



## Event Sanction Policy

Effective date	November 14, 2022
Archived date	-
Date last reviewed	November 2023
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Replaces and/or amends	Replaces RCA Event Sanction Policy in force as of January 26, 2019.
Approved by and date	RCA Board of Directors, November 4, 2022
Appendix(ces) to this Policy	-
References	-

### 1. Introduction

Rowing Canada Aviron (RCA) has a focus to provide safe and fair rowing events or rowing-related events across Canada. This policy defines the events that require RCA Event Sanction and the principles that will guide the consideration and evaluation of Event Sanction applications to facilitate the consistent application of the policy and related processes for all events across the country. The event sanction will then be the approval of the plan for a safe and fair rowing event to be implemented by an Organizing Committee.

### 2. Mandate and Principles

This policy is mandated under the CARA By-laws, Section 21, Sanction. It ensures that the following key objectives as stated in Section 21, that the “Safety of Participants, Fairness of Competition, and a good Presentation of Canadian Rowing” are met. To ensure these objectives can be met, procedures have been developed to standardize event sanction practices across Canada.

### 3. Rowing Events or Rowing-Related Events that require Sanction

Sanction is required for Indoor Rowing Events, On-Water Rowing Events involving competition between two or more clubs, Try-It Events and Rowing Tours.

On-Water Rowing Events are:

- Sprint events
- Head events
- Rowing tours
- Skills events
- Coastal rowing events
- “Try-It” events
- Any other events as deemed by the Board of Directors of RCA.

## 4. Umpire Participation

Umpires are only allowed to participate in sanctioned events.

## 5. Procedures

### The Event Sanction Process

Sanction is a three-stage process. The first stage requires the completion and submission of the RCA Online Event Sanction application. Submitting the completed application ensures that the Organizing Committee has considered the many perspectives of staging an Event. The second stage requires the Provincial Rowing Association (PRA), acting on behalf of RCA, to review the submission to verify that it aligns with the objectives of Section 21 of the RCA By-laws. The final stage is the post-event reporting process, which ensures that reflection for improvement occurs, and is carried forward to future events.

#### 5.1 Stage one: Application

- a. All rowing events and rowing-related events must be sanctioned through the RCA Online Sanction Process.
- b. The RCA Online Event Sanction application is to be completed by a member of the Organizing Committee in consultation with the Chief Umpire, and submitted to the PRA in accordance with the timelines established by the PRA.
- c. Try-It Events require the completion of a different online sanction application. For sanctioned “Try-it Events”, a per event sanction fee will be charged to cover the cost of specific insurance coverage for that Try-It event. Fees are to be submitted at the time the application is submitted to the PRA.
- d. Detailed information on how to complete the application is available through the appropriate PRA.
- e. The Organizing Committee will receive confirmation that RCA and the PRA have received the application.

#### 5.2 Stage two: Evaluation and Approval

- a. Evaluation of the application will be completed in accordance with the timelines established by the PRA. Applications for sanction will be reviewed and evaluated by the designated representative(s) of the PRA.
- b. National Events require initial sanction by the PRA and subsequent review by RCA. They are:
  - i. RCA National Rowing Championships
  - ii. Canada Cup Regatta
  - iii. Royal Canadian Henley Regatta
  - iv. RCA Canadian Masters Championships
  - v. Jeux du Canada Games
  - vi. Canadian University Rowing Championships
  - vii. Any National Team Trial that is presented as a Rowing Regatta
  - viii. Any other National Championship so designated by the RCA Board of Directors.
- c. Sanction of a rowing event or a rowing related event shall only be granted if all requirements of the RCA Online Event Sanction Application are in order.
- d. The decision will be communicated to the Organizing Committee in accordance with the timelines established by the PRA.

- e. If the sanction application is rejected, appeals should be directed to the RCA Safety and Events Committee.
- f. An appeal of the RCA Safety and Events Committee decision shall be directed to the RCA CEO as outlined in the RCA Appeal Policy.
- g. Alterations to the approved sanction document must be submitted to the PRA for review and approval.

### **5.3 Stage three: Post-Event reporting**

An Event Report must be completed by the Chief Umpire, the Tour Organizer or the Try-It Event Organizer. The completed report is to be submitted to the PRA and, where appropriate, the Organizing Committee in accordance with the timelines of the PRA.

Reviews of applications and reports may be conducted by the RCA Safety and Events Committee.