**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.**

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| **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 ContactsClick 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 – SeniorTrial 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  |