



# ORGANISERS PACK

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## **Please note:**

The information in this pack is intended as a quick reference guide to what needs to be done and when, in organising a Canoe 2012 event. This document is specifically intended as a *guide*, rather than a prescriptive instruction manual. Many existing event organisers will have already determined what works well for them and their event, and this document is not intended to make them change their ways. It will hopefully be of most use to those new to organising events.

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## Canoe 2012 Events- Something for everyone

### Local Sprint and Slalom Events



#### **What is a Canoe 2012 Event?**

**A Canoe England initiative designed to develop and widen the pathways into our Olympic Discipline events.**

Canoe 2012 Events are aimed at those already involved in Paddlesport who would not normally have the opportunity to try the Olympic disciplines of sprint and slalom. The initiative will be reaching out to clubs, centres and paddlers from across the community providing local, accessible events tailored to the needs of the participants, providing something for everyone. These events could also be used to attract more women & girls, canoe classes, crew boats and paddlers with disabilities.\*

#### **Who are Canoe 2012 Events aimed at?**

The initiative is aimed at both adults and juniors who wish to develop their skills in a friendly yet competitive environment whether they are a paddler, coach or volunteer helper. We would recommend paddlers be at least BCU Paddlepower Passport or 1 Star standard and that coaches are a minimum of BCU level 2 and above or level 1 under guidance of a level 2 or above depending on the environment and nature of the event. Volunteer helpers are highly valued and any support that can be provided to ensure the smooth operation of the event is welcomed. Training can be provided and the rewards include learning new skills, making new friends and enjoying a healthy activity.

#### **The Race Course**

The Canoe 2012 Events should be tailored to suit the local environment as well as the paddler's needs and ability. Ideally the events would have few 'rules' and work on the basic elements of the Olympic race format for each discipline, providing the participants with a 'taster' of the real thing.

#### **Canoe 2012 Sprint Events**

The sprint events could range from a land based paddling machine event to a water based event. These could take the form of a cross stream challenge, mini time trial or head to head race. The actual length and type of course for the race will be dependent on a number of factors, not least the amount of water available!

#### **Canoe 2012 Slalom Events**

The Slalom based events could be run using slalom gates or buoys and the rules altered to include or exclude penalties for touches. The gates could be hung with no maximum height or width and the paddlers would have the opportunity to complete the course any number of times with the best run counting as the final result. These events could be run alongside an existing slalom event or as a standalone event at a local club/ centre.

### **Team events**

A challenge designed for two or more paddlers to compete together over the same course. Age group, gender and boat class may be mixed to meet needs.

### **Equipment**

Any type of boat can be used- Canoe or Kayak, single or double. You do not need any specialist equipment to get started. Just turn up with the boat you are happy to paddle and you will be made very welcome!

### **Event Safety**

Canoe 2012 Events should be flexible and easy to deliver so check out your standard site risk assessment, and amend accordingly. A warm up and warm down should be completed before and after the race run.

### **Suggested Age/ Gender Groups**

Age Groups for a competition will be based on 1<sup>st</sup> January and there would be different competitive classes for girls, boys, women and men in the following suggested age groups:

Under 8,9,10,11,12,13 and 14, Under 16, Under 18, Under 23 and Under 35. 35+, 40+, 45+, 55+, 60+ and 65+.

\* When putting on a Canoe 2012 Event please consider these target groups and where possible tailor the event or parts of the event to attract, encourage and increase participation for these specific groups as they are areas of the sport that we are underrepresented in and would like to develop. For example;

- To attract/ encourage more Women and Girls consider having a female only section of the day or consider the winner being someone who had the most 'clean runs' or the most consistent times, if crew boats or teams maybe award those who have worked best together rather than necessarily the overall fastest.
- To encourage canoe classes/ crew boats consider the equipment you have available and how you schedule/ treat these categories i.e. make them the centre piece of the event rather than tagged on the end, encourage everyone to give them a go.
- To encourage paddlers with disabilities think about targeting your publicity to special schools, local disability groups, day centres etc. Have a range of boats available; maybe consider using crew boats or pairing people with an experienced/sighted/hearing paddler. Maybe think up a handicap system. Most importantly, have an open mind and don't be afraid to talk to your participants.

# Canoe 2012 Events- Something for everyone

Local Sprint and Slalom Events



## Organisers information

**Please remember these are suggestions and guidance notes only- not requirements.**

### 1. The Year Before

The Canoe 2012 calendar for each year will be published on the Canoe England Sprint and Slalom sections of the website as well as many of the regional and discipline specific website. Whilst modern communication methods, especially websites and email, mean that any changes can be communicated quickly, it is in the interests of each event that the date and location be included in these publications. Most of the BCU discipline yearbooks normally have a copy date no later than the end of October. Before the information can be provided for this publication much work has to be done in consolidating all the desired events and avoiding inappropriate date clashes.

**Please help Canoe England by providing details of your proposed event as soon as possible. Later requests may be accommodated but with less flexibility over dates. Please send your event details to your region's Paddlesport Development Officer (PDO):**

Cumbria	nigel.timmins@canoe-england.org.uk
North East	ray.hudspith@canoe-england.org.uk
North West & Yorkshire	gareth.field@canoe-england.org.uk
East & West Midlands	jenny.spencer@canoe-england.org.uk
East	jeff.toser@canoe-england.org.uk
South	james.hinves@canoe-england.org.uk
South West	andy.davey@canoe-england.org.uk
London	clive.whitton@canoe-england.org.uk
South East	chris.edge@canoe-england.org.uk

When determining where and when to run your event there are a number of factors you should consider:

#### **1.1 Access**

- One of the biggest constraints upon our sport. Before proposing any dates you must ensure that access is possible.
- Many of our event locations can only be paddled in certain months, and some only on certain days. Make sure you know the full situation and have contacted all necessary landowners, fishing interests etc. The relevant access officer can be of

tremendous help in this respect. These are listed in the BCU Yearbook, and it is good practice to make contact with the relevant person even if there are no problems.

- Suitable start and finish access is essential. Make sure you have permission at these two points in particular, and also for suitable parking.

## **1.2 Date**

- If at all possible, provide more than one possible date.
- If the event has run before, it is generally a good idea to keep to the equivalent weekend if possible. If all events are able to do this, then it makes pulling a calendar together easier, and it also helps paddlers to anticipate prior to publication what might be happening when.

## **1.3 Helpers/ Volunteers**

- No one can run a race on their own, make sure you are able to get sufficient helpers (from within or outside your club) on your preferred dates.
- It would be advisable to have two people at the start and two at the finish, and at least one gate judge if you are running slalom based events.
- At least one coach should be available to help to develop participant skills.
- If you are experienced and have a small event it is possible to get away with less, but not if you are a new to running an event.
- Depending on the nature of the event, it may be appropriate to arrange bank or water-based safety cover; this will be included in your event risk assessment (see attached example).

## **1.4 Race Details**

For the event calendar, Canoe England will require the following details:

- Possible dates
- Organiser, who will accept both enquiries and entries (name, address, Tel, email)
- Event location – descriptive (e.g. Newbridge), OS sheet number and 6-figure grid reference and postcode if possible.
- Format – sprint including race distances and/ or slalom including length of the course.
- Event classes; Canoe, Kayak, Singles, Doubles, Fours, Team.
- Any special classes/ events – e.g. canoe and kayak event, coaching sessions.
- Minimum entry requirements – e.g. BCU One Star/ BCU Paddlepower Passport
- Start time and prize giving time.
- Deadline for late entries.

## **1.5 Sponsorship**

Consider whether you may be able to obtain sponsorship from a local company or organisation, such as funding or donating prizes. If you do get some, always acknowledge the company/ organisation in pre and post-race literature and communications.

## **2 One to Two Months Before**

### **2.1 Publicity**

All races will attract more entries if they are well publicised. Publicity can only help to promote and bring attention to the sport. Consider the following:

- Use the Canoe England Canoe 2012 events poster and circulate it to all local/ regional clubs.
- Make sure details are available on your own club and regional website and in your clubhouse.
- Consider an entry in the “What’s on” section of the local paper or on the local radio station.

### **2.2 Access**

- Check all arrangements with landowners, fishing clubs etc. and remind them of the event.
- Check there are no new or major obstacles on the river e.g. fallen trees, and if necessary arrange for removal.

### **2.3 Helpers**

- Remind them of the event and make sure they are still available.

### **2.4 Race Details**

Prepare a document containing further details of the event. This should contain:

- Directions to the event
- A general description of the race course
- Times when the course is/ is not available for practice
- Location of organiser before the race starts e.g. at start/ finish
- Nearest hospital (A&E) facilities
- Nearest public conveniences
- Spectator locations and/ or restrictions
- Prize giving location and approx. timing

You can send this to anyone making enquiries, with start details. The more details that are available in this way should reduce the number of enquiries you receive.

### **2.5 Boats**

The Canoe England Paddlesport Participation team will, where possible, arrange for a number of additional crew boats to be made available for use at the event to help further extend the event experience.

### **2.6 Prizes**

Prizes may be trophies or medals, Paddlesport related items (e.g. boat straps) or consumables (e.g. food/ drink/ t-shirts). Opinions vary widely on this. In general we believe those new to competing prefer the permanence of a trophy or a medal. The number you

give will be dependent on the entries received, but you need to decide in advance what to give and where to get them from. You may need to order some or all of them before you know the number of entries.

As a general guide, aim to provide the following:

- 1<sup>st</sup>/ 2<sup>nd</sup>/ 3<sup>rd</sup> for each class with a “reasonable” entry (say 5+). If a class has less than 5 entries 1<sup>st</sup> alone will suffice. With 5 - 10 entries you should give 1<sup>st</sup> and 2<sup>nd</sup>.
- 1<sup>st</sup> for age categories.
- Consider inviting a local dignitary or major landowner to present the prizes – it all helps to foster good community relations.

N.B. paddlers are always encouraged to enter in advance – it’s cheaper for them and far easier for the organiser. If all/ most of your entries come on the day of the race, all you can do is make a “best guess” as to what may be needed. If as a result some people don’t receive a prize who might have expected one, it’s their fault for not entering in advance, not yours as organiser.

## **2.7 Signage**

Prepare any signs that may be required to direct competitors to the event, plus the actual start and finish signs.

## **3 One to Two Weeks Before**

### **3.1 Start List**

You should ideally receive entries by the Friday 1 week before the event. However you will probably receive some of the entries on the day (you may consider adding a late entry charge). From those entries that are received in advance, compile a start list. Ideally each class should be separated and seeded if possible.

For the flatwater sprint event you may wish to consider running a mini time trial to enable accurate seeding of the sprint events. The mini time trial distance can be as short as approx 100m and certainly no longer than 2km. All starts should normally be at 1 minute intervals. Aim to start number 1 at 1 minute past the hour (or 31).

If there are time constraints it is possible to start at 30 sec intervals but only if:

- there is plenty of room at the start for paddlers to get into position easily in this time
- overtaking is not generally a problem on the course
- it is well publicised before the event in the start list and/ or at race control

### **3.2 Race Course**

- If access and time permits, it is a good idea to paddle (or otherwise inspect) the race course one or two weeks before the event to check that all is clear.
- If necessary, do not be afraid to amend the event e.g. location if conditions require.
- If possible, discuss any race changes with your PDO.

### **3.3 Communication**

About **10 days before** the event, post a copy of the start list to date and the race details (section 2.4 above) on the relevant websites and email a copy to all local/ regional clubs.

## **4 Day of Race**

### **4.1 Signage**

- Erect any signs necessary to direct competitors to the event, plus the start and finish signs.

### **4.2 Entries**

- Every entrant (whether on the day or in advance) must complete an event entry form, see sample event form.
- Ensure you have a supply of blank entry forms, and pens.
- When a paddler completes this they are acknowledging that they will be competing in an “assumed risk” sport and that they take responsibility for their actions.
- If any entrants are not Canoe England (or equivalent e.g. SCA, CW, CANI) members, they must purchase a canoe “Day Ticket” in order to be covered by BCU third-party liability insurance.
- Make sure you have a supply of change for those paying on the day by cash

### **4.3 Race Information**

Display race information in a prominent position at the start (or race control). This should include:

- Course details and descriptions
- Ideally a sketch/ plan of the course if using mini time trial, marking specific hazards
- Safety information (hospital/ first aid kit/ organiser location etc.)
- Start list

There is no reason why a briefing cannot be held to describe the details of the event.

### **4.4 Pre-Start Checks**

We recommend organisers check equipment for compliance with the safety rules.

### **4.5 Watch Synchronisation**

It is a good idea to synchronise the watches well before the actual start time – 1 hour is recommended. This ensures that both the starters and finishers have plenty of time to get into position, and avoids any last-minute distractions.

### **4.6 Start and Finish**

- These should be clearly marked so each paddler knows where they are.

You will need 2 people at the start and finish. They will require:

- Two stopwatches at start and two at finish-these should all be synchronised.
- A start list and spare paper
- A clipboard
- A pen/ pencil (and spare)
- Ideally a chair and umbrella (to remain comfortable and keep the paper dry)

#### **4.7 Results**

- As soon as possible, compare the starter's start list and notes with the finisher have to ensure all competitors are accounted for.

As soon as possible, calculate and display results. Remember the following:

##### Timing Accuracy

- If stopwatches have been used at start and finish, timing is to the second by *ignoring* any fractions of a second (not rounding)
- If the start was by stopwatch but the finish was photo-electric, timing is to the 0.1 second.
- If both start and finish were photo-electric, timing is to the 0.01 second.

#### **4.8 Event Safety**

Canoe 2012 events should be flexible and easy to deliver so check out your standard site risk assessment, and amend accordingly. A warm up and warm down should be completed before and after the race run.

#### **Suggested Age/ Gender Groups**

Age groups for a competition will be based on 1<sup>st</sup> January and there would be different competitive classes for girls, boys, women and men in the following suggested age groups:

Under 8, 9, 10, 11, 12, 13 and 14, Under 16, Under 18, Under 23 and Under 35, 35+, 40+, 45+, 55+, 60+ and 65+.

## **5 After the Event**

### **5.1 Results**

- As soon as possible, recheck all the results.
- Produce a final results sheet and email a copy to:
  - ✓ All entrants
  - ✓ All appropriate websites
  - ✓ Canoe England Participation Team (youth@bcu.org.uk)

### **5.2 Feedback and Stats**

- Complete the Event Evaluation form within 10 days of the event and return to Canoe England Participation Programme, 18 Market Place, Bingham, NG13 8AP or email youth@bcu.org.uk
- Ask participants to complete the Canoe 2012 Participant Feedback Form and return to Canoe England at the address above.

### **5.3 Accounts**

- Complete the event accounts. Send a copy of these to your PDO, together with the levies due.
- N.B. it is not the intention that clubs make a loss by running a Canoe 2012 event. In the event of special financial circumstances, contact your PDO to discuss.

### **5.4 Publicity**

- Write, or get someone else to write, an article for your club newsletter, the discipline websites, Canoe Focus, your local newspaper etc. Remember to include the results. A picture always helps.

### **5.5 The Future**

- Learn from any mistakes, for next year's event.
- Confirm with your PDO that you will run the event next year!

# PARTICIPANT CONSENT FORM



**PLEASE NOTE:**

**THERE ARE TWO PAGES TO THIS FORM AND BOTH MUST BE COMPLETED IN FULL AND SIGNED ON PAGE 2.**

Name of Participant..... **Date of Birth (if under 18)**.....

Please give your home address and phone numbers. If you / your son / daughter will be away from home during the activity please give an alternative address where you, a relative or friend acting for you, can be contacted. **PLEASE PRINT IN CAPITAL LETTERS.**

<b>Name of parent/guardian:</b> (if under 18)	<b>Emergency contact Name:</b>
<b>Relationship to participant:</b> (if under 18)	<b>Relationship to participant:</b>
<b>Home address:</b>	<b>Address:</b>
<b>Post Code</b>	<b>Post Code</b>
<b>Tel home:</b>	<b>Tel home:</b>
<b>Mobile:</b>	<b>Mobile:</b>

## Declaration of Consent

- I have had the activities explained and agree to myself/ son/ daughter to participate in the activities/ event.
- I consent that photographs or video taken by authorised personnel of myself/ son/ daughter at BCU or club events may be used to promote Paddlesport and help improve performance. **Please circle if No**
- I confirm that myself/ son/ daughter is not subject to any court order prohibiting publication of my/ their image.
- I understand that the club/ organisers accept no responsibility for loss, damage or injury caused by or during attendance of the organised activity/ event except where such loss, damage or injury can be shown to result directly from the negligence of the club/ organisers.
- I confirm to the best of my knowledge that myself/ son/ daughter does not suffer from any medical condition other than those listed on page 2.
- I understand that the activity/ event is insured in respect of its legal liabilities only and that there is no personal accident or other cover.
- I am responsible for completing this form accurately and including all details that might be needed by the coach in charge. I am responsible for any errors and omissions to personal information and accept liability for any direct or indirect consequences that might arise from these errors or omissions.
- I consent to my son/ daughter travelling by any form of public transport, minibus or motor vehicle driven by the organisation or any other parent attending, to any event in which the organisation is participating.
- I agree to be at the pick-up/ drop-off point at the agreed time.

## Medical Consent

It is important that the organising staff should know whether you / your child suffer from any illness or medical condition. Please use the space below to state in confidence any health or other matters concerning your child of which we should be aware. Please also indicate if you/ your child is receiving any medication, with details and dosage, and/ or specific dietary requirements.

<p><b>Current Medical Conditions-</b> Do you/ your child suffer from:</p> <p><b>Allergies</b> Yes / No      <b>Asthma</b> Yes / No  <b>Epilepsy</b> Yes / No      <b>Diabetes</b> Yes / No  <b>Skin Conditions</b> (e.g. Eczema) Yes / No  <b>Recurring Headaches</b> Yes / No  Other .....</p> <p><b>If you answered yes to any of the above please give details:</b></p> <p><b>Do you/ your child have any specific dietary needs:</b> Yes / No  Please specify if yes:</p> <p><b>Doctor's Name</b>.....  <b>Doctor's Tel No</b>.....</p>	<p><b>Do you/ your child experience any conditions requiring medical treatment and/or medication?</b> Yes / No  If yes please give details:</p> <p>Medication:</p> <p>Method (e.g. injection, inhaler):</p> <p>Dosage and frequency:</p> <p><b>Please provide any other information we should know which could affect our ability to work with you/ your child effectively:</b></p>
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I consent to myself/ child receiving appropriate first aid or medical treatment which, in the opinion of a qualified medical practitioner, may be necessary. Please delete as necessary:

- a) I give consent to **ANY** medical treatment to be provided in the event of an emergency
- b) I give consent for any medical treatment to be provided **EXCLUDING** (Please specify):  
.....

**Signed:** ..... **Relationship to participant**.....

**Please print your name:** ..... **Date:** .....

**Notes for organisers: this form should be completed before any activity takes place and one copy should be given to the coach. The original should stay with the nominated official. It is important to update this information annually.**

# Canoe 2012 Event- Sample Risk Assessment



Date of Event: .....

Location of Event: .....

Event Organiser: .....

Event Welfare Officer: .....

Hazard	How bad is the outcome? (OK, Bad, Very Bad)	How likely is it to happen (Low, Med, High)	Things I will do to lessen the risk (control measures)	After Control the risk is (Low, Med, High)
Drowning	Very Bad	Low	Correctly fitted buoyancy aids All Paddlers competent for task All Course in sight of event officials	Low
Hitting Head on Slalom Pole	OK	Med	Paddlers to wear Helmets Poles to be made free swinging	Low
Over exertion injury	Very Bad	Low	All paddler briefed on the activity All paddlers told to operate at the level they are comfortable with	Low

# EVENT EVALUATION FORM

(Please complete and return to Canoe England within 10 days of the event)



Name of Organiser: .....

Organiser contact details (email/ phone): .....

Name of Club: .....

Event Venue: ..... Event Date: .....

Type of Event (please circle):      **SLALOM**                      **SPRINT**                      **SLALOM & SPRINT**

Total number of entrants		Please add any comments in this column.
Total number of Clubs/ Centres entered		
Total number of Volunteers involved		
Total number of Coaches involved		
Total number of entrants: Under 16 year old* <small>(Based on age at 1<sup>st</sup> January)</small>		
Total number of entrants: 16 year old and over* <small>(Based on age at 1<sup>st</sup> January)</small>		
Total number of female entrants		
Total number of entrants with a disability		
Total number of boats entered in C1		
Total number of boats entered in C2		
Total number of boats entered in K2		
Total number of boats entered in K4		

**Thank you for taking the time to complete this form.**

Please return to Canoe England Participation Programme, 18 Market Place, Bingham, Nottingham, NG13 8AP or email to: [youth@bcu.org.uk](mailto:youth@bcu.org.uk).