: Vice-Flag, ADCKC Regional Coach and Club Representative confirms that the draw has been completed, distributed and printed. Club Representative confirms the course and facilities are ready.
At the Event	Club Representative confirms the number of boats (1 boat) and volunteers (3 volunteers) are available and will be ready ½ hour before the start of the event to meet safety boat requirements.
0 - 30 days after	Ensure all reports have been submitted to the ADCKC for review. Submit Expenses to the ADCKC for reimbursement.

REIMBURSEMENT POLICY & PROCEDURE:

Upon submission of the ADCKC Expense Form (Appendix C) and supporting receipts, the ADCKC will reimburse host clubs for expenses up to the amounts indicated below incurred while hosting an U11 Event:

\$416.50

Host Clubs must fill out an "ADCKC Expense Form" and attach all relevant receipts and submit to the ADCKC within 30 days of the regatta.

Please Note: Reimbursement will not be processed until the final report has been submitted by the host club.

HOST CLUB RESPONSIBILITIES

Race Course

A start line with at least three markers must be available. The centre marker must be suitable for mooring a small motorboat for the Starter and Finish Timer.

At least one turn marker 200m up-course from the start line, well delineated from any other markers on the lake, to mark the turn. A three-point turn is optional but not required.

Start Area

Boat or dock should be available at start line for starter.

Finish Area

A defined area accessible only by the support staff. The area will have tables (2), chairs (6), covered shelter and an unobstructed (preferably raised) view of the finish line. This area should be cordoned off and free from interference.

Boat Launch Area

Good clear access to docks must be available. There must be enough dock space to handle four war canoes or K4's at one time.

Washrooms

Adequate washrooms must be available on site and accessible to all staff, volunteers, athletes and spectators. There must be male and female designated washrooms. For larger events washrooms may need to be rented and brought on-site in order to meet the demand.

Parking

On-site parking must be available for trailers and tow vehicles. A maximum of five spots must be made available for trailers, which may or may not have tow-vehicles attached. A maximum of 15 spots close to the tower and boats (if possible) must be reserved.

Boats

All boats being used for the regatta must be fueled at the beginning of each day.

Safety Boats

For all ADCKC regattas there must be a minimum of three (3) safety boats. Under the Safety Boat service provided by MFR Rescue Ltd. the following will be provided:

- 2 Safety Boats
- 2 Motors
- 3 Qualified Safety Boat Personal (who also drive the boat)

Host Clubs must provide the following:

- 1 Safety Boat
- 1 Motor
- 3 Safety Boat Volunteers

The host club MUST provide 3 safety boat volunteers for the duration of the event.

Weather

The club should have all necessary weather bureau telephone numbers available to the ADCKC Regional Coach. A portable radio or phone line and Internet access should be available on location.

In the event of cold weather access to a heated building or shelter must be available as well as hot liquids and blankets.

Coach & Athlete Briefing



There will be no scratch meeting for the Club Hosted U11 regattas. There will be a coaches and athletes briefing one hour prior to the start of the first race.

Canteen

The host club reserves the right to host a canteen and to benefit from the profits of this canteen.

Drinking Water

There must be access to drinking water on site free, or for purchase. In addition, water must be available for emergency situations for athletes and spectators should they require it.

Results

The host club must provide a suitable and accessible area to post results that has internet connectivity. All results for U11 will not be sorted, as participation is the main focus.

Safety

The Regatta must meet all safety standards as outlined in the CanoeKayak Canada Code of Safety and ADCKC Code of Safety. If you require copies of these documents please contact the ADCKC General Manager.

Contact Person

The club must name a Contact Person for the ADCKC. This Contact Person must be available the week of the regatta by email or phone and the day of in person.

Name of Club: _____

Name of Event: _____

Contact Person: _____

Home No.: (____) _____ Cell No.: (____) _____

Email: _____



ADCKC RESPONSIBILITIES

Entries/Results

The ADCKC will provide the Events Coordinator or appointed substitute to coordinate the entries, compile a draw and collect and publish results for the event. This includes bringing results publishing equipment:

Laptop	1
Printer, Ink & Paper	1
Extension Cord & Power Bar	1

Schedule

Sufficient copies of the regatta draw for the coaches and representatives.

Communications

2 radios will be provided.

Equipment

The following additional equipment will be brought to the event site by the ADCKC

Regional Coach:

2 megaphones



AGREEMENT

I _____, _____ of
(Full Name) (Position at Club)
_____ have read and understood the conditions
(Club Name)
and requirements for hosting and ADCKC Sanctioned Regatta. I agree to
abide by these requirements for the _____
(Event Name)
regatta taking place on the _____.
(Event Date)

Club Representative, Signature Date

Vice-Flag, Signature Date

Regional Coach, Signature Date



APPENDIX A: REGATTA CHECKLIST

Item	Agreed	Provided (Completed by ADCKC Regional Coach & Vice-Flag)
*Adequate Course with Markers		
*Starter Area		
*Finish Line Area		
*Boat Launch Area		
*Washrooms		
*Parking		
*Required Permit(s)		
*Safety Boat requirements meeting Transportation Canada standards		
*Contact for Weather Updates		
*Drinking Water		
* Results		
Contact Person		

Please Note:

The foregoing items are the minimum requirements to run a regatta in a safe and fair environment. The items marked with an "*" are mandatory.



APPENDIX B: REGATTA REPORT FORM

Name:

Role:

Name of Event:

Location:



Comments: Should be completed in the box below. If more room is required use additional sheets. Please see below items that should be included.

Incidents/Accidents: There should be no attempt to evaluate what occurred, nor should there be any recommendations of corrective action to be taken. You are the Archivist of the event.

Report On: The sequence of the events; what happened, where it happened, who was involved, others, if required, will determine and evaluate why and how the event happened.

Recommendations: Regarding club organization, ADCKC organization etc.

Signature:

Date:



Additional Comments:

Signature:

Date:

ADCKC U11 Event Hosting Procedures/Contract



Appendix C – ADCKC Expense Form

[Click here for link.](#)