**As per the AC Canoeing Competition By-Laws Section 10, formal event sanctioning through Paddle Queensland is required for all events where other AC members and/or non-members are invited to attend.** Note: Internal club events for club members only do not require formal sanctioning, however it is recommended the event be documented in the minutes of the Clubs meetings.

**Please complete the Application for Event Sanctioning form and return to the Paddle Queensland office at least 6 weeks prior to event date with the required supporting documentation. You will receive an approval email once approved.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **EVENT INFORMATION** | | | | | | | |
| **Activity/Discipline (Please check appropriate box)** | | **Event Information** | | | | **Please type/attach any other information you feel will assist your application below** | |
| Canoe Polo  Marathon Race  Recreational Activity  Sea Kayak / Surf / Ocean  Slalom / Wild water  Sprint Race | | Club/Organisation: Click here to enter text.  Name of Event: Click here to enter text.  Date of Event: Click here to enter text.  Contact Person: Click here to enter text.  Contact Phone: Click here to enter text.  Contact Mobile: Click here to enter text.  Contact Email: Click here to enter text. | | | | Click here to enter text. | |
| **IMPORTANT NOTES**  Under the Australian Canoeing Insurance policy only members of Australian Canoeing are covered for injury arising from an incident incurred from a **calendared sanctioned event**. If any non-members attend your races you must complete **the Trial Canoeist process**.  Ensure, where appropriate, officials / volunteers hold a current **Positive Notice Blue Card** for Child Related Employment. https://www.bluecard.qld.gov.au/  All criteria of successful **Aquatic Event Permits** MUST be complied with. | | | | | | | |
| **DOCUMENTS TO INCLUDE** | | | | | | | |
| **Please include the following documents with this application** (check as documents are included) | | | | | | | |
| **Map of course/venue**  Emergency Evacuation Points  Course start/finish & turns  Safety Boat Locations  On land set up including first aid  Any other points of importance | | | | **Safety Management System**  Risk Management Plan  Contingency Plan  Emergency Response Plan  Emergency Contacts  Click here to enter text. | | | **Participant and Safety briefing Notes** |
| **Details of any variations to the rules** | **Name and contact details for one (1) Accredited Official for the competition**  Click here to enter text. | | | | **Copy of all required permits or permit applications** | | **Copy of Entry Form or Race Information Flyer**  (**Note:** QC will send this out to advertise your race/event) |
| **POST EVENT REPORTS** | | | | | | | |
| **Following the event, please complete the Post Event Report form and return with the following:**   * Race Results if applicable (will need first and last name) * List of competitors/participants and club (if full name is not on race results) * Any Trial Canoeist forms completed at the event * Incident Report forms (if applicable) * QLD Canoeing will invoice the club based on the list of race competitors/participants as per below: | | | | | | | |
| **RACE SANCTIONING FEES FOR MARATHON EVENTS** | | | | | | | |
| Current Australian Canoeing Members $3.00 | | | | | | | |
| **TRIAL CANOEIST FEES FOR NON AC MEMBERS** | | | | | | | |
| Trial Canoeist – Senior  Trial Canoeist – Junior | | | $10.00  $5.00 | | | | |
| **COMPLETED FORMS SUBMITTED TO** | | | | | | | |
| **Please return to**: Operations Officer, QLD Canoeing Incorporated | E-mail: events.qld@paddle.org.au | | | | | | | |