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RCA EVENT SANCTION PROCESS – OVERVIEW

Introduction

The RCA Event Sanction Process is designed to assist member clubs and organizations in their planning and delivery of a safe and fair event. The Organizing Committee (OC) working with the Provincial Rowing Association (PRA) must complete the requirements of this procedure using the RCA Rules of Racing to make informed decisions for the events. This process is required for all rowing events or rowing-related events in Canada under the RCA Event Sanction Policy.

The RCA Event Sanction Policy can be found at www.rowingcanada.org.

Stage One - Application

- 1.1 To begin the process, an Organizing Committee needs to be created. The OC will include an Event Chair to lead the Committee. Consult the *RCA Regatta Manual: A Guide to Planning Your Regatta* [insert link here] to assist you in your planning.
- 1.2 Prior to hosting an event, the Organizing Committee must submit an *Event Sanction Application* package to its PRA.
- 1.3 Complete all sections of the Event Sanction Application form in full. Depending on the PRA, this may be a “fillable form” or may be an online application. In particular, when requesting exceptions from the RCA Rules of Racing, the applicant must clearly list the specific rules pertaining to the exceptions and clearly outline what measures are being taken to meet the same standards of safety and fairness as provided by the RCA Rules of Racing.

The Chief Umpire will work with the OC to ensure that the event sanction commitments are met as well to ensure that the recommendations of the previous Event Report are considered and implemented if appropriate.

Please note that it is the joint responsibility of the Event Chair and the Chief Umpire to determine the number of event staff, including the number of licensed umpires that will be required for the event. RCA Rules of Racing mandates a minimum of four licensed referees be at each sprint regatta. For head race regattas, the number of licensed umpires will be determined by the Chief Umpire and the OC, with a minimum of four umpires. The PRA will decide the process by which the Jury will be appointed. It is the responsibility of each OC to confirm this process with the PRA prior to applying for sanction. The RCA Umpires Committee will consult with the OC regarding the appointment of the jury members for Canadian National Regattas.

- 1.4 When submitting the application, the OC must also submit the draft Event Information Package it will be providing to the clubs inviting participation at the event.

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- 1.5 All sections of the Checklist must be completed in full. If you have a question on what is expected, you should contact your PRA prior to completing and submitting the application.
- 1.6 In the case of the Canadian National Regattas, application must be made to the PRA. Once the PRA has approved sanction, the PRA forwards the application to the RCA Safety and Events Committee for review and approval. Consequently, the OC hosting the national regatta must make application well in advance to ensure adequate time for both levels of review and approval.
- 1.7 Each PRA will determine the process for appointing/approving the Chief Umpire for each event. The OC should confirm this process with its PRA prior to applying for event sanction.
- 1.8 In the case of a Canadian National Regatta, the RCA Umpires Committee, in consultation with the Organizing Committee, will select the Chief Umpire.

Stage Two - Evaluation

Application packages must be received by the PRA by the date determined by that Association. Please be aware that if an application is received after that date, the PRA may choose not to consider the application and deny sanction for the event.

- 2.1 The PRA will consider the application in a timely fashion. Additional information may be requested of the OC in order to address any deficiencies or where clarity is lacking.
- 2.2 The PRA will provide a letter of Sanction to the requesting applicant, copying the Chief Umpire. The PRA will also provide a copy of the *Application for Event Sanction* to the appointed Chief Umpire.

On the day of the event, it is the responsibility of the Event Chair to work with the Chief Umpire to provide the safest and fairest environment possible for all competitors. If any issues arise, the Chief Umpire will bring these to the attention of the OC immediately.

Any Event Sanction commitments that are not met can be justification for the Chief Umpire removing sanction for the event until safe and fair conditions are established.

Stage Three – Post-Event Reporting

- 3.1 After the event, the Chief Umpire will submit a completed *Event Report* to the PRA. The PRA will forward the *Event Report* to the OC for future planning. For National Regattas, copies must also be sent to the RCA office, attention of the Domestic Development Officer – Sport Technical. If there is an incident that may result in an insurance claim, the Event Chair is required to, without delay, report the incident to the RCA office in care of the CEO. The Chief Umpire Event Report must be submitted within the timeframe determined by the PRA.
- 3.2 The PRA will review all Event Reports to help further the development of umpires and event administrators in the province.