



wakaama

Outrigger / Va'a / New Zealand

KETE KARAPU

EVENT SANCTIONING

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OVERVIEW

The Waka Ama NZ (WANZ) event sanctioning process exists to ensure waka ama events, organisers, participants, and the sport itself remains safe and protected and that a duty of care is upheld within the sport.

The development of the event sanctioning process began in 2009, at the request of regions and clubs, and in 2011 the Waka Ama NZ Board agreed on the rationale, outline, and the basic process for sanctioning.

Since its implementation, the sanctioning process has been reviewed and updated to best suit the current environment. Completing the event sanctioning process will ensure your sanctioned event provides a minimum safety standard, safety of participants, legal protection as organisers, one insurance policy for sanctioned events, and protection for the sport.

This booklet has been developed for event organisers to help support you through the sanctioning process and ensure your waka ama event gets sanctioned.

SANCTIONING LEVELS

Event sanctioning is only available to our WANZ member clubs and regions.
Non WANZ member clubs and regions can request event approval.



Level 1: Events that attract International or multi region competitors, typically more than 500 competitors for a W6 event and 100 competitors for a W1 event.

Level 2: Regional or Club events that typically attract clubs from within a region and less than 500 competitors.

Approved Event: An event that is organised by an organisation or entity that is not a member of Waka Ama New Zealand. For all approved events, there is an approval process.

Email admin@wakaama.co.nz for more information.

SANCTIONING FEES

Sanctioning Level

Level 1

Level 2

Level 2 (as part of series)*

Approved Event

Sanctioning Fee

\$500 + GST

\$100 + GST

\$65 + GST per event

\$175 + GST

*Only series that have the same host, location, and event structure for each event in the series are eligible for the series sanctioning fee.



SANCTIONING BENEFITS

LEVEL 1

- Event added/advertised on the www.wakaama.co.nz website, events calendar, and Facebook
- Use of WANZ online entry system including entry set up by WANZ
- Public Liability Insurance Policy provided by WANZ
- Ability to apply for funds through WANZ (upon request being approved)
- No two Level 1 sanctioned events may be on the same day (unless both events agree or can prove that there is no clash for paddlers or at the discretion of WANZ)
- Access to resources available or owned by the National Body (should they be available)
- Safety approved event (Safety requirements are standardised for minimum requirements)
- Waka Ama NZ Official present at all Level 1 events to assist with race rule queries etc.
- Reasonable travel costs of this official must be met by the event
- Survey tool available to survey competitor's post-race
- Random Audits of events

Once sanctioning is approved for all Level 1 events Waka Ama NZ will provide the event with \$1000 to contribute towards the cost of Safety Boats. In return, event hosts will include Waka Ama NZ logos on all event information, Waka Ama NZ flags and banners that will be provided for you and will acknowledge Waka Ama NZ at awards or speeches.

LEVEL 2

- Event added/advertised on the www.wakaama.co.nz website, events calendar, and Facebook
- Public Liability Insurance Policy provided by WANZ
- Use of WANZ online entry system including entry set up by WANZ
- Survey tool available to survey competitors
- Random Audits of events
- No two Level 2 sanctioned events may be on the same day in the same region (unless both events agree or can prove that there is no clash for paddlers or at the discretion of WANZ)

APPROVED EVENT

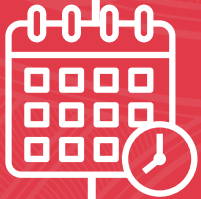
- Event added/advertised on the www.wakaama.co.nz website, events calendar and Facebook
- No Approved event or Sanctioned events may be held on the same day in the same region (unless both events agree or can prove that there is no clash for paddlers or at the discretion of WANZ)
- Waka Ama NZ Approval
- Use of WANZ online entry system including entry set up by WANZ

All Sanctioned & Approved Events will be clearly identifiable in the events calendar on the WANZ website www.wakaama.co.nz 

SANCTIONING PROCESS



1 Plan your Event



2 Request a Date



3 Complete Sanctioning Documents & Pay Sanctioning Fee



4 Sanctioning Review & Confirmation



5 Event Information & Entry Set Up



6 Event Management



7 Post Event Report & Results

1 Plan your Event

Before the sanctioning process begins, you need to start planning your event. Planning your event is about deciding the 'what, where, when, how, who' for your event. The following simple questions will help kick-start your planning:

WHAT

What event do you want to run?

Is your event sprints or long distance? What races will you have? Have you contacted your region?

WHERE

Where will the event be?

Is the venue suitable? Will the toilet facilities cater to your event size?

Do you need council/iwi approval/permits? Do you have an indoor area? Have you notified the coastguard? Are the conditions safe? Where is the nearest medical centre/hospital?

WHEN

When will the event be?

Are there any other waka ama events on at the same time in your region? How long is the event? What are the weather/water conditions likely to be like at that time of the year?

HOW

How will you run the event?

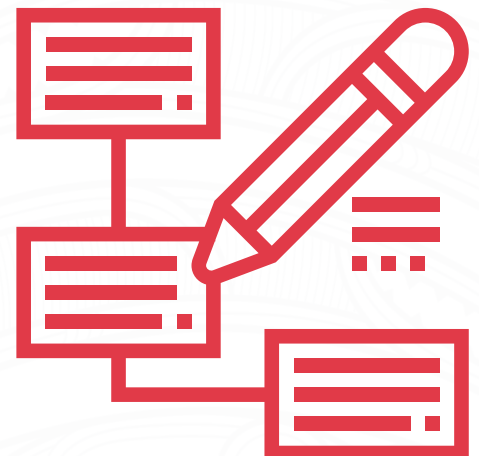
How will you communicate on & off the water? Do you have radios and do people know how to use them? How many safety/support boats do you need and are they fully equipped? What equipment do you need and where will you source it from? Do you have a registration, safety check, race start, and results process?

WHO

Who will run the event?


Do have enough volunteers to host the event? What areas of the event require volunteers? Do you have a club working group? Do you have a qualified first aid person for your event? Do you have competent safety/support boat personnel?

For more information on planning your event read our toolkit and utilise the resources/templates available: [Event Management](#) 



2 Request a Date

Once you have done some pre-planning for your event and have decided to go ahead with it, you can then start the sanctioning process with Waka Ama NZ. The first thing you need to do is request a date for the WANZ race calendar.

Check the [WANZ Race Calendar](#)  to ensure the date is available and there are no other events in your region on the same date.

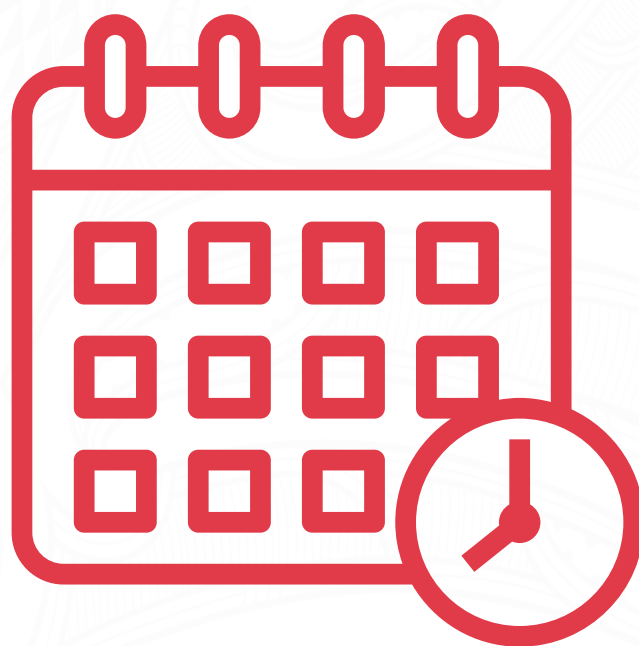
Email admin@wakaama.co.nz and request the date for your event to be listed on the WANZ race calendar.

Provide basic information for the race calendar listing:

- Name of the event
- Venue
- Contact person and email address
- Event distances

If there are no clashes, your date will be confirmed, and your event will be listed on the race calendar subject to sanctioning approval.

A sanctioning fee invoice will be sent upon confirmation of the date request.



3 Complete Sanctioning Documents & Pay Sanctioning Fee

Now that your date is in the WANZ race calendar subject to sanctioning approval, you now need to complete the required sanctioning documents and pay your sanctioning fee.

You have 30 days from the day your date request is confirmed to submit your completed & signed sanctioning documents and pay your sanctioning fee; both to be completed prior to your event.



The following sanctioning documents are required:

- Sanctioning Agreement
- Covid Policy Sanctioning Agreement
- Event Operations & Safety Management Plan

All these documents are on our website here:

Sanctioning Documents 

- Download, read through and understand the sanctioning documents. If there are things you do not understand please seek advice
- Complete and sign the Sanctioning Agreement & Covid Policy Sanctioning Agreement; note these are binding documents
- Complete the Event Operations & Safety Management Plan ensuring it is updated relevant to your event; note the examples within the template are only there as a guide
- Email all completed sanctioning documents in one email to **admin@wakaama.co.nz**
- Pay your sanctioning fee; payment information is provided on the invoice

Sanctioning Agreement

The Sanctioning Agreement is for our WANZ member clubs and regions that outlines the terms and conditions of running a WANZ sanctioned event. This is a binding document between Waka Ama NZ and the event host club/region and must be adhered to in all aspects of your event. It is important to read through and understand the document before signing.

If you are not a WANZ member club or region, please use the Event Approval Agreement.

Covid Policy Sanctioning Agreement

The Covid Policy Sanctioning Agreement is a document that outlines the terms and conditions of running a WANZ sanctioned or approved event directly in relation to Covid. It is an additional sanctioning document to ensure the safety of our waka ama whānau and to adhere to the laws in place by government for running events in a covid environment. This is a binding document between Waka Ama NZ and the event host and must be adhered to in all aspects of your event. The form must be filled in with how you will ensure covid safety protocols are in place for your event.

Event Operations & Safety Management Plan

The Event Operations and Safety Management Plan is a key document to develop in detail and adhere to for your event ensure the health and safety of everyone involved in your event and the general public. It is essential that adequate precautions are put in place and adhered to as the event organiser in order to safely deliver your event.

At a minimum, the following areas must be detailed in your plan. The template available is populated to assist you but you will need to update accordingly to your event and environment.

- Event background and details
- Event/Race maps (use [Google Earth](#))
- Risk assessment
- Risk management
- Safety requirements (safety boats, equipment & personnel)
- Covid precautions
- Key contacts
- Communication plan
- Prestart safety communication to paddlers
- Prestart safety communication to lifeguards
- On water safety and emergency management
- Rescues or first aids during an event
- Post event de-brief
- Post event safety de-brief with on water personnel

Please note: This is not an exhaustive list, and you may have further requirements that need to be included in the plan for council/venue permits i.e., waste management, lost child policy, sound system approval etc.

Support Boat Calculation & Information

WANZ has developed a simple support boat calculator to help you determine the minimum support boats required for your event.

Our support boat calculator is available on our website: [Support Boat Calculator](#)

This is mandatory information to include in the safety requirements section of your event operations and safety management plan.

The support boat calculation at the time of sanctioning is subject to change depending on the entries. If entries exceed the original estimated participant numbers, more support boats will be required.

4 Sanctioning Review & Confirmation

Once you have sent all the required sanctioning documents to WANZ, the sanctioning review begins.

- WANZ will review the sanctioning documents submitted and may ask for evidence of bookings, permits or further information about the event
- After the information is reviewed there may be changes or amendments required to complete; submitting sanctioning documents does not mean the sanctioning process is complete

Once your sanctioning documents have met all the requirements, WANZ will confirm that your event is now sanctioned and update your event listing online.

WANZ will also provide you with the following documents:

- Signed Sanctioning Confirmation Letter
- Signed Sanctioning Agreement
- Signed Covid Policy Sanctioning Agreement
- Public Liability Insurance Certificate



Public Liability Insurance Certificate

A public liability certificate will be provided to all Waka Ama NZ sanctioned events.

A public liability certificate will need to be provided from the event host for approved events.

A Public and Products Liability Policy (certificate) can provide your club/organisation with an indemnity against all sums which you become legally liable to pay (by way of compensation) for damage to the public resulting from an occurrence which arises from your activities. A legal liability can arise from your negligence, or the negligence of your members, including voluntary workers engaged on behalf of the club, who are working in a recognised role for the club or group.

To put this simply if you do something, or fail to do something, then where you are negligent and someone's property is damaged as a result of this negligent act, the policy will defend you and pay compensation if you are legally liable subject to the specific terms and conditions of the policy.

The above is a very brief explanation of Public Liability Insurance, it is important that all event organisers have appropriate levels of insurance to cover their liability. In many cases now City Councils are requiring that event organisers produce a Public Liability Certificate before permission will be given to use a public space or waterway for an event.

5 Event Information & Entry Set Up

Now that your event is sanctioned, you will need to provide event information to be published online and to set up the online entries. All sanctioned events must use the WANZ online entry system.

The following information is required:

- Individual & Team Waivers
- Event Pānui
- Entry Set Up (age divisions, race categories, fees)



Event Pānui

Creating a pānui is important to provide correct and sufficient information to participants for your event. Your pānui should include key information such as:

- Event name, date, location and host
- Event summary, event schedule & race schedule
- Race day information
- Waka drop off / safety checks
- Race rules
- Age divisions and race categories
- Online entries, fees, payment info (bank acc details)
- Safety requirements and Covid information
- Individual and team waivers
- Contact information
- Course maps

Send a copy to admin@wakaama.co.nz

Template: Event Pānui ✨

Individual & Team Waivers

Every paddler in your event must complete and sign an individual or team waiver to be able to participate. These waivers are a health and safety requirement of your event and outline key conditions paddlers must understand and adhere to.

Send a copy to admin@wakaama.co.nz

Template: Individual / Team Waivers ✨

Entry Set Up

(age divisions, race categories, fees)

All Waka Ama NZ sanctioned events must use the WANZ online entry system. It is important to clearly provide information on the age divisions, race categories, and fees for your event. Online entries will open on the date confirmed by you. Entries and rosters are set to close a few days prior to the event or earlier if requested.

Send a copy to admin@wakaama.co.nz

Template: Entry Set Up 

Age Divisions

Identify what age divisions you want included in your event.

Age divisions are based on the [Waka Ama NZ Race Rules](#) 

Division	Age
Taitamariki	6 – 10
Intermediate	6 – 13
Junior 16	11 – 16
Junior 19	14 – 19
Under 23	16 – 23
Open / Premier	14 and over
Master	40 and over
Senior Master	50 and over
Golden Master	60 and over
Master 70	70 and over

The minimum age for participation of any paddler in a long distance event shall be 11 years.
The minimum age for participation of any paddler in an open water event shall be 16 years.

Race Categories

Identify what race categories you want included in your event.

It is important to link this to the age divisions and gender as some of your races may only be for specific divisions.

Race category example:

W6 - 10km

Race category and division example:

W6 - 10km - Open - Men

Fees

Identify the fees associated to your event.

Keep your fees simple; you can choose to have the following fee structures:

- **Per person by age division (charged one fee according to age division on race day)**
- **Per person by race division (charged one fee according to race division entered)**
- **Per person by event (charged for each event entered)**

Please note, WANZ do not collect any entry fees from clubs for your event. You must provide fee payment information for clubs to process entry fees directly to you, the event host. Clubs can download an excel spreadsheet that will breakdown the entry fees for your event. It is important that clubs complete their team entries to allow the system to calculate the total club entry fees that are due.

6 Event Management

Now that your event is sanctioned, you have paid your sanctioning fee, information is online, and entries are open, continue with your event preparation and management. If you have any further information or updates, send these through to admin@wakaama.co.nz to be loaded online.



Once your entries close:

- WANZ will contact clubs who have not completed their team entries (added all paddlers in) and either remove or complete these teams; note that all teams must be complete online in order to race at your event as per the sanctioning agreement
- WANZ will supply you with online entry data, including allocation of race numbers for long distance events
- WANZ will supply you with a financial summary of entries for your event, identifying the entry fee sums owed from each club (WANZ do not collect any entry fee payments)

On the day of your event, make sure to:

- Adhere to the **Sanctioning Safety Requirements** and the signed sanctioning agreement
- Ensure everyone signs in (paddlers, event staff, volunteers, spectators)
- Utilise the **Race / Safety Briefing Checklist**
- Implement your event operations and safety management plan
- Ensure the safety of all paddlers, event staff, volunteers, and spectators
- Complete an event debrief with relevant personnel

7 Post Event Report & Results



At the completion of your event:

- Complete the WANZ Post Event Report, the link is available in your sanctioning confirmation letter. The post event report is a requirement of your sanctioning and must be completed with 14 days of your event date.
- Send any incident reports using the template online **Incident Report Form** to admin@wakaama.co.nz
- Send the race results, any photos, links to Facebook/media to be loaded on the WANZ website and Facebook to admin@wakaama.co.nz

Additional Info

Sanctioning Frequency

Sanctioning only applies directly to the event and date listed in the sanctioning agreement and sanctioning documents. You will need to apply for sanctioning and follow the sanctioning process each time you intend to run an event. If you run the same event annually, you will need to apply for sanctioning annually. If you are running a series (outlined below), the sanctioning will cover all the event dates within that series as agreed by WANZ.


Event Series

A series, for sanctioning purposes, is deemed to have the same host, location, and event structure for each event in the series.

Series that do not meet that requirement can still be called a series. However, the sanctioning process will apply to each event within the series. This includes sanctioning documents and sanctioning fees.

Sanctioning Process Updates

Due to the changing nature of events and event management, the Waka Ama NZ sanctioning process and sanctioning documents are reviewed annually and are subject to change. Therefore, information and requirements from event hosts may change from year to year.

Before starting the sanctioning process, ensure you are following the most up to date sanctioning process and using the most up to date sanctioning documents available online: **Sanctioning Documents** 

Disputes, Termination or Withdraw of Sanctioning

As per the sanctioning agreement, Waka Ama NZ shall be entitled to terminate or withdraw sanctioning of the Event immediately for the reasons listed in the agreement. This can also have an impact on the sanctioning of your future events.

Templates

Sanctioning Documents

- Event Sanctioning Agreement
- Covid Policy Sanctioning Agreement
- Event Operations and Safety Management Plan
- Event Approval Agreement

Event Info & Entry Set Up

- Entry Set Up
- Event Pānui
- Individual & Team Waivers

Other

- Waka Ama Event Checklist
- Sanctioning Safety Requirements
- Race Safety Briefing Checklist
- Incident Report Form

Quick Links

-  [Waka Ama Website](#)
-  [WANZ Race Calendar](#)
-  [Sanctioning Events](#)
-  [Support Boat Calculator](#)

Contact

admin@wakaama.co.nz



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