



**CANOE KAYAK
CANADA**

August 6, 2021

CKC Sprint Members,

Here is some updated information for your planning of the 2021 Sprint National Championships

Please note we will be sending out one more communication with further details on the site, protocols, and further schedules once all entries have been submitted.

Online Information Session

We are planning an online Zoom information session to outline the processes in place at this year's 2021 Canadian Sprint Canoe Kayak Championships. We would like all clubs to have at least one representative attend (but more are welcome and encouraged).

Please mark your calendars for **Tuesday, August 17th at 8PM EST** for this Information Session. Please use this link to attend:

<https://us06web.zoom.us/j/81467438826?pwd=SFIXQ3NOaWNWblB2QWhsVzEwTDhOUT09>.

It will also be recorded so clubs can send this to their participants if unable to attend.

General site information

As the race schedule will be unique this year, so will the site when you arrive in Ottawa. The main site for athletes and coaches will still be on the Mooney's Bay side but you will be greeted with fenced off areas and check in points for each aspect of the site. Information on this process will be presented in the upcoming information session. The event site will be a fully self-contained area, including unique secure areas for both athletes and parents, will also include onsite parking (for a fee) for all athletes and spectators.

An athlete drop-off zone will be in place to ensure athletes can enter the venue as easily as possible. **Please inform all parents and spectators that they will not have access to the athlete zone** (this area will be limited to coaches and athletes only).

The spectator area will include a large, covered tent for shade and inclement weather, as well as washrooms and some limited food and beverage options. The spectator area will also be immediately in front of the podium area to view medal ceremonies. Unlike previous National Championships, personal tents will not be permitted in the official spectator area, or in any other area surrounding Mooney's Bay.

It is important to note that public health restrictions will limit both food and water options, particularly in the athlete area. Athletes and Clubs will be strongly advised to ensure athletes in each cohort bring their own food and water.



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Trailers and access to the site prior to competition

Trailers will be scheduled for access to the site on **Saturday, August 21st**.

If trailers need to unload on Sunday, it will likely be the case that the trailers will need to park in the trailer parking area and the boats and equipment will need to be walked into the site from the check in area. We will collect the anticipated arrival date/time for each club in the attached Excel sheet.

Training and Boat Control

Boat control and training access will start on **Sunday, August 22nd** for the cohorts racing on Monday, August 23rd. A schedule for this day as well as other days for all cohorts will be provided in further communication.

Safety protocols

More information will follow in the next communication and in the webinar on August 17th, where we will describe the process and protocols that we will follow for Nationals. Included in these protocols will be daily attestations, accreditation, and limited access to certain zones. Anyone wishing to access any of the zones (including Spectators) will be required to fill out a daily attestation, follow all safety protocols, and have signed the appropriate waiver. ***CKC strongly encourages all participants and spectators, where possible, to be fully vaccinated prior to coming to the event.***

Club COVID Liaison Officer

Each club should designate one or more people who will be responsible to be the Club COVID Liaison Officer. They will be the main contact should an athlete or participant from their club develop symptoms or test positive for COVID and will coordinate with the Medical Lead onsite to execute the COVID protocols. Please see the "*Checklist of things to do*" section below for how we will collect this information. We will set up a WhatsApp group for all Club COVID Liaison Officers with the Medical Leads and a communication process will follow.

Coaches per cohort

We will be tracking all access to the Athlete Zone and will therefore require all names, club and contact information (email and phone number) for all coaches who wish to have access to the athlete zone. We are hopeful that we will not have to limit the access to the area, but in the case we have to due to COVID protocols, we will communicate this in a future communication. **Please submit your list to Kenna Robins (krobins@canoekayak.ca) by August 10th – please see the "*Checklist of things to do*" section below for collecting information if you have not already done so.** A reminder that all coaches will have to complete the training and screening requirements that are outlined in the CKC Safe Sport Policy (Please see the last section for steps to complete).



Checklist of things to do

For clubs

What	Description	Due Date
Club Spokesperson forms	Return to Kenna Robins .	No later than Sunday, August 22, 2021, but ideally by August 10 th with the information below.
Trailer arrival date/time	Please send your anticipated trailer arrival date and whether it will be AM/PM. Once we receive the anticipated time we may look to try and schedule. (Excel sheet attached is optional to collect information.)	August 10 th , 2021
Club coaches requiring access to the Athlete Zone	Send the names, club, email, and cell phone numbers of all coaches who will be requiring access to the athlete zone. (Excel sheet attached is optional to collect information.)	August 10 th , 2021.
Club COVID Liaison Officer(s)	Please provide all Club COVID Liaison Officer name(s), email(s) and cell phone number(s) so that we can create the communication group for this purpose. If there are more than one, please provide the dates where they would be the contact. (Excel sheet attached is optional to collect information.)	August 18 th , 2021.
CKC Safe Sport Policy	Ensure all coaches and club spokespersons have completed the requirements for attending a CKC event under our Safe Sport Policy (see last section below).	As soon as possible. Past due.
Trophies	ALL trophies that were awarded at the 2019 Canadian Sprint Canoe Kayak National Championships must be returned at the 2021 Canadian Sprint Canoe Kayak National Championships, even if the event will not be contested in this year.	We will start collecting the trophies on August 22 nd . Details to follow.
Online information session	Please attend the following information session (link here), it is asked that at least one representative of each club is in attendance, but encourage as many to attend as clubs wish to invite. It will be recorded and available the following day.	Tuesday, August 17 th at 8:00pm EST.



For all participants

Who	What	Description	Date
All Athletes, Coaches, Club Spokespersons, Officials, Event Staff	On CKCmember , sign the Athlete/Coach/Club Spokesperson/Officials/Event Staff Acknowledgement of Risk waiver: 2021 Canadian Sprint Canoe Kayak Championships Agreement / Acceptation des risques et décharge pour les championnats canadiens de canoë-kayak de vitesse 2021	Athletes, Coaches, Club Spokespersons, Officials and Event Staff coming to the National Championships will need to sign this waiver. Please sign through our CKCmember database. (Please note you will need to register in the site if you have not already done so.)	Please complete by August 18 th , 2021
Athletes racing in the Senior, U18, U17, U16 and Paracanoe categories	On CKCmember , fill in the National Team Intake Form: 2021 National Team Intake / Formulaire de l'équipe nationale All must also complete training: <ul style="list-style-type: none"> • ADEL International-Level Athletes Education Program • For athletes over the age of 15 hoping to be selected to a CKC team for one of the international competitions: CKC Safe Sport training, athlete stream (see CKC Safe Sport section below for information) 	Please fill out the intake form through our CKCmember database. (Please note you will need to register in the site if you have not already done so.) For training, please follow the appropriate links,	As soon as possible, final date for completion is August 18 th , 2021
All Spectators and Volunteers	Sign the Spectator/Volunteer Acknowledgement of Risk waiver. Quebec resident's spectators/volunteers: English link , French link Spectators/volunteers from all other provinces: English link , French link	Spectators and volunteers attending the National Championships must sign the waiver. Proof of signing (email receipt) will be required to show to enter spectator zone.	Please complete prior to arriving on site.



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Schedule & Events

Club Spokesperson meeting

We will have the Club Spokesperson's meeting on **Sunday, August 22nd**, time to follow. We will send out information shortly as to whether it will be in person or through zoom.

Official Draw

The official draw will be posted on **Friday, August 13th**.

To note: we are still implementing cohorts at this year's Nationals. It is important to note that access to the athlete zone will be controlled and as you finish your racing it will be important to leave the zone as quickly as possible so any cleaning can be completed, and the next cohort can arrive on time to access the athlete zone. More details to follow in the upcoming information session.

Rules for the National Championships

Rules being applied for this event is attached in the following document: *Nationals 2021 - Modified Rules*.

ParaCanoe Athletes

Classification will take place on **Wednesday, August 25th**. Further details and a schedule for those athletes needing classification will be communicated closer to the event.

Good news! Sprint Club membership fee

Please note that at the last Sprint Racing Committee meeting it was decided that the Sprint Racing Discipline members extend to all current Members in good standing their respective 2020-21 Sprint Racing Discipline Membership through 2021-22. As such, if you have already paid a membership fee, please contact Joanne Haché (jhache@canoekayak.ca) and let her know if you would like a reimbursement or prefer to defer the payment for next year's membership. All participation and race entry fees will still apply.

Volunteering

The 2021 Canoe Kayak Canada Sprint National Championships are a volunteer-run event. Traditionally, clubs and parents from across Canada have committed time over the course of the week to help things run smoothly. We will need your help from August 23-29.

While Boat Drivers are always needed, we are also focused on ensuring our athletes can get into the facility as quickly and safely as possible. Ideally, we need folks who are flexible in volunteering, and willing to join our "EVENT CREW" team that will manage logistics - including athlete check-in and traffic flow for the morning and afternoon race sessions.

Volunteering is fun, a great way to get up close (but not too close!) to our athletes, and crucial to making the event a success. Volunteer shifts are half-day in length for a morning or afternoon.



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In exchange for helping us out, we guarantee that if you have an athlete racing, you can stop whatever it is you are doing to watch your paddler. We will also provide you with food from some of Ottawa's finest local sandwich shops, a free parking spot, and if all goes well, a fairly cool re-wearable t-shirt that will not have the word "VOLUNTEER" across the back.

If you are interested, please let us know you would like to be part of our "EVENT CREW" by emailing us at volunteer@rideaucanoecub.ca or by selecting a slot through our iVolunteer website:

https://rcc-volunteers.ivolunteer.com/ckc_nationals2021

If emailing us, please let us know what day or days you may be interested in helping us out. We will be back to you about two weeks prior to the event to finalize time slots and roles for our volunteers that can be easily built around your schedule.

Website

Please refer to the Event [website](#) for any further information on the event and logistics.

CKC Safe Sport Policy

Please be reminded that any club coach, volunteer or official attending the 2021 Canadian Sprint Canoe Kayak Championships fall under our CKC Safe Sport policy and therefore must be screened and trained according to your position (Screening matrix can be found [here](#) and the summary of the steps needed to complete for each level once you have determined which level your role will apply to is written below) . Any questions on the process please email Kenna Robins at krobins@canoekayak.ca.

A reminder that for any athletes, 15 years of age and older, hoping to be selected to a CKC team for one of the international competitions, it will be a requirement to have completed the [CAC Safe Sport training](#), athlete stream. It is recommended considering the tight turn-around for logistical purposes, that this training be completed prior to the National Championships.

Summary of steps below.



Summary of steps to complete for each Level in the [Screening Matrix \(page 52\)](#):

Level 3

1. Training: The two options for completing training are:
 - [CAC Safe Sport Training](#)
and/or
 - [Respect in Sport for Activity Leaders](#)
2. Vulnerable Sector Check (you will need a letter from your organization to ask for this, a template can be found in our Safe Sport Policy)
3. Complete screening process through [CKCmember](#)
4. Send your approval email which shows your level of screening status to [Kenna Robins](#).
5. Coaches only: please make sure to have completed your Making Ethical Decisions certification from CAC.

Level 2

1. Training: The two options for completing training are:
 - [CAC Safe Sport Training](#)
and/or
 - [Respect in Sport for Activity Leaders](#)
2. E-PIC through [Sterling Backcheck](#)
3. Complete screening process through [CKCmember](#)
4. Send your approval email which shows your level of screening status to [Kenna Robins](#).
5. Coaches only: please make sure to have completed your Making Ethical Decisions certification from CAC.

All athletes in a National Team training camp or on a team

1. Training: complete the Safe Sport training from CAC, athlete stream.
 - [CAC Safe Sport Training](#)