Event Sanctioning Portal

ASSOCIATED DOCUMENTS

The documents below are to assist with your application. All applications **must** submit a signed Event Organiser Declaration, a Risk Management Plan - feel free to use your own template if you already have one, and a simple event plan outlining the provisions for water safety and medical.

Event Organisers Declaration

Risk Management Template

Event Plan

Example Risk Management Plan

Event Sanctioning Policy (Policy).

To gain event sanctioning and insurance (if required) please read the below policy and complete the form below. Please note, event sanctioning applications must be submitted a minimum of 4 weeks prior to the event date.

You might find it easiest to complete the answers in a notepad / word document prior to filling out the form online. This will avoid any work loss from a session timing out.

Kiteboarding Australia encourages events to take place around Australia. If there is any way we can help or answer any questions, don't hesitate to contact 0499 071 116.

1. POLICY STATEMENT

Kiteboarding Australia is committed to ensuring the safe organisation and execution of events involving kiteboarding and wing foiling through the implementation of effective risk analysis and risk management. KAL is further committed to the professionalisation of the organisation and execution of events involving kiteboarding and wing foiling such that participants across Australia can expect a consistently high level of event organisation.

Where the word shall is used, an event organiser must comply with the relevant condition of sanctioning. If the words may or should be used the relevant criteria is not mandatory.

2. RATIONALE

To set out minimum requirements for the Event Director on how to safely conduct an event which is specific to kiteboarding only. The aim is to ensure a safe event for the competitors, the officials, the public, and the organisers.

3. SCOPE

This Policy is applicable to all managers and staff (paid, voluntary, permanent or casual) of KA and its member bodies and affiliated clubs or third-party entities when managing an event sanctioned by KA. This Policy shall be implemented taking into account the environment and prevailing conditions

4. OBJECTIVE

Through the development of this Policy, the objectives of KAL are to:

1. (a) adopt risk management guidance guidelines through a code of conduct for all managers and staff at events sanctioned

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by KAL;

2. (b) create a consistent approach across all events sanctioned by KAL;
3. (c) provide managers and staff at events sanctioned by KAL a framework to work within and a resource to refer to during the process of organising and executing events; and
4. (d) provide comfort to KA insurers that sanctioning of events is permissible under the existing insurance policy.

5. POLICY DETAILS

(a) Minimum documentation required

In order, to receive KAL endorsement for the Event, the Event Director must submit:

1. (i) a completed Event Plan in the form set out below in the questionnaire;
2. (ii) a signed copy of the Event Organiser Declaration in the form set out in Schedule 2 of this Policy including:
    1. (A) a statement that the Event Organisers have followed the Risk Assessment Guidelines (found in annexure A) in completing a risk analysis of the event & a copy of a valid risk assessment;
    2. (B) a statement that all competitors will be members of Kiteboarding Australia and a system to verify membership is in place;
3. (C) a statement that all competitors will sign an assumption of risk waiver both in their application to attend the event and when they register for that event at the event site;
4. (D) that the assumption of risk undertaken by competitors will be raised during the pre-start safety briefing which must occur on each day of the event; and

(iii) execution of a Host Agreement.

2. (b) Execution of Host Agreement
    1. (i) KAL endorsement for the Event requires execution of a Host Agreement (in the event that the rights of the event are vested with KA);
    2. (ii) KAL will provide the Event Director within 1 month of receiving acceptably completed documentation pursuant to clause 6(a) a Host Agreement to be executed;
    3. (iii) KAL at its absolute discretion may waive the requirement to execute a Host Agreement. In the event that KAL exercises its discretion to waive the requirement to execute a Host Agreement, KAL will notify the Event Director within 2 weeks of receiving the documents required under clause 6(a).
3. (c) Competitors
    1. (i) All competitors in the Event must be members of KAL.
    2. (ii) All competitors must sign an assumption of risk waiver prior to competing in the event. That assumption of risk waiver must:
        1. (A) limit the Event Organisers' liability to the maximum extent possible in law; and
        2. (B) set out that all competitors will follow all reasonable directions of the Event Director.
4. (d) Process for KAL to endorse the Event
    1. (i) Assess the documentation requirements set out in 6(a) excluding the Host Agreement;
    2. (ii) Obtain a signed copy of the Host Agreement from the Event Director;
    3. (iii) If deemed appropriate, by the Director or the Administrative Assistant (where the appropriate delegations from the board have been made), sign a letter confirming KAL sanctioning of the event on the basis of the information provided by the Event Director along with:
        1. (A) any branding materials as agreed upon in the Host Agreement;
        2. (B) the Sponsorship Application forms;
        3. (C) confirmation of Insurance (where required) in relation to the Event.

6. ROLES AND RESPONSIBILITIES

Event Director

Nominated person responsible for the running of an event. This person acts as a point of contact for any authority (i.e. police,

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ambulance, state maritime authority, local council, surf rescue etc). It is recommended that the event manager has considerable kite surfing and event/regatta management experience to be able to discuss and explain issues with authorities.

Event Organiser

Any persons involved in the planning of the event will assist with running the event on the day.

The event organisers should be familiar with all aspects of the event, be familiar with this safety plan and execute the required management activities outlined within it.

First Aiders

First aid volunteers should be suitably qualified (and at a minimum hold an Apply First Aid qualification) and have the necessary first aid equipment available to them. They can be the Event Director, Event organisers or volunteers. The first aiders should be made known to all participants of the event and be nominated on the event briefing sheet in Schedule 1.

Volunteers

Anyone who wishes to help with the running of the event on the day. These people may not have depth knowledge of the event or kite/wing sports and would take direction from the Event director or Event organisers.

It is important to note that all people involved in a ‘volunteer’ capacity will not be remunerated.

Participants

All kiteboarders, kitesurfers, kite foilers and wing foilers involved in the event. All participants shall be KAL members and are required to prove their membership at registration and wear their membership throughout the Event. Any non- members that arrive for the event shall be asked to join KAL on the day and provide proof of membership. All non-members shall be advised not to take part in the kite event if they choose not to join KAL and will not be covered by insurance. All participants shall understand their kiting/wing foiling abilities and participate within their abilities on the day. All competitors must also undertake to follow any reasonable direction issued by the event organiser

8. MONITORING, EVALUATION AND REVIEW

This Policy will be reviewed annually and updated in line with any legislative changes that have a material impact on the manner in which events are to be organised or risk management is to be dealt with.

9. DEFINITIONS AND ABBREVIATIONS

(a) In this Policy unless the context otherwise requires: KAL means Kiteboarding Australia Limited

Contact email address

1. Event Title

2. Proposed date(s)

Host / Venue Information

3. Location

4. Organising Authority

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5. Address

6. Phone

7. Email

8. Website

9. Previous Experience Hosting Events (whether at the Venue or other location)

Please briefly explain

Main Contact Person

10. Name

11. Address

12. Phone

13. Email

Administration & Infrastructure Details

14. Event Format

Insert description of the general format of the Event: ï‚· Categories of competition; 6 ï‚· Number of heats/length/whether it is a round robin or a championship style event ï‚· Whether it is a teams event â€“ and any requirements within that team

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15. The Event will be run in accordance with the:

Outline which set of rules relevant to the competition

16. Rego Process

Does KA need to set up a rego page?

17. Rego Fee

18. Number of Participants

How many people will be participating in the event and how much

19. Management team

Please briefly explain who is involved?

20. Insurance and Affiliation

Does KA need to provide insurance?

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21. Event Officials

Please briefly explain whois undertaking event official roles

22. Prize Money

23. Social Events

Please briefly explain

24. Accomodation

25. Transport

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26. Car Parking

27. Branding

28. Media

29. Site Map

Please upload a map of your event site (including launch and land zone, Judging, first aid, event area)

30. Rescue Boats

(Please note - prop guards must be fitted to boats)

Permits

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31. Has the council events team approved the event?

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32. Please attach insurance documentation

If sourced independantly

33. Please attach Notice of Race

Specific for race events

34. Pleast Attach Risk Management Plan

Declaration

35. (Required) I aggree to the Event Organiser Declaration

(copy and paste link to URL to download) https://cdn.revolutionise.com.au/cups/ka/files/g0wtesqft2zygfkw.docx

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36. (Required) Event Organisers have followed the Risk Assessment Guidelines in completing a risk analysis of the event;

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37. (Required) All competitors will be members of Kiteboarding Australia and a system to verify membership is in place

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