



ATLANTIC DIVISION
CANOEKAYAK CANADA

REGATTA HOSTING PROCEDURES / CONTRACT

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July 2017



REGATTA HOSTING PROCEDURE:

We have prepared these documents to assist you in planning to hold a safe and fair event. These documents are required for all regatta conducted within the Atlantic Provinces.

These documents are intended to handle sprint as well as long distance regattas.

1. Discuss the hosting opportunity with your Club Executive and ensure they are in favour of hosting an ADCKC regatta.
2. Prior to hosting a regatta, the club must submit a 'Hosting Application Form' to the ADCKC.
3. Once a club has been awarded a regatta a contract with the ADCKC must be signed. The Club Commodore or Paddling Chair, and the ADCKC must sign this contract.
4. In addition to the attached timeline, a meeting with the Host Club, Events Coordinator (an ADCKC staff position) is required at least 3 days prior to the start of the regatta to finalize and ensure that there are no day of problems.
5. On Regatta Day, it is their responsibility of the Vice-Flag and the Club to provide the safest and fairest environment possible for all competitors. If any deficiencies arise, the ADCKC staff will bring these to the attention of the host Club immediately.

Any shortfalls on regatta day that the ADCKC cannot condone can be justification for delaying the regatta until the conditions are met. If necessary, the ADCKC may remove the sanction for the regatta and refuse to allow ADCKC Umpires to officiate.

REIMBURSEMENT POLICY & PROCEDURE:

It is the policy of the ADCKC to reimburse host clubs for expenses incurred while hosting ADCKC Sanctioned Regattas. The host club will be reimbursed up to the following amount per regatta:

U13: \$1000.00

U15: \$1000.00

Masters: \$250.00

Please indicate number of lunches, cost per lunch and total cost when submitting to ADCKC. Host Clubs must submit 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.



AGREEMENT

I _____, _____ of
(Full Name) (Position at Club)
_____ have read and understood the following
(Club Name)
conditions 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

ADCKC Official's Rep, Signature Date

APPENDIX A HOST CLUB RESPONSIBILITIES:

Long Distance Course

One upper and one lower turn with a minimum of three (3) red buoys marking the turn must be provided.

Sprint Course

A sprint course must have 9 lanes with buoys every 100m or 50m (preferable). Each lane must be 9m wide and minimum water depth must be 2 meters. Depending on the age group a start platform must be available at the 1000m, 500m and 200m. Start towers should be provided with tables and chairs for 2 officials. Shade and rain protection would also be an asset.

Start Area

Work with the ADCKC Officials Rep to determine what Starters facilities should be in place.

Finish Area

Define an area accessible only by the umpires and support staff. Have it with tables (2), chairs (6), covered shelter and an unobstructed view of the finish line. This should be a cordoned off area, 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

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.

Wi-Fi Access

The host club must provide Wi-Fi to the ADCKC staff during the regatta

Parking

On-site parking must be available for trailers, tow vehicle and officials. A maximum of 11 spots must be made available for trailers which may or may not have tow vehicles attached. A maximum of 15 spots closed to the tower and boats (if possible) must be reserved.

Gas

Each boat must be fueled at the beginning of each day and at the lunch break.

Umpire Boats

For all ADCKC regattas there must be a minimum of four (4) officials' boats. It is the responsibility of the club to ensure that these boats are available for the regatta. Umpire boats should be equipped in accordance with the Transport Canada requirements. In addition, they should be 14 feet in length with a motor 9.9HP or larger.

Safety Boats

For all ADCKC regattas there must be a minimum of three (3) safety boats in addition to the umpire boats.

Under the Safety Boat service provided by MFR Rescue Ltd. "off Lake Banook" regattas 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

Umpire Boat Drivers

Umpire boat drivers must meet Transport Canada requirements and be competent to operate their assigned boat. They must have an inflatable PFD on at all times. All drivers must be present at their assigned boat 30 minutes before the start of the 1st race.

Weather

The club should have all necessary weather bureau telephone numbers available to the Chief Official. A portable radio 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.

Scratch Meeting

The scratch meeting will take place on the evening prior to the regatta(s). The ADCKC will provide space at the Atlantic Division Racing Center for; the chief official, club coaches, ADCKC staff member(s) and the registrar.

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 for purchase. In addition, water must be available for emergency situations for athletes and spectators should they require it.

Officials/Volunteer Food

Snacks, coffee, tea, water and lunch are to be provided for all officials (not applicable to U11 events) and regatta volunteers. The typical number of officials lunches required is **30 for U13 and U15 and 17 for Master's regattas.**

Results

The host club must provide a suitable and accessible area to post results

Contact Person

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

Name of Club: _____

Name of Event: _____

Contact Person: _____

Home No.: (_____) _____ Other No.: (_____) _____

Email: _____



APPENDIX B REGATTA CHECKLIST:

Item	Agreed (Specific QTY if Applicable)	Provided (Completed by Chief Official & Vice-Flag)
Adequate Course with Markers*		
Starter Area*		
Finish Line Area*		
Boat Launch Area*		
Washrooms*		
Parking		
Required Permit(s)		
Umpire Boats meeting Transportation Canada standards*		
Safety Boat meeting Transportation Canada standards*		
Umpire Boat Drivers* (not applicable to U11)		
Contact for Weather Updates		
Volunteer Food Requirements*		
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 C TIMELINE:

Two weeks before	Contact Vice Flag to determine final format and special rules for regatta finalized
One week before	Confirm with ADCKC Staff request for entries have been sent out to clubs
Tuesday before	Confirm with ADCKC staff that Club entries are all in.
Thursday before	Confirm with the Official's Rep that Officials are in place and confirm scratch meeting time and place. Arrange meals for regatta volunteers
Friday before	Confirm the following: Draw has been completed, distributed and printed Course and facilities are ready Umpire Boat drivers are available Security ordered (if required) Division equipment is being transported to regatta site Number of boat/s and volunteers (Umpire & safety) are available and will be ready ½ hour before the start of the 1 st race
0 - 30 days after	Ensure all reports have been submitted to the ADCKC for review. Submit Expenses to the ADCKC for reimbursement.



APPENDIX D ADCKC RESPONSIBILITIES:

Entries/Results

The ADCKC will provide a staff member 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

Enough copies of the regatta draw will be made available for the number of anticipated officials.

Communications

A two-way system with a range capable of receiving a clear signal for maximum distance required for racing and safety purposes, with a minimum of two (2) operating channels.

The Official's Rep will determine the number of radios required for the regatta. They will also assign channels.

Officials Equipment

The following equipment will be brought to the regatta site by an ADCKC Staff Member:

Timers with spare batteries and paper	2
Radios with chargers	7
Clip boards	8
Bull horns with spare batteries	6
Red & White Flags	5
Air Horn and Canisters	2
Protest forms	
Finish line forms	
War canoe forms	
Scissors, Pens, Stapler & Staples	2
Officials PFD's	

ADCKC Regatta Hosting Procedures



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 happen, where it happened, who was involved, others, if required, will determine and evaluate why and how the event happened.

Recommendations: Regarding club organization, ADCKC organizations, officials, etc.)

Signature:

Date:



Additional Comments:

Signature:

Date:
