

Club Sanctioning and Event Management

8 Steps to successfully sanction your event with Waka Ama NZ

Step 1: Planning your event

- Your Club has introduced a new Waka Ama Regatta or has organised this event before.
- Start planning your event - where, when, what, how, who etc
- Enquire about venues and seek local council permits if need be
- Contact your Waka Ama Region
- Start planning and organising equipment and safety boats needed.

Step 2: Download Appropriate forms

- Download appropriate forms such as:
 - Event Sanctioning Agreement FINAL (Use this form if you are a Waka Ama Club or Region)
 - WAKA AMA RACE Operations and Safety Management plan Template Updated
 - Read through these document, if there are things you don't understand seek advice

Step 3: Email Waka Ama NZ (WANZ)

- Email admin@wakaama.co.nz and give notice that you would like your event listed on the WANZ website
- Your event will be listed on the event calendar as - Subject to Sanctioning Approval

Step 4: Fill out documents and send to WANZ

- Sign the sanctioning agreement - Please note this is a binding document
- Fill out the Operations and Safety Management plan - ensure you read through it thoroughly (the examples are only there as a guide)
- Once you have completed the forms email them to admin@wakaama.co.nz

Step 5: WANZ review documents

- WANZ staff will review the information you have provided and may ask for evidence of bookings, permits or futher information about the race - e.g. race schedule, panui etc.
- After the information is reviewed there may be changes or amendments
- During this step the online entries will start to be set-up

Step 6: Waka Ama NZ Sanctioning Confirmation

- Once the sanctioning is approved, WANZ will provide the club with:
 - The Sanctioning Invoice
 - Letter of Sanctioning confirmation
 - Public Liability Certificate for the Event
 - Signed sanctioning agreement
 - And Post event reporting form
- The event will then be listed on the website as Sanctioned and online entries will be open

Step 7: Event Management

- WANZ will supply you with online entry data after the entries close
- Leading up to the event WANZ can upload any information or notices for paddlers'
- Sanctioning invoice must be paid
- You will need to refer to safety plan and check you have adhered to **safety requirements**

Step 8: Post event Report and Results

- After the race send WANZ the results and some photos of the event - this will be loaded up to the website and Facebook page
- Incident reports must be filled out if any have occurred
- Post event reporting form must be completed and returned to WANZ