



ADCKC U10 Event Hosting Procedures/Contract



# U10 Event Hosting Agreement

---

Appendix A: Event Checklist

Appendix B: Event Report Form

May 29<sup>th</sup>, 2019



## ADCKC U10 Event Hosting Procedures/Contract

### U10 Event Hosting: Six Club Host U10 Events

This document sets out the terms to which any club wishing to host a U10 *Event* must agree to before the event may take place.

Any club wishing to host a U10 Event must complete the Hosting Agreement by June 15<sup>th</sup> of the year preceding the season in which the regatta will be held.

#### GLOSSARY

<b>Term</b>	<b>Description</b>
ADCKC	Atlantic Division CanoeKayak Canada.
Club Representative	The person designated by the host club as the primary point of contact for the organization of the regatta
Regatta Coordinator	ADCKC Regatta Coordinator – the ADCKC Staff person responsible for coordinating regatta entries and results.



## ADCKC U10 Event Hosting Procedures/Contract

### TIMELINE

2 weeks before	Regatta Coordinator confirms to Club Representative that a request for entries has been sent out to clubs.
2 days before	Regatta Coordinator confirms that Club entries are all in.
1 day before	Club Representative and ADCKC Sport Excellence Lead meet to review preparations.  ADCKC Sport Excellence Lead & Club Representative confirms that the draw has been completed, distributed and printed.  Club Representative confirms that 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.
<b>0-30 days after</b>	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 a U10 Event: \$416.50

Host Clubs must submit all relevant receipts and submit to the ADCKC within 30 days of the regatta.

### HOST CLUB RESPONSIBILITIES

#### **Race Course**

A start line with at least three markers must be available. The center 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.



## ADCKC U10 Event Hosting Procedures/Contract

### **Start Area**

Boat or dock should be available at the start line for the 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. 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 two (2) safety boats. Under the Safety Boat service provided by MFR Rescue Ltd. the following will be provided:

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

Host Clubs must provide the following:

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



## ADCKC U10 Event Hosting Procedures/Contract

### **Weather**

In the event of inclement weather, or other unforeseen circumstances which makes it impossible to carry out the competition, the competition will be postponed and the ADCKC Sport Excellence Lead will decide on another time when it may be held.

### **Coach & Athlete Briefing**

There will be no scratch meeting for the Club Hosted U10 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 results will be [posted on the ADCKC website](#) on the day following the regatta. All results for U10 will not be sorted, as participation is the main focus.

### **WiFi Access**

Host clubs must provide suitable WiFi for ADCKC staff during the event.

### **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 [consult the ADCKC website](#).

### **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.



## ADCKC U10 Event Hosting Procedures/Contract

Name of Club: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Home No.: (\_\_\_\_) \_\_\_\_\_ Cell No.: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

### ADCKC RESPONSIBILITIES

#### **Entries/Results**

The ADCKC will provide the Regatta 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
- Printer, Ink & Paper
- Extension Cord & Power Bar

#### **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

Sport Excellence Lead:

- 2 megaphones
- 2 timers



ADCKC U10 Event Hosting Procedures/Contract

**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

\_\_\_\_\_  
Sport Excellence Lead, Signature

\_\_\_\_\_  
Date



ADCKC U10 Event Hosting Procedures/Contract

**APPENDIX A: REGATTA CHECKLIST**

Item	Agreed	Provided (Completed by ADCKC Sport Excellence Lead & 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.





ADCKC U10 Event Hosting Procedures/Contract

## APPENDIX B: Event Report Form

**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:

---



ADCKC U10 Event Hosting Procedures/Contract

**Additional Comments:**

Signature:

Date:

---