



## Sailing Clubs Event Sanctioning Portal

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### 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 policy below 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 guidelines through a code of conduct for all managers and staff at events sanctioned 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 is responsible for the running of an event. This person acts as a point of contact for any authority (i.e. police, ambulance, state maritime authority, local council, surf rescue etc). It is recommended that the event manager has considerable kiteboarding/ racing/ wingfoiling 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 in-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 who 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

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Contact email address  
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## Event Overview

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1. (Required) Are you applying for a one off event or for a series of races? (Please tick ONE option)

Races/ events including kitefoiling and/or wing foiling  
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One off event  
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Series of races  
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2. (Required) Proposed date(s)  
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3. (Required) Please list the dates for the planned series  
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4. (Required) Event/ Series Title

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5. (Required) Location / Venue name

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6. (Required) Expected number of participants

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## **Event Organiser Details**

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7. (Required) Organising authority / club / business

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8. (Required) Main contact person

(name, phone, email)

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9. Website (if applicable)

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10. (Required) Brief experience running similar events

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## Administration

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11. (Required) Do you want your event/ series advertised on the Kiteboarding Australia website and marketing platforms? (Please tick ONE option)

Yes

No

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12. Please provide us with the information to include on your listing

A brief description of your event, link to registrations page etc. You can use the below document upload for artwork and other relevant informaton for the lisitng

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13. Upload event information for lisitng

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14. Upload event artwork

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## Compliance & Safety (Essential for Insurance)

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15. (Required) Will you be uploading your Risk Management Plan or do you have a direct link to the document on your website? (Please tick ONE option)

Uploading my RMP

We have a link to the document

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16. (Required) Upload Risk Management Plan

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17. (Required) Provide the link to your RMP here

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18. (Required) I confirm that all required permits and approvals from the local council, land manager, or relevant authority will be obtained prior to the event and can be provided to Kiteboarding Australia upon request.

By checking this box you agree and understand this requirement.

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19. (Required) I confirm that a detailed Event Plan has been developed for this event, covering: Schedule and format | Site layout and infrastructure | Emergency and communication procedures | Roles and responsibilities of key personnel | The Event Plan will be available to Kiteboarding Australia or the insurer upon request.

I agree and understand this requirement.

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## Declaration

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20. (Required) By submitting this application, I confirm that: I have completed a risk assessment following KA's Risk Assessment Guidelines. All competitors will be current members of Kiteboarding Australia, and a membership verification system will be in place. I agree to the Event Organiser Declaration.

By checking this box, I agree and accept the declaration.

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