



PADDLING AUSTRALIA EVENTS

SANCTIONING APPLICATION FORM



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Paddling Australia Events

ABOUT

The Australian Canoeing 'Paddling Australia Events' initiative is designed to provide both paddlesports event organisers and participants a guaranteed level of event management and quality, together with an optional insurance package.

AIM

To bring a level of professionalism, risk management and safety to paddling events.

KEY PRINCIPLES

All Paddling Australia events must adhere to the quality assurance principles of:



Safety



Organisation



Integrity



Accessibility

BENEFITS

AC 'Paddling Australia' event sanctioning permit provides the event organiser with:

- Paddling Australia – “Approved Event” endorsement logo
- Optional Insurance for Public Liability and Personal Accident
- Opportunity to be part of a Nationals Event Series e.g. Ultra Marathon Series
- Promotion for the Event via AC website and monthly e-newsletter



REQUIREMENTS

In order to meet the Paddling Australia Event requirements, organisers must demonstrate that their event complies with our Key Principles. This means:

Safety

The completion of a pre-event risk management checklist.

Integrity

The event organisers conduct the event in a reputable manner with paddlers displaying good sportsmanship.

Organisation

The event has a sound level of operational planning.

Accessibility

The event is open to all paddlers who want to compete subject to event safety guidelines.

Event Organisers Sanctioning Information

SANCTIONING PROCESS

Step 1: The Application for Sanctioning

1. Event Director contacts relevant State Association or Australian Canoeing about the event.
2. The Paddling Australia Events Permit Application Form is distributed to the Event Director.
3. An invoice for the sanctioning fee and to send it to the Event Director.
4. Documentation must be completed and submitted to the State Association a minimum of 45 days prior to the event date, including all relevant documents noted in the sanctioning document and to include payment of the sanctioning fee.

Step 2: Technical Assessment and Sanction

5. Sanctioning meeting/site visit between a State Association or Australian Canoeing appointed representative and Event Director (where possible and appropriate).
6. Australian Canoeing will verify to the Event Director of the sanctioning decision in writing.
7. Australian Canoeing issues the Event Director the Certificate of Currency, pending approvals of any interested parties.
8. Australian Canoeing issues the Event Director the Paddling Australia Event the sanctioning package (i.e. logos), pending approvals of any interested parties.
9. Australian Canoeing and the State Association are to advertise your event on their calendars.
10. Event Director to forward verification of any outstanding approvals to State Association and Australian Canoeing.

Step 3: The Event

11. The event occurs.

Step 4: Post Event Reporting and Reconciliation

12. Post-Event - The event director is to send in the following information to AC within 21 days of the completion of the event:
 - a. A post-event report and acquittal.
 - b. Media release on the event for the website with at least one (1) photo.
 - c. The number of participants.
 - d. The database of participants.
13. Australian Canoeing to invoice the event director for the per participant fee.
14. The Event Director is to pay Australian Canoeing.

EVENT CANCELLATION OR SANCTIONING WITHDRAWAL

Sometimes, for reasons beyond the immediate control of an Event Committee, an event cannot proceed as planned. Having a workable contingency plan outlines ways to prevent or minimise the impact of certain crises on the staging of an event. However, the severity of some crises may leave no option but to delay, postpone or cancel an event or a segment of an event ('cancel') e.g. a major storm, flood, lightening or treacherous water or wind conditions.

The Decision Making Process

A decision to withdraw sanctioning approval and or cancel an event will be difficult, particularly given the high stakeholder expectations that rest with the event e.g. Competitor sacrifices, an Event Committee's financial exposure and the local economic benefits flowing from a successful event. It is therefore essential that a formal decision process be used to ensure that the highest consideration is given to the safety and protection of competitors, officials and the public.

Insurance Implications of Withdrawn Sanctioning

The Event Director's decision to withdraw sanctioning for an event will constitute a withdrawal by the Association of:

- Public liability insurance covering the Event Organisation and interested parties
- Competitor personal injury insurance coverage
- Other Australian Canoeing insurances applying to the event (except adverse weather –cancellation insurance, if any)

The public liability insurance and volunteer workers personal injury insurance, if any, will continue to apply to the tasks carried out to wind down a cancelled event e.g. dismantling equipment at the venue or course.

The Australian Canoeing will not refund the event sanctioning fee for a cancelled event less than 7 days before the event. If more than 7 days notice of cancellation than 50% of the event sanctioning fee will be refunded.

Event Cancellation

If, despite the Technical Delegate's decision to withdraw sanctioning approval, an Event Committee proceeds to stage the event, then the Australian Canoeing insurance and indemnities that formerly covered the Event Committee, its officials, competitors and interested parties, will be null and void.

MULTI SPORT EVENTS

Australian Canoeing only sanctions and insures Canoeing events defined in the section covering Canoeing Terminology. Other multi endurance and single discipline events may be sanctioned or insured e.g. Multi-discipline. Please contact Australian Canoeing directly to discuss.

CHANGE TO EVENTS

Should the grounds upon which sanctioning was granted change at any time prior to the event, notification must be given to the State Association, whereby the sanctioning will be immediately reviewed. Should the review result in the event not meeting sanctioning standards, the State Association reserves the right to advertise withdrawal of sanctioning.

Public Liability

- All events must have public liability insurance. Through arrangement with Australian Canoeing, events which are conducted under their sanctioning supervision, provided by Australian Canoeing, have access to the insurance scheme arrange by Australian Canoeing Insurance brokers.
- An Insurance “Certificate of Currency” will only be issued by the Insurance Brokers after the completed application form and payment is received. Applications must be submitted 45 days before the date by which the Certificate is required.

Personal Accident Insurance

- Australian Canoeing Members will be able to claim personal accident insurance under their Australian Canoeing insurance, **only** if the event is sanctioned through the Paddling Australia Events process.
- Non Members of Australian Canoeing do not have personal accident insurance coverage. If the Event Organiser would like to have this option, please contact Australian Canoeing to discuss.

Costs of the Sanctioning Permit

COST OF EVENT PERMIT

Paddling Australia comprises three (3) levels of events:

- **Gold** - Over 500 participants
- **Silver** - Between 100 and 500 participants
- **Bronze** - Less than 100 participants

The level of your event determines the cost.

Costs for the sanctioning of a **canoeing event** can be broken into

- **Event Sanctioning Fee** - This covers the sanctioning of the event.
- **Per Participant Fee** - This covers the administration fee for Public Liability insurance.

Indicative costs for a **canoeing event** under the Paddling Australia sanctioning process are:

Paddling Australia Level	Event Sanctioning Fee	Per Participant Fee	Personal Accident Insurance
Gold	\$550	\$2.20 pp	If you would like your participants to be covered for Personal Accident Insurance, please contact Australian Canoeing to obtain a quote
Silver	\$440	\$2.75 pp	
Bronze	\$330	\$3.30 pp	

All prices above are inclusive of GST

Multi Sport Events costs

If your event is a multi sport event i.e. canoeing, running, swimming etc, there is still the possibility for your event to come under the Paddling Australia Events framework. If you would like more information, please contact the Australian Canoeing office.

Australian Canoeing

Contact: Mary Macaluso
Phone: 02 8116 9727
Email: mary.macaluso@canoe.org.au



Paddling Australia Events Sanctioning Application Form



APPLICANT DETAILS:

Name of Applicant: _____

Postal Address of applicant: _____

Mobile: _____ Telephone: _____

Email: _____

ABN of Applicant: _____

EVENT DETAILS:

The Event:

1. Event Title: _____

2. Date of Event: _____

3. Start Location of Event: _____

4. Finish Location of Event (if different from the start): _____

5. Type of Event (✓)

- | | | |
|---|--|-------------------------------------|
| <input type="checkbox"/> Flatwater/Sprint | <input type="checkbox"/> Ocean Racing | <input type="checkbox"/> Marathon |
| <input type="checkbox"/> Slalom | <input type="checkbox"/> Wildwater | <input type="checkbox"/> Canoe Polo |
| <input type="checkbox"/> Freestyle | <input type="checkbox"/> Multi-sport (please specify): _____ | |

6. Type of Water (✓)

- | | | |
|--|--------------------------------|---|
| <input type="checkbox"/> Lake | <input type="checkbox"/> Ocean | <input type="checkbox"/> Bay |
| <input type="checkbox"/> River | <input type="checkbox"/> Pool | <input type="checkbox"/> Regatta Centre |
| <input type="checkbox"/> Whitewater Centre | | |

7. Start line (✓)

- Beach Shoreline
 Waist Deep Deep Water

8. Anticipated number of participants (individuals, not craft): _____

9. Type of course (One way, Out and Back etc.) _____

10. Distance (m/km): _____

11. Expected Water Temperature (°C): _____

Entries and Prize Money:

12. How are you managing your participant registrations? (✓)

- On-line
 Application form by mail or fax
 On-the-day

13. Entry Fees: AC Members \$ _____ AC Non-Members \$ _____

14. Entry Close Date: _____

15. What will the Age Group Divisions be: _____

16. Prize Money: Yes No Amount \$ _____

NOTE: Australian Canoeing favours a policy of equal division of prize money for male and female competitors plus 10 year age groupings where possible. (Male and Female prize money should be equal in depth and amount.)

The Venue:

- | | | |
|---|------------------------------|-----------------------------|
| 17. Will a Registration Marquee/Area be available? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 18. Will you provide a secure Competitors' Bag Storage Area? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 19. Will there be Medical Facilities available? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 20. Will there be Food/Refreshments available at the start/finish area? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 21. Are there adequate car parking facilities available? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 22. Are there adequate craft (boat) storage areas/facilities available? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 23. Are changing areas & Rest Rooms/Toilets available? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Safety and Medical:

24. Have you applied to a council or other statutory authority for permission to use public facilities? Yes No

25. Have you applied for / been granted a State Maritime licence? _____

26. Will you require participants to wear a compulsory Event singlet/PDF? Yes No

27. Will you require participants to show paddle competency? Yes No

28. Water Safety:

a. By whom (SLSC, SES, Life Guards etc) _____

b. All Qualified? Yes No

c. Total number of Personnel: _____

d. Number of Safety Vessels/Personnel: _____

29. Please attach an outline of your plans for water safety: Yes No

30. Communications Systems in use: (details) _____

31. Type of aid / drinks / food which will be provided at the Athlete Recovery Area: _____

32. What Occupational Health and Safety precautions do you plan to implement (E.g. sealed containers, gloves etc)? _____

Event Management:

33. What event management plan are you using? (✓)

- One modified from a previous event
- One specially designed by the event organiser for this event
- One designed by a contracted event management organisation
- Other event management (please specify) _____

34. Please outline your contingency plan/s? _____

INSURANCE

Australian Canoeing Insurance policy allows for a \$20 million Public Liability cover. Should any Interested parties in the event require more cover than the standard \$20 million then please be aware that extra premium costs may be applicable to this application.

- 1. Public Liability Insurance Needed: \$20 million Yes
- 2. Does a Local Council or other Authority need cover as an “interested party”? Yes No
- 3. If “Yes”, name of Authority(s) requiring “interested party” status: _____
- 4. Please attach the contacts from any local council that wish to be named as an interested party. Attached: Yes No

EVENT LICENSE REQUIREMENTS

It is a requirement of all events seeking sanctioning from the State Associations that an **Event License fee (trial/one day membership) applies to all competitors who are not licensed to Australian Canoeing**. This is to ensure adequate insurance cover for all participants.

DUTY OF DISCLOSURE

Your Duty of Disclosure

Before you enter into a contract of General Insurance with AC, you have a duty under the Insurance Contracts Act 1984 to disclose to us every matter you know or could reasonably be expected to know that is relevant to our decision whether to accept the risk of the Insurance and, if so, on what terms. You have the same duty to disclose those matters to us before you renew, extend, vary or reinstate your Insurance.

Your duty, however, does not require disclosure of any matter:

- That diminishes the risk to be undertaken by us.
- That is of common knowledge.
- That we know, or, in the ordinary course of our business ought to know.
- As to which compliance with your duty is waived by us.

Non-disclosure

If you fail to comply with your duty of disclosure, AC may be entitled to reduce their liability under the contract in respect of a claim or may cancel the contract if your non-disclosure is fraudulent; they may also have the option of voiding the contract from its beginning.

AGREEMENT

As the Event Organiser(s)/Event Director(s) for the above mentioned event, I have read and understood the safety guidelines as outlined by the Association, and recognise that it is my responsibility to conduct a fair and safe event. I further understand that the guidelines are minimal and special conditions may require further cautions and actions. I agree also that the Association's sanctioning officer has the authority to request cancellation of the event, if in his/her opinion, these minimum safety requirements are not in place and may announce publicly before the commencement of the Event the withdrawal of the Association sanctioning and insurance cover if applicable.

I understand that the information supplied on this form will be relied upon by the Association in sanctioning this event, and any changes made must be notified in writing to the Association as soon as practicable.

It is further agreed that the Association will be included in any waiver or release from liability.

Sanction Agreement

In consideration of State Association, Territory Association or Australian Canoeing ("Authority") considering this Event sanction application, Organiser and Authority agree as follows:

1. Sanction is neither automatic nor irrevocable. Authority at its absolute discretion may conditional or unconditionally sanction, refuse to sanction, or withdraw its sanction of the event. For example, Authority might withhold or withdraw a sanction if it considers the event to risk competitor or public safety, to be unprofessionally organised, to be financially under-resourced, to breach Authority's rules or policies, or to be detrimental to the promotional or regulatory interests of Authority. Organiser has no claim against Authority in respect of any determination made by it.

2. Authority reserves the right to change or amend its sanctioning policies, procedures and requirements from time to time.
3. If sanctioned, the Event Organiser must comply with all rules and directions made by Authority in respect of the conduct of this event and all conditions of any sanction conferred by Authority. Failure to comply with any of these rules, directions or conditions entitles Authority to (amongst other things) withdraw any sanction at any time.
4. If Authority declines to sanction the event or, having sanctioned the event, elects to withdraw its sanction for any reason, Organiser irrevocably authorises Authority to publish the fact, nature and reasons for its decision to decline or withdraw sanction to any person Authority thinks fit, including (but not limited to) prospective competitors, sponsors and the general public.
5. It is the Organiser's responsibility to conduct a safe and fair event. Any standards and conditions imposed by Authority for this event and events generally are minimal standards only. Organiser acknowledges that:
 - a. an event is not necessarily safe or viable because it is sanctioned by Authority;
 - b. special or unusual conditions may require further precautions and actions in the interests of competitor or spectator safety; and
 - c. public liability insurance cover and competitor Event permit insurance cover arranged by Authority or required by Authority (organised by Event Director) as a condition of sanction, although negotiated and arranged in good faith by Authority, might not cover all risks to Organiser or competitors associated with the event. Authority does not warrant that the terms and coverage of any such insurance are adequate for the purposes of Organiser or competitors and Organiser must satisfy itself that it is adequately insured.
6. Organiser must not advertise the event as sanctioned unless and until Authority has sanctioned it and all conditions of sanction have been complied with. If Authority withdraws any sanction, Organiser must:
 - a. prior to the event, advise all competitors and prospective competitors of withdrawal of the sanction; and
 - b. remove any references to Authority's sanction from advertising or promotional material for the event.
7. The Race Director releases the Authority and its officers, directors, employees and agents in any way connected with the sanctioning process or the conduct of the event from and will indemnify them against all claims, loss and liabilities (including claims in negligence against them) made or incurred by the Race Director or any other person in respect of the conduct or sanctioning of the event, including (but not limited to) for example:
 - a. personal or property damage to participants and spectators; and
 - b. economic or other loss incurred by sponsors or others associated with the conduct or marketing of the event.

DECLARATION

The applicant represents that the statement and facts in this document are true and that no material facts have been suppressed or misstated.

The Event Director/Event Organiser:

Signature

Printed Name

_____/_____
Date

PLEASE SUPPLY WITH THIS APPLICATION THE FOLLOWING DOCUMENTS:

Ticked (✓) it is attached	Documents to be supplied
<input type="checkbox"/>	Event Director name and contact details (if different from applicant)
<input type="checkbox"/>	A copy of the proposed event management plan
<input type="checkbox"/>	A risk assessment*
<input type="checkbox"/>	Event participant briefing notes*
<input type="checkbox"/>	The terms and conditions to be acknowledged by participants*
<input type="checkbox"/>	The event logo or brand name (to allow AC to publicise your event)
<input type="checkbox"/>	State Maritime license
<input type="checkbox"/>	Entry form
<input type="checkbox"/>	Local council approval
<input type="checkbox"/>	Local council contracts (if they want to be named as an interested party on the Certificate of Currency)
<input type="checkbox"/>	Course and venue maps

**Please note: Your State Member Association may be able to provide examples of the above documentation.*

A SUCCESSFUL EVENT APPLICANT IS REQUIRED TO COMPLETE THE FOLLOWING ACTIONS:

- The terms and conditions of participant registration must include the following clauses:
 - I understand that this event is sanctioned under the 'Paddling Australia Events' certification process provided by Australian Canoeing, and provides me with public liability insurance cover during the event.
 - I agree that my personal details contained in this event registration process can be made available to AC for the purpose of maintaining a database of insured persons and for other promotional purposes.
- The event registration form (either on-line or hard-copy) must include the AC 'Paddling Australia Event' logo
- The event must allow for AC or the state member association representation on-site where appropriate, and when requested by AC or the state member association to do promotion.
- Supply AC your approved Maritime Licence.

Return a completed copy of this form, plus the additional documentation requested, to:

Paddling Australia Events

Post: P.O. Box 6805, Silverwater, NSW 2128

Email: mary.macaluso@canoe.org.au

Fax: 02 8732 1610

Event Application and Declaration Form

I hereby apply for entry to the *Event Promoter* - Paddling Australia event known as '*Name of Event*' (Event) to be held on '*Date of Event*', at '*Location of Event*'

In so applying and in consideration of this application for participation in the Event being accepted on I **acknowledge and agree** that:

1. In this application:

"**Event Activities**" means performing or participating in any capacity in the Event.

"**Event Promoter**" means *Event Promoter*, the event organiser/organisation named on the Maritime Licence for this event.

"**Australian Canoeing**" or "**AC**" means Australian Canoeing Incorporated.

"**Canoeing Organisations**" means and includes Australian Canoeing, Queensland Canoeing Incorporated and any other canoeing organisation or event organiser involved in the organisation or conduct of the Event and where the context so permits, their respective directors, officers, members, servants or agents.

2. If **accepted I will be permitted** to participate in the Event subject to my complying with the terms and conditions of the Event, this declaration and any reasonable direction issued by the Event organisers or their representatives.

3. **This document cannot be amended.** If I do amend it my application will be null and void. It cannot be accepted by AC.

4. **Insurance** is in place that provides limited cover to me whilst I am participating in the Event. (*For insurance details contact info@canoe.org.au*). I understand that this insurance may not cover me for all injury, loss or damage sustained by me and I can, in my own interests, seek and obtain personal insurances over and above the cover provided by AC.

5. **The Event rules and this declaration** comprise a contract between *Event Promoter*, Australian Canoeing and myself. It is necessary and reasonable for promoting and conducting the Event.

6. **Warning:** Participation in the Event can be inherently dangerous. I acknowledge that I am exposed to certain risks during the Event including but not limited to overexertion, equipment failure, dehydration, serious accidents, and weather conditions. I acknowledge that accidents can and often do happen which may result in me being injured or even killed, or my property being damaged. I have voluntarily read and understood this warning and accept and assume the inherent risks in participating in the Event.

7. **Compulsory personal safety equipment:** I agree to wear a personal flotation device and a safety leash at all times during the event.

8. **Exclusion of Implied Terms:** I acknowledge that where I am a consumer of recreational services, as defined by any relevant law, certain terms and rights usually implied into a contract for the supply of goods or services may be excluded. I acknowledge that these implied terms and rights and any liability of the Canoeing Organisations (or any of them) flowing from them, are expressly excluded to the extent possible by law, by this event application and declaration. To the extent of any liability arising, the liability of the Canoeing Organisations will, at the discretion of the relevant Canoeing Organisations, be limited in the case of goods, to the replacement, repair or payment of the cost of replacing the goods and in the case of services, the resupply of the services or payment of the cost of having the services supplied again.

9. **Release and Indemnity:** In consideration of AC accepting my application for participation into the Event I, to the extent permitted by law:

(a) release and will release the Canoeing Organisations from all Claims that I may have or may have had but for this release arising from or in connection with my participation in the Event; and

(b) indemnify and will keep indemnified the Canoeing Organisations in respect of any Claim by any person arising as a result of or in connection with my membership and/or participation in the Event.

In this **clause 8 "Claims"** means and includes any action, suit, proceeding, claim, demand, damage, penalty, cost or expense however arising but does not include a claim in respect of any action, suit, etc made by any person entitled to make a claim under a relevant Event insurance policy.

10. **Fitness to Participate:** I declare that I am and must continue to be medically and physically fit and able to participate in the Event. I am not and must not be a danger to myself or to the health and safety of others. I will immediately notify the event promoter or AC in writing of any change to my fitness and ability to participate. I understand and accept that the event promoter and AC will continue to rely upon this declaration as evidence of my fitness and ability to participate.

11. **Privacy:** I understand that the information I have provided is necessary for the conduct of the Event and for the Objects of AC. I acknowledge and agree that the information will only be used by *Event Promoter* and the Canoeing Organisations to facilitate the conduct of the Event and other Events conducted by the *Event Promoter* and the Canoeing Organisations. I understand that I will be able to access my information through the *Event Promoter*, AC or a Canoeing Organisation. If the information is not provided my application may be rejected. I acknowledge that the Canoeing Organisations may also use my personal information in accordance with the AC Privacy By-law. I may advise AC if I do not wish to receive from AC any AC sponsors or third parties' promotional material.

12. **Copyright and right to use image:** I acknowledge and consent to photographs and electronic images being taken of me during my participation in the Event. I acknowledge and agree that such photographs and electronic images are owned by AC and that the *Event Promoter* and Canoeing Organisations may use the photographs for promotional or other purposes without my further consent being obtained. Further, I consent to the *Event Promoter* and Canoeing Organisations using my name, image, likeness and also my performance in the Event, at any time, to promote the Event by any form of media.

13. **Consent to medical treatment:** I consent to receiving any medical treatment that the Event organisers or their authorised representatives consider necessary or desirable during or after the Event. I also agree to reimburse *Event Promoter* the relevant Canoeing Organisation for any costs or expenses incurred in providing me with medical treatment. I understand that I am provided with limited personal accident insurance for the duration on this event.

14. **Prevailing conditions:** The Event and the conduct of, and participation in the Event will be affected by weather and associated conditions. Given there is often an element of the "luck of the prevailing conditions" in participating and/or competing in the Event I acknowledge and agree the Event organisers cannot control the weather and associated conditions.

15. **Severance:** If any provision of this application and declaration is invalid or unenforceable in any jurisdiction, the phrase or clause is to be read down for the purpose of that jurisdiction, if possible, so as to be valid and enforceable. If the phrase or clause cannot be so read down it will be severed to the extent of the invalidity or unenforceability. Such severance does not affect the remaining provisions of this application and declaration or affect the validity or enforceability of it in any other jurisdiction.

16. **I have provided the information required in this application and declaration and acknowledged this declaration below.** I warrant that all information provided is true and correct. I have read, understood, acknowledge and agree to the above terms including the warning, exclusion of implied terms, release and indemnity.

Signed: _____ Name: _____ Date: _____

Where the applicant is under 18 years of age this form must also be signed by the applicant's parent or legal guardian.

I am the parent or guardian of the applicant. I expressly agree to be responsible for the applicant's behavior and agree to personally accept the conditions set out in this membership application and declaration including the provision by me of a release and indemnity in the terms set out above.

Parent's signature: _____ Name: _____ Date: _____

(where applicant under 18 year. old)



Paddling Australia Events

Post Event Report



The Event Organiser must complete and submit the Post Event report forms to Australia Canoeing within 21 days of the completion of the event.

APPLICANT DETAILS:

Name of Applicant: _____

Postal Address of applicant: _____

Mobile: _____ Telephone: _____

Email: _____

EVENT DETAILS:

The Event:

Event Title: _____

Date of Event: _____

Start Location of Event: _____

Finish Location of Event (if different from the start): _____

Pre-Event Sanctioning:

Meetings between the State Member Association and the Event Organiser? Yes No N/A

Site inspection(s) with the State Member Association? Yes No N/A

Any comments about the sanctioning documents? Yes No N/A

Registration:

Estimated number of competitors _____

Actual number of competitors _____

Was there any delay processing competitors? Yes No N/A

Were course maps displayed for competitor information? Yes No N/A

Did Registration open and close at the advertised times? Yes No N/A

Race Briefing:

- Was a written briefing provided to competitors? Yes No N/A
- Was the course explained to the competitors? Yes No N/A
- Did the Race Referee address the competitors? Yes No N/A
- Was a secure baggage area provided for competitors? Yes No N/A

Course:

Describe how the course was measured? _____

- Was there any problem with course design? Yes No N/A
- Were all buoys visible to competitors at all times? Yes No N/A

Describe the start area? _____

- Did the race start at the advertised time(s)? Yes No N/A
- Was the operation of the finish area satisfactory? Yes No N/A
- What timing system did you use for the event? _____

- Did all timing equipment work satisfactory? Yes No N/A
- Did you have to use the backup timing system? Yes No N/A
- Was adequate shade available at the finish line for competitors? Yes No N/A

Safety and Medical:

- Was there sufficient water safety craft and personnel? Yes No N/A
- Were all competitors wear PFDs? If no, why? Yes No N/A

- Were sufficient medical resources present? Yes No N/A
- Did medical personnel have radio communication? Yes No N/A
- Were medical personnel mobile during the event? Yes No N/A
- Was an ambulance stationed on the course? Yes No N/A
- Were any competitors transported to hospital, if yes please provide details? Yes No N/A

Recommendations to come from this event:

Final Comments:

The Event Director/Event Organiser:

<hr/> <i>Signature</i>	<hr/> <i>Printed Name</i>	<hr/> / <hr/> / <hr/> <i>Date</i>
------------------------	---------------------------	-----------------------------------

Return a completed copy of this form, plus the post event acquittal to:
Paddling Australia Events
Post: P.O. Box 6805, Silverwater, NSW 2128
Email: mary.macaluso@canoe.org.au
Fax: 02 8732 1610



Paddling Australia Events

Post Event Acquittal



The Event Organiser must complete and submit the Post Event report forms to Australia Canoeing within 21 days of the completion of the event.

Certificate by two authorised office bearers of the event organisation

I, (insert name) of (insert event organisation name)
certify that the information contained in the post event reports, database of competitors and competitor numbers of (insert event name)
present the truth, fairness and accuracy of the organisation for the event at (insert date)

We confirm that:

1. The statement and facts in this post event report documents are true and that no material facts have been suppressed or misstated.
2. The event was conducted in accordance to Australian Canoeing Safety Guidelines.
3. The event was approved by Local Government, State Maritime and other government agencies (as applicable).
4. The risk management plan for the event was followed.
5. All recommendations by Australian Canoeing and/or the State Member Association to improve the conduct of the event were acknowledged.
6. The competitors' safety was at paramount importance.

Event Director

Date: _____

Signature: _____

Name: _____

Position: _____

Witness

Date: _____

Signature: _____

Name: _____

Position: _____

Return a completed copy of this form, plus the post event report to:

Paddling Australia Events

Post: P.O. Box 6805, Silverwater, NSW 2128

Email: mary.macaluso@canoe.org.au

Fax: 02 8732 1610

Post Event Checklist

PLEASE SUPPLY THE FOLLOWING DOCUMENTS POST THE EVENT:

Ticked (✓) it is attached	Documents to be supplied
<input type="checkbox"/>	Post Event Report
<input type="checkbox"/>	Post Event acquittal
<input type="checkbox"/>	Media release on the event for the website with at least one (1) photo.
<input type="checkbox"/>	Numbers of participants
<input type="checkbox"/>	Database of participants

State Member Association Contact Details



Association	Canoe South Australia
Phone	(08) 8240 3294
Fax	(08) 8240 3295
Post Address	PO Box 281 PORT ADELAIDE SA 5015
Email	canoesa1@canoesa.asn.au
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