



**ONTARIO MARATHON CANOE AND KAYAK RACING ASSOCIATION (OMCKRA)**  
**MARATHON CLUB AGREEMENT**  
 <club name>

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**ONTARIO MARATHON CANOE AND KAYAK RACING ASSOCIATION (OMCKRA)  
MARATHON CLUB AGREEMENT  
<club name>**

THIS AGREEMENT IS INTENDED TO COVER A FULL RANGE OF ACTIVITIES AND EVENTS CONDUCTED BY THE CLUB OVER THE YEAR

***Confirmation of Agreement***

Before OMCKRA sanction will be granted this agreement must be completed, signed, and delivered to OMCKRA at: 87 Queen Street East, Cambridge, ON N3C 2A9. A copy for review can be emailed to [info@omckra.com](mailto:info@omckra.com)

Club Name: \_\_\_\_\_.

Paddling Season (Year): 2016-2017 (OMCKRA sanctioned events cover April 1<sup>st</sup> to March 31<sup>st</sup>)

**Club Directors**

Name	Title	email
	Director	
	Director	
	Director	
	Director	
	Director	
	Director	
	Director	
	Director	

Club Contact Information:

Name: \_\_\_\_\_ Ph. \_\_\_\_\_ Email \_\_\_\_\_.

**Certification**

On behalf of (club name) \_\_\_\_\_ I certify that:

**We have read, acknowledge and agree to the terms of this agreement and the OMCKRA Safety Policy as outlined in this document and will undertake all club activity with due regard to the safety of all participants and any 3<sup>rd</sup> parties impacted.**

\_\_\_\_\_

***Authorized Club Director Name, Signature and Date***



# ONTARIO MARATHON CANOE AND KAYAK RACING ASSOCIATION (OMCKRA) MARATHON CLUB AGREEMENT

<club name>

## *Terms of Agreement*

### **What is a “sanctioned event/activity?”**

A sanctioned event/activity means that the event is formally recognized and acknowledged by OMCKRA. The activities to be included in the event for sanctioning purposes are exclusively those described within the terms of OMCKRA (Canoe Ontario) insurance policy. This includes marathon and outrigger paddling activities such as distance paddles, instruction and coached activities on suitable venues, and competitions.

This agreement defines the duties and responsibilities of an ONTARIO MARATHON CANOE AND KAYAK RACING ASSOCIATION (OMCKRA) Club referred hereafter as Club and its sanctioned activities and events. The Club will have the rights of a Race Organizer and each club member will have the rights of an affiliate member. The agreement must be approved and signed by Club Director(s) and submitted to the OMCKRA executive through the Club before sanctioning may be approved. **An OMCKRA sanction, once granted, is made conditional on all duties and responsibilities in this agreement being fulfilled by the responsible event(s) organizer and / or Club Directors (Club).**

### **1. OMCKRA agrees to the following:**

- › To provide the Club with up-to-date copies of the OMCKRA Safety Policy at the beginning of the year.
- › To keep the Club informed of any changes in OMCKRA Policies and to act as an advisor regarding organization in general.
- › Where requested, to acquire an insurance certificate for specific events when required by 3rd parties from the OMCKRA insurer and provide this to the Club.

### **2. The Club agrees to the following:**

- › To ensure that the Club is a member of OMCKRA and has remitted the club fee together with fees for all members.
- › To oversee the Club’s paddling activities for the season including marathon paddling activities such as long-distance paddles, instruction and coached activities on suitable venues and competitions.
- › To conduct the Club’s paddling activities with due attention to the safety of all participants coaches and event leaders in conformance with the OMCKRA Safety Policy.
- › To submit a summary of all of the season’s events including the location, course attributes, and expected number of leaders and instructors for the event in sufficient time for the schedule to be reviewed and approved by OMCKRA’s sanctioning committee before the insurance policy begins (April 1st each year).
  - The event summary may include a thorough description of local waters that are not navigable on a regular basis (i.e. that can’t be scheduled in advance without considerable uncertainty). A thorough course description must include but is not limited to any unique hazards or features, and an emergency response plan. Trips on these waters are ‘sanctionable’ at the discretion of the member club’s executive and are only sanctionable if they meet all of the other requirements for sanctioning listed in this document including but not limited to conformance with the OMCKRA safety policy and the required ratio of event leaders to paddlers.
- › Additional club events outside the scope of those submitted, or events submitted after April 1 will only be insured once they have been approved and are formally sanctioned by OMCKRA.
- › To submit a list to OMCKRA of all the club’s designated ‘coaches or event leaders’ along with their paddling experience and any related training. The list should include details like the approximate number of paddling days per year, years paddling, and distances paddled, as well as any relevant certifications or qualifications such as CPR/First Aid, Whitewater rescue, or Paddling instruction certifications. Note: Any amendments to the list of designated coaches or event leaders or their qualifications may be made on a quarterly basis.
- › To ensure that all designated Club ‘coaches or event leaders’ have a thorough knowledge of the safety policy and are competent in general distance paddling safety.
- › **Prepare and require all members/participants to sign a release of liability, waiver of claims, and assumption of risk and indemnity agreement. This agreement should explicitly identify ONTARIO MARATHON CANOE AND KAYAK RACING ASSOCIATION together with the Club in the release.**
- › To ensure that all participants are members of OMCKRA either through current Club or another OMCKRA Club or an equivalent sport governing body in another jurisdiction that offers out of province/state insurance.
- › To submit to OMCKRA a “day of event” affiliate insurance fee in the amount of \$5.00 and an event-specific waiver for each paddler who is not a member of OMCKRA or other Canoe-Kayak Ontario affiliate organization, (Ontario Sprint Canoe Racing Association or Whitewater Ontario) or other recognized sport governing body
- › For new participants in one-time tryout/introductory activities, Clubs may, at their discretion, waive the day of event fee, but must have all participants sign a club waiver.
- › Ensure that there are a sufficient number of designated coaches or event leaders at each event, as appropriate for the level of difficulty and abilities of participants. OMCKRA will not release any personal information for any external use.
- › This agreement is valid only for the year (April 1st to March 31st) paddling season and must be renewed yearly and accompanied with an Event Plan, or in case of ongoing instruction and coaching programs the annual summary plan.



**ONTARIO MARATHON CANOE AND KAYAK RACING ASSOCIATION (OMCKRA)  
MARATHON CLUB AGREEMENT**

<club name>

**SCHEDULE A: CLUB TRIP LEADER DETAILS**

**List all instructors/trip leaders recognized by Club and qualified to lead/instruct**

Ensure that all designated Club 'coaches or event leaders' have a thorough knowledge of the safety policy and are competent in general distance paddling safety.

**Trip leader name: -----**

Address:		Email:	
Phone:		Paddling since (year)	
Certification & Experience:			

**Trip leader name: -----**

Address:		Email:	
Phone:		Paddling since (year)	
Certification & Experience:			

**Trip leader name: -----**

Address:		Email:	bnbeech@bmts.com
Phone:		Paddling since (year)	
Certification & Experience: -			

**Trip leader name: -----**

Address:		Email:	admin@griggssport.com
Phone:		Paddling since (year)	
Certification & Experience:			

**Trip leader name: -----**

Address:		Email:	-
Phone:		Paddling since (year)	
Certification & Experience:			

Add more as needed...



**ONTARIO MARATHON CANOE AND KAYAK RACING ASSOCIATION (OMCKRA)  
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***SCHEDULE B: EVENT SUMMARIES***

The club event organizer must complete an event summary for all of the Club's events for the upcoming paddling season that includes all of the information listed below for each event. For recurring activities list frequency (e.g. training runs every 2nd Thursday)

**Event Name: -----**

Event Date:

Registration Fees:

Registration Location:

Registration Date:

Event Start Location:

Event Start Time:

Event Description:

Event Highlights

Water course description: (pool, lake, deep)

**Event Classes and Distances**

Women C2 _____ km	Women Kayak _____ km
Men C2 _____ km	Men Kayak _____ km
Mixed C2 _____ km	Junior Kayak _____ km
Junior C2 _____ km	Bantam Kayak _____ km
Bantam C2 _____ km	Touring Kayak _____ km
Women C1 _____ km	Women Recreational _____ km
Men C1 _____ km	Men Recreational _____ km
Junior C1 _____ km	Mixed Recreational _____ km
Bantam C1 _____ km	Adult – Junior _____ km
North Canoe _____ km	Adult – Junior _____ km
Montreal Canoe _____ km	_____ km

**Leader/ coordinator contact information – clinics and paddling sessions will be led by a certified coach**

Name:

Phone:

Email:

Mailing address:



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**Event Name: -----**

Event Date:

Registration Fees:

Registration Location:

Registration Date:

Event Start Location:

Event Start Time:

Event Description:

Event Highlights

Water course description: (pool, lake, deep)

**Event Classes and Distances**

Women C2 _____ km	Women Kayak _____ km
Men C2 _____ km	Men Kayak _____ km
Mixed C2 _____ km	Junior Kayak _____ km
Junior C2 _____ km	Bantam Kayak _____ km
Bantam C2 _____ km	Touring Kayak _____ km
Women C1 _____ km	Women Recreational _____ km
Men C1 _____ km	Men Recreational _____ km
Junior C1 _____ km	Mixed Recreational _____ km
Bantam C1 _____ km	Adult – Junior _____ km
North Canoe _____ km	Adult – Junior _____ km
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**Event Name: -----**

Event Date:

Registration Fees:

Registration Location:

Registration Date:

Event Start Location:

Event Start Time:

Event Description:

Event Highlights

Water course description: (pool, lake, deep)

**Event Classes and Distances**

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Junior C1 _____ km	Mixed Recreational _____ km
Bantam C1 _____ km	Adult – Junior _____ km
North Canoe _____ km	Adult – Junior _____ km
Montreal Canoe _____ km	_____ km

**Leader/ coordinator contact information – clinics and paddling sessions will be led by a certified coach**

Name:

Phone:

Email:

Mailing address:

Add more as needed....



## ONTARIO MARATHON CANOE AND KAYAK RACING ASSOCIATION (OMCKRA) MARATHON CLUB AGREEMENT

<club name>

### SCHEDULE C: SAFETY POLICY

#### GENERAL COMPETITOR SAFETY FOR OMCRA SANCTIONED EVENTS

1. A lifejacket or personal floatation device (PFD) must be carried for every competitor in a boat.
2. All lifejackets and PFDs must meet federal government approval and be of appropriate size for the paddlers.
3. All bantam paddlers (age 13 and under as of January 1st of that racing season) must wear a lifejacket or PFD.
4. All junior paddlers (age 14 – 17 as of January 1st of that racing year) must wear lifejacket or PFD while in a North Canoe and Montreal Canoe.
5. Before May 1st and after October 1st, all paddlers in every class must wear a lifejacket or PFD.
6. It is highly recommended that all weak and non-swimmers wear a lifejacket or PFD throughout the entire race.
7. It is recommended that all competitors be able to swim, tread water, or be familiar with drown proofing.
8. In order to comply with Canadian Coast Guard regulations (April 1, 1999), all racing canoes and racing kayaks must carry a sound signaling device (whistle) in addition to lifejackets or PFDs. When there is poor visibility or a possibility of participants finishing near or after sunset or the race continues after sunset and before sunrise, all craft must also be equipped with a watertight flashlight.
9. In addition to the safety equipment in paragraph (8), it is recommended that recreational canoes engaged in competition carry not less than 15 m (50 ft.) of buoyant heaving line and a bailer with a minimum capacity of one litre.
10. For events where competing craft may be isolated (out of sight of other craft and race officials) on the course, it is recommended that all safety equipment be carried by all competing craft i.e. lifejackets or PFDs, a sound signaling device (whistle), not less than 15 m (50 ft.) of buoyant heaving line, a bailer with a minimum capacity of one litre, and a watertight flashlight where time of day dictates.
11. visibility and within view of race officials, the safety equipment described in Paragraphs (8) to (10) does not have to be carried in individual competing craft provided that the motorized safety craft carries a lifejacket or PFD for each crew member of the largest competing craft (most crew members) in addition to its own safety equipment. Nevertheless, it is recommended that North/Voyageur and outrigger OC6 canoes carry bailers of sufficient capacity to bail and refloat the canoe in reasonable time in the event of capsizing.
12. Paragraph (11) notwithstanding, bantam age paddlers, spring and fall races and non- swimmers are subject to paragraphs (3) to (6).

#### BANTAM RACES:

1. All bantam races must be supervised by one safety boat for three teams. The safety boat can be a canoe or a motorized craft.
2. The recommended maximum distance is 5 Km. Distance is at the discretion of the race organizer.
3. A bantam race should be postponed or cancelled in the event of poor weather or water conditions. This is also at the discretion of the race organizer.

#### INSTRUCTIONS FOR RACERS:

1. If you come across competitors who have tipped, or are in trouble, you should ask them if they need help and whether they can swim. Provide assistance if needed. Racers should be able to perform a canoe over canoe rescue.
2. If a racer pulls out of a race before the finish, he/she must inform the race organizer as soon as possible.
3. Failure to do so may result in suspension of OMCRA membership.
4. Race competitors and officials may not use alcohol or illegal drugs before, or during the race. Failure to comply will result in disqualification and local authorities will be informed.

#### INSTRUCTIONS FOR RACE ORGANIZERS:

1. If a change in the race course is required, the Race Chairman must be available and be prepared to make changes. If poor weather conditions or water conditions threaten the safety of racers an alternate route should be available.
2. No race shall start in a thunderstorm.
3. The OMCRA Safety Policy must be posted at each race site.
4. An emergency action plan (EAP) must be implemented. The EAP consists of appointing an "in charge" person to make decisions in the event of an emergency; a "call" person to arrange for medical assistance and transport to medical facilities; and the preparation of an EAP outline that contains phone/contact numbers for medical facilities (hospitals and clinics, St. John Ambulance, etc.), police,





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fire department, doctors (e.g. 911 services if available). Routes to the site for access by the various outside medical assistance should be described in the EAP outline. The EAP outline must be posted with the Safety Policy in a readily accessible location at the race site start.

5. Waivers must be signed by all competitors; competitors under 18 years of age require the signature of a parent or guardian (respective team or club coach). Waivers must inform the participants of the potential dangers and personal risks involved with canoe and kayak racing. Waivers must be retained for at least one year after the event or returned to the OMCKRA race secretary.
6. The entire race course, including portages, must be inspected for hazards before the race with these removed where possible. Where hazards cannot be removed, they should be clearly marked and the participants informed as to the nature and locations of the hazards during a pre-race briefing. Where hazards exist on the course, there must be safe routes to by-pass them.
7. All portages should be clearly marked, groomed, and if possible supervised and clear of spectators. Portages on roads should be closely supervised, by local police if necessary, with traffic controlled.
8. Motorized patrol boats must be used for lake portions of races, unless the entire race is within view of the race organizers, and the course is never more than 200 meters from the nearest accessible shore line. If possible, contact the Ontario Provincial Police for assistance. On rivers, provide a patrol boat if possible. If this is not possible, use a check point system.
9. A map of the course should be posted at each race site. A briefing before the race should describe the course and refer to the map.
10. Race organizers must ensure that all racers have finished the course safely and are off the course after a predetermined posted time.
11. A sweep boat or a tally system must be used to ensure that all competitors have been accounted for.
12. First aid kits must be available at the race. It is recommended that personnel with St. John's ambulance or equivalent first aid training be available at the race. At least one vehicle at the race site should be designated and be available for emergency medical transportation.

### INSTRUCTIONS FOR COACHES

1. All coaches must be familiar with, and enforce, this OMCKRA Safety Policy.
2. Before coaching at a site, a coach shall familiarize him/herself with the site and water conditions and be aware of hazards or obstacles.
3. Coaches are responsible for inspection of canoeing/kayaking equipment to ensure it is safe and that it is appropriate for the participants and racing/training conditions at the site.
4. It is recommended that all coaches be able to swim the equivalent of the Canadian Red Cross Society Level 9 or above, or must, when on the water, wear a lifejacket or PFD.
5. It is recommended that coaches be trained in First Aid and Cardio-Pulmonary Resuscitation (CPR), water safety and lifesaving.
6. It is recommended that all coaches in charge of, or supervising, on-water activities have, as a minimum, NCCP Level 1 Certification.

### INSTRUCTIONS FOR OMCRA EXECUTIVE MEMBERS

1. Monitor the Safety Program and act as resource persons for race organizers and new paddlers.
2. Compile an updated list of rules and a safety policy that is to be forwarded to all race organizers prior to the racing season.
3. Review Safety Policy annually prior to the Annual General Meeting.