

To: Canoeing Victoria clubs
From: Canoeing Victoria Marathon Committee
Date: 11th May 2017
Subject: **Organising Victorian Marathon Winter Series and Grand Prix Races**

This document summarizes the primary roles and responsibilities of the Canoeing Victoria Marathon Committee and the host clubs in organizing Victorian marathon races. The document has been prepared to assist host clubs in nominating to host marathon races and in running those races.

Winter Series and Grand Prix Race Selection Policy

Each year the CV Marathon Committee selects host clubs to run the Winter Series and Grand Prix (i.e. Summer Series) Races. The primary difference between the Winter Series and Grand Prix races is that the Winter Series race are run under the auspices of the Marathon Committee, while the Grand Prix races are run by the host clubs.

Regardless of whether the race is a Winter Series or a Grand Prix race the host club is required to run the race to the standards set by the Marathon Committee, including adherence to Australian Canoeing and Canoeing Victoria policies and procedures, including safety and risk requirements.

The Marathon Committee will select host clubs based on a range of criteria, including but not limited to:

1. Providing a fair distribution of country and city venues,
2. Support by the clubs and their members for participation in marathon races,
3. Support by the clubs in developing canoeing in their area,
4. Evidence of the capacity and capability of the clubs for organizing and conducting races, and
5. Submitting a formal request to host the races prior to the closing date for nominations.

Roles and responsibilities

For Winter Series races the Marathon Committee is the organizing body which has overall responsibility for the events and the host club is responsible for running the race under the direction of the Marathon Committee. For Grand Prix races the host club has overall responsibility for the event; however, the host club is still required to meet the standards set by the Marathon Committee.

The specific responsibilities of the organizing body and the host club are summarized below. For Grand Prix races the host club also assumes the responsibilities listed for the Marathon Committee

Organizing Body responsibilities (Marathon Committee for Winter Series, host club for Grand Prix)

- Arranging the necessary on-water event permits from the responsible regulatory authorities.
- Preparing the overall safety risk management plan.
- Staffing the Chief Official, Chief Course Umpire and Safety Officer positions on race day.
- Determining if the event should be modified, suspended or cancelled if conditions change on or before race day, consistent with the safety risk management plan.
- Handling any contact with the media or emergency services.
- Administering the race registration system and setting and collecting race entry fees.

- Providing the equipment necessary to run the race, such as up to two safety boats, first aid equipment, course turning and centre-line buoys, boat numbers, race timing system, race communications system, PFDs for safety boats, folders and forms for record keeping (turn buoys, portage, first aid, etc.), award podium.
- Providing an appropriate race communication system (e.g. two-way radios).
- Conducting the volunteer pre-race briefing.
- Conducting the pre-race briefing, including the start order and safety briefing and any other relevant announcements (however, the course description will be covered by the host club).
- Providing finish line personnel (to run the race timing system).
- Recording and publishing the race results.
- Conducting the awards presentation.
- Arranging payment of the invoice for the race hosting fee.

Host Club responsibilities (for both Winter Series and Grand Prix)

- Nominate a single point of contact to liaise with the Organizing Body during pre-race planning and for race day coordination.
- Designing the course and submitting this to the Organizing Body well in advance of the race for endorsement and regulatory approval.
 - The course should be designed with regard to the safety of competitors, volunteers, spectators and the public, such as other river or land users.
 - Courses should preferably start and finish in the same direction, with no cross-overs of paddlers during the race, and with paddlers finishing between clearly marked buoys or a finishing gate.
 - Buoys should be the colour shown on the course maps and buoy colours must be clearly advised at briefing.
 - Consideration should be given to the lap length, striking a balance between the interests of paddlers, spectators and volunteers, particularly with respect to safety boat coverage. For most marathon races a lap length of 4 to 5 km provides a practical course for the distance requirements of different divisions and classes and for safety boat coverage and retrieval of injured or withdrawing paddlers to first aid. Some courses may lend themselves to longer lap lengths, perhaps up to 12 km, although these increase safety coverage requirements and impact the spectator experience.
 - Regardless of lap length race organizers need to consider paddler extraction options throughout the length of the course to manage the welfare of paddlers in the event of an accident or emergency.
- Arranging the necessary off-water event permits from the responsible regulatory authorities
- Providing any event-specific input into the safety risk management plan.
- Requesting Marathon Committee equipment to be used for the race (many clubs have their own equipment and the Marathon Committee will only bring the equipment required, rather than doubling up).
- Laying out the course prior to commencement of the event, ensuring the distances are correct and the portage area, if required, is appropriately marked.
- Packing up the course at the end of the event, including retrieving buoys and removing rubbish.

- Ensuring the course, both on-water and land, is safe for competitors, volunteers and spectators (including safely removing syringes and other hazards, such as trips or slips).
- Providing appropriately qualified volunteers to staff the various volunteer roles, including:
 - Safety boat drivers (one licenced driver per safety boat)
 - Safety boat crews (one crew member per safety boat)
 - Turn buoy officials (two officials per turning buoy)
 - Portage officials (one official at each end of the portage area)
 - First aid personnel (one qualified first aider for up to 100 competitors and two qualified first aiders if more than 100 competitors)
 - Catering
 - Car parking coordination
 - Course description at the pre-race briefing
 - Issuing boat numbers prior to the start of the race (two people)
 - Retrieving boat numbers at the end of the race (one person)
 - Boat safety scrutineering (positive flotation, paddlers wearing PFDs, etc.)
 - Finish line personnel (to manually record boat numbers and finish times)
 - Site clean-up.
- Providing ancillary equipment necessary to run the race, such as tables for paddler registration and issuing boat numbers (three 2-metre tables), adequate facilities for the Start and Finish line, such as tables (two 2-metre tables), chairs and shelter, and a public-address system.
- Providing showers, toilets and changing facilities as appropriate.
- Providing a suitable number of course maps for inspection by competitors prior to the event and for use during the pre-race briefing.
- Conducting a race post-audit and sharing the findings and lessons learned with the Organizing Body (and with the Marathon Committee as well for Grand Prix races).
- For Winter Series races, invoicing the Marathon Committee for the race hosting fee.

Shared responsibility

- Promoting the event

Financial arrangements: Winter Series races

The Marathon Committee sets and collects all race registration fees and pays the following expenses: appropriate regulatory fees for holding the race, radio hire, safety boat fuel, first aid consumables, on-line registration system fees, catering for volunteers, and ribbons, medals and trophies.

Clubs are paid a hosting fee for conducting the events and covering any expenses incurred for venue hire or cleaning. The hosting fee is composed of two parts: a club hosting fee of \$250 and a capitation fee of \$2/paddler up to 100 paddlers and \$5/paddler beyond this. The purpose of this arrangement is to provide clubs with an incentive to increase paddler numbers at the events and to minimize the costs involved in holding the race.

Clubs are responsible for providing catering for the event and keep any profits from this activity.

Financial arrangements: Grand Prix races

The host club is responsible for setting and collecting race registration fees and paying any expenses incurred. The host club keeps any profit from the event and is responsible for covering any losses.