



Policies and Procedures - Events

Name:	Approved:	Replaced:
Provincial Event Hosting Policy		

1.0 Introduction

The title of 'Provincial Championships' is a Canoe Kayak BC property. Canoe Kayak BC is grateful for the support of member clubs for hosting Provincial events at their club. The following identifies the responsibilities of both parties.

2.0 Roles and Responsibilities

2.1 Canoe Kayak BC will:

- a) provide sanction for the event resulting in insurance coverage
- b) provide awards for the event as required
- c) post all information about the event on the EVENTS page of the Canoe Kayak BC website
- d) invoice and collect entry fees from all clubs
- e) prepare and circulate 'the draw' for the event
- f) provide registration and training opportunities for officials and volunteers
- g) apply for applicable grants (Hosting BC, Community Hosting Grants)
- h) oversee the financial management of the event
- i) split any surplus funds with the host club 50/50

2.2 The Host Club will:

- a) encourage the participation of their members
- b) provide officials and volunteers from their membership
- c) provide a race course suitable for the level of competition of the event
- d) guarantee compliance with those rules contained in the current CKC Rule Book
- e) ensure the required number of safety/referee boats
- f) provide CKBC an electronic copy of the results within 2 days of the completion of the event
- g) invite members of the local press
- h) provide the local newspaper with a follow up article
- i) be responsible for providing coffee, beverages, snacks and lunches for the officials as the length of the regatta requires

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) As a guideline the following maximum fees will be assessed:
 - (i) ½ day regatta with no meals provided for officials - \$10
 - (ii) ½ - 1 day regatta with meals provided for officials - \$15
 - (iii) Overnight regatta - \$30

4.0 Finances

- a) CKBC and the club will jointly approve a budget for the event
- b) Line items for consideration will be:
 - (i) Coach boat/safety boat gas
 - (ii) Printer paper
 - (iii) Awards
 - (iv) Lunches, snacks, refreshments
 - (v) Regatta course maintenance may not exceed 25% of the revenue generated by the event in the previous year
- c) All receipts must be submitted to CKBC within 7 days of the completion of the event for reimbursement

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