



Policies and Procedures - Events

Name:	Approved:	Replaced:
Non-Provincial Event Hosting Policy	January 2014	March 2017

1.0 Introduction

The title of 'Provincial Championships' is a Canoe Kayak BC property.

The following identifies the responsibilities of both parties for Non-Provincial events.

2.0 Roles and Responsibilities

2.1 Canoe Kayak BC will

- a) provide sanction for the event resulting in insurance coverage
- b) post all information about the event on the EVENTS page of the Canoe Kayak BC website
- c) provide registration and training opportunities for officials and volunteers

2.2 The Host Club will

- a) encourage the participation of their members
- b) provide officials and volunteers from their membership
- c) provide a venue suitable for the level of competition of the event
- d) provide awards for the event as required
- e) guarantee compliance with those rules contained in the current CKC Rule Book and the CKC Code of Safety
- f) ensure the required number of safety/referee boats
- g) provide CKBC an electronic copy of the results within 2 days of the completion of the event
- h) invite members of the local press
- i) provide the local newspaper with a follow up article
- j) be responsible for providing coffee, beverages, snacks and lunches for the officials as the length of the regatta requires
- k) invoice and collect entry fees from all clubs
- l) collect all entries for the event
- m) prepare and circulate 'the draw' for the event

2.3 The Host Club May

- a) offer additional services such as meals at additional costs
- b) provide a concession
- c) have merchandise available for sale

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3.0 Entry Fees

- a) all participants must be registered in the PadTrac database
- b) Fees will be assessed:
 - (i) ½ day regatta with no meals provided for officials - \$15
 - (ii) ½ - 1 day regatta with meals provided for officials - \$20
 - (iii) Overnight regatta - \$40

4.0 Finances

- a) The host club is responsible for overseeing the financial obligations of the event.