



## Advice to Activity Organizers

**General Requirements:** NACK is required to collect information and file reports on *all* scheduled activities. If there is any question whether an event requires documentation then it is best to document it following standard guidelines. We file reports with ACA for both on-water and off-water activities whether the event is sanctioned or not. Each event will require completion of a NACK Registration and Report form. Some events may also require completion of ACA Waivers by participants. Some events may also require collection and submission of ACA Insurance Fees and NACK participation fees.

It is the responsibility of the Activity Coordinator to insure proper collection and prompt reporting of participant information and fees regardless of whether an event is sanctioned (insured) by ACA or not. It is our policy to file reports to ACA within 10 days of the activity date unless the activity is rescheduled. In order to facilitate our own record keeping all post-activity reports should be forwarded to NACK Headquarters within 5 days of the event.

**Registration and Report Form:** All participants, including NACK staff are required to clearly fill in their information on the registration form. It is important for all NACK members to carry and present their Membership Cards to verify they are current members, verify certification status, and validate their NACK and ACA identification numbers for the registration form. Activity Coordinators should remind participants to bring their cards with them to NACK events.

It is also important to note whether each participant is over 18 years old, since minor participants require special processing. The registration form also contains space for an e-mail address or alternative contact address in case more information is required for the event report. It is the responsibility of the Activity Coordinator to insure that sufficient copies of the Registration and Report form are available at the event for the use of all participants.

**Sanctioned Events:** ACA provides liability insurance as a benefit to Paddle America Clubs for all paddling related activities and events that are properly scheduled through the ACA office. This includes both on-water activities (paddles, trips, competitions, demonstrations) and many off-water activities. Off-water, paddling related activities include: club meetings, social events (dinners, picnics), publicity booths and other group activities that are normal to a paddling club.

Activities that cannot be sanctioned include outdoor activities that are not on-water or clearly paddling related, such as hikes, bicycle trips, rock climbing and other activities that provide fitness and may provide cross-training, but are not specifically related to paddling. If there is any question whether an activity can be sanctioned please consult the ACA/PAC Liaison or any Officer or Board Member.

**Waivers:** An ACA waiver, signed and dated in the current year must be on-file at ACA headquarters for each participant in a sanctioned event. If this is not the case, then the activity coordinator must insure that current waivers are completed at the event. Participants who are minors (under 18 years old) must complete or have on-file a special waiver that includes permission from a parent or other legal guardian for participation in the event. The Event Coordinator should insure that sufficient waivers of both types are available for use at the start of any ACA Sanctioned event.

**ACA Insurance Fees:** Any participant of an ACA Sanctioned event that cannot provide evidence of current membership in the ACA must pay an insurance fee and sign a waiver prior to the event. The required amount will be noted on the activity registration form. It is the responsibility of the Activity Coordinator to insure that fees are collected from all non-ACA-members prior to the event. Neither the Activity Coordinator nor their designees are authorized to waive fees for any participants that cannot provide proof of current ACA membership. NACK may hold reports in order to refund insurance fees for up to 5 days after the event if requested in writing by participants.

**Other Fees:** Some events may require other fees. These fees may include entrance fees, rental fees, transportation costs. NACK may charge an event fee to participants that are not NACK members. NACK members may also be responsible for fees for certain activities, such as training events and multiple Assessments. Neither the event Coordinator nor their designees are authorized to waive participation fees of any sort for participants that cannot provide proper documentation. NACK agrees to refund fees if a written request and proper documentation is provided within 10 days of the activity.

**Filing Reports:** An Activity Coordinator need not necessarily lead the event in the field. However, the Activity Coordinator is responsible for organizing, publicizing, documenting and properly reporting the event. Upon completion of the activity, all documents should be reviewed for clarity and verified as needed. Participation numbers should be tallied and noted on the bottom of the Registration Form.

Individual ACA activity fees should be stapled to their waivers and clipped to the Registration forms. Other fees should be tallied and placed in labeled envelopes describing each fee-type and the total amount collected. The entire package should be placed in a manila envelope or secure holder and forwarded to NACK headquarters using the address at the top of the Registration Form.

If all numbers tally properly then event reporting is complete. If not, then it is the responsibility of the Activity Coordinator to reconcile and correct the situation. If not, then a letter should be included in the package explaining the nature of any discrepancy and the reason that it could not be reconciled.

**Critical Requirements:** The most important aspects of any NACK event are that it is fun, safe and educational for the organizers and participants. Event reporting and fee collection is a necessary function in order to secure insurance support for Sanctioned Events. This support helps to make Sanctioned events worry free for the club and the event organizers. However it is only one component in organizing a successful event.

It is the responsibility of the Activity Coordinator and the event staff to properly assess hazards at the activity site and work to offset risk for themselves and all participants in any NACK event. Other requirements such as activity leadership and backup, group management, skill ratings, personal gear, rescue resources, medical support, weather and tide forecasting, transportation, logistics, facilities, food, water, safety stations, backup plans, etc. are all part of good event planning.

Further information on safety guidelines, risk assessment and event organization may be found on the NACK and ACA websites. Any other questions regarding these subjects should be directed to the NACK Safety Committee, NACK Officers or Board Members as needed until such questions are satisfactorily answered.