



**CANOE KAYAK
CANADA**

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CANOE KAYAK CANADA SPRINT NATIONAL CHAMPIONSHIPS

EXPRESSION OF INTEREST

Background

Canoe Kayak Canada is the national sport governing body for competitive paddling (in Canoe and Kayak) in Canada. Canoe Kayak Canada is a member-based organization that includes an intricate network of clubs as well as provincial, territorial and divisional paddling associations.

Every August, CKC hosts The CKC Sprint National Championships. This event attracts over 1000 athletes from more than 40 clubs across Canada, with athletes vying for a chance to become National Champions.

As per the Sprint Racing Discipline Competition Rule Book (rule 5.01), The Championships shall be held each year on a date, and at a site, upon recommendation of the Domestic Development Committee, approved by the Members at the Annual Meeting of the Sprint Racing Discipline two (2) years preceding the event.

The site selection will be based on the following rotation for 2023-2027 (due to COVID implications): Atlantic, WOD, Prairie/Pacific, EOD, Atlantic; then we will resume the regular rotation beginning in 2028: WOD, Quebec, Prairie/Pacific, EOD, Atlantic. This rotation will be subject to change if approved by the Members at the Annual Meeting of the Sprint Racing Discipline three years in advance of said event being voted upon.

Purpose

There are many considerations for the CKC Sprint National Championships that go beyond the technical site and facility requirements. Outlined in the following pages are the elements required when hosting a National Championship. This checklist will aid the Host Organizing Committee in the development of their expression of interest for the Canoe Kayak Canada Sprint National Championships. If there are any questions, please contact the CKC staff lead at development@canoekayak.ca

The Purpose of the technical checklist is threefold:

1. To provide the Host Organizing Committee with a comprehensive list of the elements required to host a National Championships.
2. To enable the Domestic Development Committee to:
 - verify that the minimum guidelines for a national championship will be met
 - recommend areas for improvement
 - make a comprehensive recommendation to the SRC and consequently the membership



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3. In preparing proposals, applications should consider:
 - Ensuring that [CKC values](#) are instilled in the event
 - Environmental sustainability plan
 - Ensuring the ongoing sustainability of the event by operating a financially viable event.
 - Providing a high-quality event plan and execution that supports athlete success based on all technical requirements in the Nationals Technical Package
 - Broad outreach within the community; with an large existing volunteer base, including strong leadership volunteers
 - Maximize exposure and promotion of the event through the local media, television, participants and spectators at the event.
 - Leave a legacy for the host community.

Bid Process

As per the Sprint Racing Discipline Competition Rule Book (rule 5.02):

1. Based on the rotation above, 3 years prior to the hosting of the championships, the CKC Staff lead will reach out to the respective Division to initiate the process.
2. The Division must submit their chosen site (which must confirm with the minimum course and facility requirements as determined by the Nationals Technical Package), 2.5 years prior to the Championship.
 - a. It is up to the Division to review prospective sites to determine best location to represent the Division. The "Application for Hosting Form" below can be used to assist with the determination. Working with the CKC staff lead, the Division will select the ideal site.
3. Host proposal supported by the Division, will be reviewed, discussed and approved by the DDC. The Host or Division will then present the approved proposal at the Annual Meeting of Sprint Members (held in November during the CKC Annual Summit) to be voted on by the membership.

For detailed timeline please see next page.



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TIMELINE

Date	Task	Responsibility
September 3 years prior to Event	CKC Staff Lead will reach out to Division based on the Rotation in the rule book. Discussion begins on selecting a potential site/city	CKC
February 2.5 years prior to the event	Division Confirms event site/ Host city	Division & Host City
May 2 years prior to the event	Host Committee submits Proposal to CKC for review	Host Committee
July 2 years prior to the event	DDC to discuss with Host and provide decision on Hosts proposal	CKC
November 2 years prior to the event	During the Annual Meeting of Sprint Members during the CKC Annual Summit, Host Committee Presents proposal to the membership for a vote.	Host Committee
November (post CKC Summit) 2 years prior to the event	Media Announcement	CKC
April 1 year prior	Monthly meetings begin between Host Committee and CKC	Host Committee & CKC
February 6 Months prior	Meeting frequency moves to every other week.	Host Committee & CKC
June 2 months out	Meeting frequency moves to every week.	Host Committee & CKC

Typical Event Dates

Set up days: Saturday – Monday

DDC meeting: Sunday (need meeting room all day)

Competition days: Tuesday – Saturday

CanMas: Sunday following Nationals

Tear Down and move out: Sunday post CanMas



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SUBMISSION

Your submission check list:

1. **Application for Hosting Form** (below) - fully filled.
2. **Area/ Regional Map** – please provide an area map showing the airport, venue, relevant event locations, closest hotels, nearby restaurants
3. **Site Map** – Racecourse and key buildings involved in the event footprint. Includes boat path of travel during the event (return lane, motorboat lane around the racecourse).
4. **Community Involvement** – Having the support of the local community is crucial to the success of the event. Please answer the following questions
 - a. If your bid is successful, what are the host committee's plans to engage local sponsorship in support of the event?
 - b. To be successful and event of this size requires a substantial number of event volunteers, what are the host committee's plans to engage local citizens to volunteer for this event?
 - c. What are the Host Committee's plans to reach out to municipal and provincial government agencies for support?

Instructions

1. Please complete this form by answering all questions (digital format mandatory).
2. We welcome other promotional/ marketing documentation to support any bid, however, if this PDF is not completed, your bid will not be reviewed.
3. Incomplete applications will not be considered
4. Return completed form and above documents to development@canoekayak.ca prior to the deadline in the timeline.



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APPLICATION FOR HOSTING FORM

Organizer

Responsible Entity	Response
Name of Applicant Organization	
Contact person	
Host City / Division	
Phone	
Email	
Date selection	
1st choice	
2nd choice	

Hosting capacity

Host City	Response
Closest major city	
Distance from the closest major city to race site	_____KM
Distance from race site to the nearest major international airport	_____KM
Number of beds available in a 10 km radius of the race site	
Do you have food services available on race site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Number of restaurants available in a 10 km radius of race site	
Public transportation available to reach race site from most accommodations in host city	Bus <input type="checkbox"/> Taxi <input type="checkbox"/> Train <input type="checkbox"/> Other <input type="checkbox"/>
Additional Comments	

Organizing Capacity

Human Resources	Response
Total club, organizing committee members, organization volunteers aged 16 and over	
Additional Comments:	



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Facility

All racecourse specifications from section 4 of the Nationals Technical Package are met

Facility	Response
All Specifications from Section 4 of the Nationals Technical Package are met?	
CKC Office Space – A space with room for 5-10 people to work out of with office equipment and supplies.	
Athletes Village area for clubs?	
Spectator Seating available?	
Food Vendors for event attendees available?	
Space allocated for Boat sales & Clothing Equipment vendors?	
Restroom facilities for spectators & athletes area	
Janitorial Services & Waste Management plan	
Environmental Sustainability plan	
Emergency Action Plan	
On-site Medical Facilities	
1. First Aid Station	
2. Athlete Medical Treatment center	
Doping Control Site	
Ambulance services available?	
Distance to the closest Hospital	
On-site Event Communications	
1. Public Address system for general event announcing	
Public Wifi available?	
Dedicated Wifi available for results management?	
Additional Comments	

Course

Race Course Specifications	Response
All race course specifications from section 3 of the Nationals Technical Package are met	
Must have Safety boats and a Safety plan	
Additional Comments:	