

ADVICE TO SPRINT EVENT ORGANISERS

All race organisers should be aware of the safety training requirement which came into effect on 1st January 2016.
 All clubs running events must have 2 people who have completed the event safety training course.
 Courses are run by the SCA. Details of venues and dates for courses are available on the events section of the SCA web-site.

	Event organiser tasks & responsibilities	Event safety requirements & SCA online entry system
Prior to the event: Things to organise	<ul style="list-style-type: none"> • Check availability of venue • Confirm booking of venue • Turn buoys (if required) • Safety cover • Access to the water & car parking • Notify other known water users • Officials – timekeepers, starter etc • Identify First Aider, safeguarding officer & event safety officer • Prizes (if applicable; perhaps you can get sponsorship) <p>NOTE: This list is not exhaustive - there may be other requirements specific to local venues. Please check with local club/prior organisers</p>	<p style="color: blue;">October/November of year prior to event</p> <p>confirm date and venue with Sprint Committee Event Co-ordinator & Safety Officer.</p> <p>The Sprint committee will submit the Event Approval Form to the SCA office and basic event details will be published in the Events Listing on canoescotland.</p>
At least 4 weeks prior to your event:	<ul style="list-style-type: none"> • Prepare detailed event information sheet. Include: venue, pre-entry requirements, start time, safety requirements, safety measures contact information for organiser any other relevant information • Personalised distribution of information is also worthwhile • Prepare risk assessment – template available from Sprint Committee if required. 	<p style="color: blue;">At least 4 weeks prior to event</p> <p>complete the documents listed below and send to the Sprint Committee Event Co-ordinator & Safety Officer, Margaret Chapman email: mhckayaking@aol.com</p> <ul style="list-style-type: none"> • Risk Assessment • Event Safety Management Plan • Detailed event information for publication on the SCA website <p>Inform Event Co-ordinator if you wish to use the SCA online entry system. If so, complete the attached form with all relevant details and send to Sprint Committee Event Co-ordinator Margaret Chapman email: mhckayaking@aol.com who will check and forward to the SCA office</p>
1 – 2 weeks prior to the event:	<ul style="list-style-type: none"> • Check with Sprint Events Co-ordinator regarding “Organiser’s Box” with stop watches and race numbers 	
After the event: Within 5 days	<ul style="list-style-type: none"> • Email the Results to - Sprint Events Co-ordinator Margaret Chapman email: mhckayaking@aol.com, within 5 days of the event and for Sprint League Events also send results to the Sprint League points compiler Terry Kowal email: kowal1974@yahoo.co.uk, within 5 days of the event 	
After the event: Within 2 weeks	<ul style="list-style-type: none"> • Email the Financial Return Sheet to the Sprint Committee Treasurer patarmstrong@clara.co.uk, and pay levies electronically directly to the SCA within 2 weeks of the event. 	

SCA Online Entry System

Name of event		
Date of event		
Name, contact details, and SCA Number of organiser		
Name of Welfare Officer		
Name of Event Safety Officer		
What date will entries open?		
What date will entries close?		
Do you require to access the event report on SCA portal to view live bookings? If so, please provide the name(s) and SCA Number(s) of the designated person(s).		
	Do you wish this question	Will answering be compulsory or optional
	Yes / No	Compulsory / Optional
Paddler Details required on online entry form.		
Paddlers name	Yes	Compulsory
SCA number	Yes	Compulsory
Age Group	Yes	Compulsory
BC Sprint Ranking		optional
K2 partner		optional
Other information required – list below		

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