



**PUTTING PADDLERS FIRST  
&  
VALUING VOLUNTEERS  
SLALOM  
ORGANISERS  
HANDBOOK  
2024**

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Canoeing and Kayaking are “Assumed risk” – “Water contact sports” that may carry attendant risks. Participants should be aware of and accept these risks, and be responsible for their own action and involvement.

BRITISH CANOEING- SLALOM COMMITTEE  
ORGANISERS HANDBOOK



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## Organisers Handbook

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# BRITISH CANOEING- SLALOM COMMITTEE ORGANISERS HANDBOOK

## 1 PREFACE

The purpose of this handbook is to set out a system for the planning, organisation and running of a successful slalom. It is intended for the expert and new organiser alike.

It is not definitive: it is intended as a set of guidelines and standards at which Organisers should aim, but the Slalom Committee will expect certain minimum standards to be met. The rules for Slalom Competitions are published on [canoeslalom.co.uk](http://canoeslalom.co.uk) – Organisers must familiarise themselves with this prior to their competition.

Organisers should recognise that few slalom sites offer the same facilities and therefore tailoring of the organisation to suit local requirements will be necessary.

If you have any comments on this handbook (good or bad) or any suggestions for improvement, please send them to the BC Slalom Committee.

**The term British Canoeing (BC) incorporates British Canoeing, Canoe Wales (CW), Scottish Canoe Association (SCA) and The Canoe Association of Northern Ireland (CANI).**

## 2 INTRODUCTION

Ranking Slaloms in the UK are run by clubs and other organisations on behalf of the BC Slalom Committee (or by the committee itself). The detailed rules for running such slaloms may change in detail from year to year and are published on [canoeslalom.co.uk](http://canoeslalom.co.uk).

## 3 THE SITE

Few slalom sites are perfect. Rivers with good water do not necessarily make good slalom sites. Ideal slalom sites have everything on or very near to the site within walking distance of the start and finish.

A slalom site MUST have:

- Water conditions appropriate to the Ranking Status of the competition
- Somewhere sheltered from which to run timing and results for the competition
- Adequate toilet facilities adjacent or near to the course
- Access and parking for cars
- First Aid and appropriate rescue facilities and the means to call the emergency services
- Access to the riverbank for competitors and spectators

The site should IDEALLY have

- Refreshments on site and/or nearby shops
- A campsite/caravan site with water and toilets on site or nearby
- Somewhere accessible to post results
- Somewhere sheltered to run the race organisation
- An adequate supply of clean water
- A public address system

## 4 PRELIMINARY PLANNING

Organising and planning a slalom can be a complex business. The more thought and effort made in the early stages the better the competition will be.

1. Pre-planning should begin in the year before the competition.
2. The site must be selected
3. The preferred date for the slalom chosen alongside application for Ranking Status
4. Appointment of an organiser.

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## 5 RANKING STATUS

1. Application must be made to the Slalom Committee. Premier and Division 1 competitions have priority according to the following schedule:

1<sup>st</sup> May for Premier and Division 1 competitions

1<sup>st</sup> July for all other competitions

To prevent one competition from competing for paddlers with another, there will be only one Premier or Division 1 competition per weekend. Although the Slalom rules specify minimum distances between other divisions' competitions, assessing the impact of one competition on another running on the same weekend can be complex and brings in factors such as availability of volunteers (many of whom also paddle) as well as the geographical areas where the potential competitors live.

2. Application to run a competition must be made via [www.canoeslalomentries.co.uk](http://www.canoeslalomentries.co.uk). Organisers will need to register and provide certain details before their event is accepted and displayed on the calendar. Adding an event to the calendar at this stage does not mean the event is accepted!
3. Ranking Status is granted at the Annual Consultative Meeting of the Slalom Committee, usually held at the end of November or the beginning December. Prior to this date, organisers MUST submit a risk management plan or competition safety plan to the BC Slalom Committee Safety Officer.
4. Following the agreement of the calendar at the ACM all clubs must finalise their competition details no later than 15<sup>th</sup> December via the online portal.
5. After the calendar has been agreed it may be possible, with consultation, to change the date of a competition, but not the division or venue (except in very exceptional circumstances). Competitions cannot be added to the calendar after the ACM except for Division 4.
4. Application can be made to run Division 4 competitions at a minimum of one month's notice. Although the notice period is reduced, approval must still be granted by the Slalom Committee, who will also require an initial risk management plan or competition safety plan to be submitted far enough in advance for the safety advisor to approve the plan or discuss changes required. The Slalom Committee welcomes applications for new competitions or from new clubs and can assist and guide any clubs considering organising a Division 4 slalom.

## 6 KEY PERSONNEL

One person will be nominated as "The Organiser". The Organiser is in overall charge of the competition, and it is usually their name which will appear on [canoeslalom.co.uk](http://canoeslalom.co.uk). They must be prepared to answer correspondence on any aspect of the competition.

An organiser will require considerable support to run a competition and the suggested Key Personnel and their roles/main areas of responsibility are shown in Appendix A.

## 7 PREPARATION

Preparation must begin in plenty of time. This will depend on the date of the slalom (early or late in the season), the nature of the site, equipment available and the expertise of the organising club, but you cannot start too early and good slaloms are prepared well in advance. Tasks to be undertaken at this stage are those identified in the "PREPARATION" sections in each of the Key Personnel Notes in Appendices A1-A7.

## 8 PUBLICITY

Publicising a competition is mainly common sense, but it is important: if people don't know about a competition, they won't come! This section is included as a hints and reminders guide.

Remember to mention any sponsors on all posters and handouts, to acknowledge their help and encourage others to sponsor you next year! If you have arranged for a local dignitary to present the prizes, mention them, and the time of prize giving in notes to the media: it is an added

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reason for them to attend. There are opportunities to recruit for the Club and get entries particularly if running a Division 4 competition.

### 8.1.1 Schools

Contact your Local Education Authority PE Advisor for details of schools that may already have boats and teachers with coaching qualifications. Supply them with as much information and help as they require in addition to posters to display within the school.

### 8.1.2 Scouts/Youth Clubs

Many Scout Groups have canoes and equipment, details of which can be obtained from your local County Commissioner for Scouts. Many youth clubs have plastic or general purpose canoes and many youth leaders will be BC qualified. All warrant a friendly letter inviting them to attend and a poster to display.

### 8.1.3 Further Education

Polytechnics, colleges and universities are usually reasonably well equipped and often have access to transport. Students unions will furnish you with contact names and details. Some universities may help students with entry fees, keeping costs down. Publicise competitions via clubs or students unions.

### 8.1.4 Internet

Local club websites or [www.canoeslalom.co.uk](http://www.canoeslalom.co.uk). For promotion on [www.canoeslalom.co.uk](http://www.canoeslalom.co.uk) email [nick.penfold@canoeslalom.co.uk](mailto:nick.penfold@canoeslalom.co.uk)

## 9 MEDIA

1. Press releases to local newspapers, not forgetting the free newspapers, should be sent to both the sports editor and the chief editor - if you miss the sports page, you may make the competitions page! Try to find out how they want the releases presented (length in particular), and make sure you get all relevant details across - dates, times, events, location, personal details if applicable. Always check your spelling, there are enough chances for things to go wrong at setting for print and the easier you make the editor's job the more likely they are to take notice. Remember that editors rarely have time to read more than one side of A4.
2. Invite the sports editor and photographer to the competition - a picture is worth a thousand words. Keep editors up to date with your club's successes and individual achievements. The easier you make access for the press the more likely they are to take notice.
3. Local radio is another good source of publicity. Many have radio cars and the producer/presenters could be persuaded to attend competitions and hold interviews. Again, make sure they have as much information as possible beforehand.
4. Some local regional TV stations have a free public information service where clubs can make themselves known.
5. Posters can be displayed in libraries, leisure centres, other public places and on [www.canoeslalom.co.uk](http://www.canoeslalom.co.uk). Make your posters as eye catching as possible - remember you will be in competition with other clubs and societies all vying for attention.

Whether you choose one or all these avenues for publicity always emphasise the enjoyment angle of your sport! Not everyone has the desire or ability to be a world beater, but everyone wants to have fun.

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## 10 ENTRIES

### Policy Decisions

1. Decide on a policy for late entries. Many competitions cannot afford not to accept late entries. A late entry fee may be charged for entries made less than two weeks before the competition, but is not required that you must charge late entrée fees.
2. The competition closure date, if set, and the entry limit must be included as part of the calendar submission. The Slalom Committee will not normally support races where there are more than 250 boats entered for a race on a single day as this is a limit imposed both by the duration of daylight and the ability of volunteers to appropriately support a race. It would normally be expected that a race limit of 200 boats or less will be set and this is a more practical limit.
3. The Slalom Committee publish a standard entry fee for each level of competition. Clubs can only charge more than the standard fee by prior agreement with the Slalom Committee
4. Online entries can be utilised for every level of competition. Using the tools available will greatly reduce the effort of taking entries and remove the need to handle cash & cheques and avoid manual entry of competitor details.
5. Where competitors do not want to enter online you must still agree to take a manual entry using entry cards and payment by cash, cheque or bank transfer.
6. You may choose to take entries on the day of the competition; this is common for Div 3/4 races and rare for Div 1/Prem.

### Online Entries

1. Most competitions now take entries online.
2. Organisers will automatically receive a notification regarding online entries for their competition in early January. This will include instructions for checking the competition details and publishing. In particular:
  - you should check entry open and closing dates are suitable for your competition
  - check that daily entry limits are appropriate and consider adding a specific limit to the official's race.
  - Check that entry fees are correct.
  - Publish the competition as soon as possible so that competitors know when you will be open for entries, even if you set the open for entries date in the future.
3. Once you are open for entries you can monitor entries; the information you need is collected automatically.
4. For Prem/1 races you will need to set up and publish a start list 2 weeks before the competition. Other divisions can still generate a start list, but you can also use the online system to print entry cards for scoring and to download competitor data for race management software, such as Simply Slalom.
5. If you want to take entries online and have not received the set-up email then contact [dee@lindesay.co.uk](mailto:dee@lindesay.co.uk)

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**Manual Entries**

1. Although most competitors enter online, you may have a request to take a postal entry and/or decide to take manual entries on the day of the competition.
2. Manual entries must be via a completed entry card accompanied by payment
3. Check that each entry card is completed correctly and has been signed. Make sure that the competitor's name, category, class entered and the age group (M/S/U23/J18/J16/J14/J12/J10) is filled in on the reverse of the Entry Card. In the case of Junior, U23 or Master entries the year of birth must be shown. For C2, both paddlers' dates of birth must be shown, and juniors must compete in the oldest paddler's age range.
4. Check that entry fees are correct and that cheques are dated, signed and made out properly. Cheques should be made out to the organising club unless otherwise stated in the calendar entry entry. Post-dated cheques may be refused. You may find it useful to write the entry details on the back of the cheque to make cancellations easier.
5. If you are also taking online entries then add advance manual entries as postal entries. Otherwise, keep a list of the details of each entry – bib number, name, BC, SCA, CW or CANI number, categories entered, payment, with a note of any errors or omissions. This will help you during and after the competition especially if there are any problems. Put an asterisk or other identifier by the problem entries and another in your start list and note down what action is required.
6. You are not obliged to accept incorrectly filled in entries and may refuse them but, if possible, you should contact the sender to explain the problem.

**Entry Cards**

1. If you are running cardless then still keep manual entry cards in case you need to reference them.
2. If you are not running cardless then use the online system to print entry cards for scoring
3. For each event (MK1, WK1, MC1, WC1, C2, Teams, Officials etc.) sort all the entry cards by bib number/running order and place in separate envelopes
4. Entry cards should be destroyed a few weeks after the race, ideally by shredding.

**Payments**

1. Pass cheques and cash to your Treasurer, or bank them yourself, preferably so that they have been cleared or refused before the competition.
2. Payment for online entries is automated. It will be collected a few weeks before the race and will be transferred to the club bank account 1-2 weeks after the race. If there are any payment failures than the organiser(s) will receive an automated email. You will need to chase the competitor to update their payment details

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## 11 THE START LIST AND PROGRAMME

### Race Management Software

Almost all organisers use a computer system to manage the race; from creating start lists, entering individual results through to the production of race results.

Many organisers use SimplySlalom, which can help with managing all stages of the race and integrates both with online entries and the ranking database. You can get the current version of SimplySlalom from Dave Spencer using the email address [SimplySlalom@icloud.com](mailto:SimplySlalom@icloud.com). You will need a PC running Microsoft Windows and Excel 2010 or later.

Premier and Division 1 competitions employ a National Timing Team to provide race management. All entries must be processed through online entries to ensure that data in the correct format can be passed to the timing system.

Results are uploaded to a ranking database, usually with 48 hours of the end of the race. The system provides paddler performance detail, individual National and club rankings as well as overall divisional rankings.

### Paddlers' Names and Bib Numbers

When you allocate a temporary number to a paddler or a C2 pair, **please avoid using numbers that might be valid for other paddlers**. If possible, use 999, 998 etc.

Please spell paddlers' names accurately, **especially** when there is no proper bib number. We can assign results by name, but the name has to match **exactly**. In the case of C2s, please don't abbreviate - use the format **John Smith / Thomas Jones**, using the same names as you would for individuals.

### The Race Programme

1. All Divisions except Div 4 have bibs and should run in reverse order. The Start List cannot be finalised until the closing date for entries (including late entries if you have decided to accept them).
2. Compile a timeline for the weekend, considering day length, availability of the site, and the interval between competitors (minimum 45 seconds or 90 seconds for teams). Leave a few minutes between classes in case you need to make up lost time. If you build in a long gap in the programme, e.g. for lunch, bear in mind that it is often difficult to get your Officials back in position afterwards and it is sometimes preferable to have a virtually continuous competition.
3. You may allow each competitor an official untimed training run and these should be full runs. At division 1-4 competitions, additional practice periods may be offered, these must be detailed in the start list. Practice is not permitted at a Premier competition.
4. Decide when the Officials Event will be, and bear in mind that someone will have to judge them.
5. The Start List and Race information should be created and include the following information:
  - The location of the slalom (possibly a simple sketch-map) and car parking instructions. If you know the site's post code include that to help those with sat nav
  - Location and details of campsites and other relevant accommodation
  - A summary of the weekend's programme including open and Official training times
  - Course and personal safety instructions
  - Any relevant information on local facilities
  - The statement re Supervision of Juveniles at Slaloms
  - All Start lists and Results **MUST** include the following participation statement:

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- A list of the prizes which are to be awarded and ideally who is presenting them.
  - For each team or individual competitor, the Start List should include the number, name, club and start time for both timed runs. For Premier events the time of Demo runs should be shown and for other divisions the Official practice time for each individual.
  - The names of sponsors and any landowners, angling clubs or Official Bodies who have made your competition possible.
6. Compile a list of useful addresses and locations such as the nearest doctor, local hospital, garage, petrol station etc. and have it available at your information desk.
  7. Send an electronic copy of the Start List to [nick.penfold@canoeslalom.co.uk](mailto:nick.penfold@canoeslalom.co.uk) for publication on [www.canoeslalom.co.uk](http://www.canoeslalom.co.uk).
  8. Email one copy of the Start List to [results@canoeslalom.co.uk](mailto:results@canoeslalom.co.uk) – this address will relay it to all Bib Officers and Ranking Compilers who have email.
  9. Start lists must also be provided for all Jury members and Section Judges, where appropriate. For Premier and Division 1 competitions, start lists must also be sent to the Timing Team in advance as they need to build the database for the race (individual paddlers can be subsequently added or deleted). See Slalom Rules.
  10. At this stage the Organiser should consider a final meeting of key volunteers and as many other helpers as possible to ensure that nothing has been forgotten and that all the equipment is ready to be used.

### 12 INSURANCE

1. The requirement for all competitors to be BC members (even if only day members) ensures that they are insurance against third party liability claims,
2. Competitors in Divisions 3 to Premier have to prove membership when they apply for their Official Bib. If they arrive at a competition without their bib or their valid membership card, they must purchase full membership prior to competing – Rule 1.1.1 (page 50).
3. Competitors in Division 4 must be able to prove that they have insurance, either through Full Membership or by being a Registered Club Youth Member/Club Associate Member. If insurance cannot be demonstrated, then the paddler MUST purchase day membership. Membership of a club does NOT fulfil this requirement.
4. Clubs affiliated to BC are covered against third party claims. However, your officials have a legal, moral, and practical duty to the general public and other members of the BC, and should behave in a responsible manner. If you include a disclaimer in your start list to the effect that competitors take part at their own risk, you should note that if you or your club members are negligent as regards matters of safety you may still be liable to prosecution. Therefore, you should liaise carefully with your Safety Officer as regards the safety of your site. Should a claim arise, you must consult BC immediately for guidance.
5. If any Land Owners or other parties insist on seeing the Insurance details, these are on the National Association websites and included in the Slalom Organiser Pack.

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### 13 THE COMPETITION- (“COMPETITION DAYS”)

Competitions are normally run over one or two days, but your team of helpers will have to start work on site well in advance.

Someone will need to collect the timing gear if you are hiring from BC (probably from a slalom the weekend before). Your Communications Officer should check all the headsets, wires and timer immediately. If there are any problems do not ignore them - more slaloms have difficulties with faulty communications than any other cause. The problems are usually minor, but you may not have the time to find them during the competition. Contact the Maintenance Officer as something can usually be done to repair unserviceable items at short notice. Any faults that develop during the competition must be reported immediately after the competition to the Maintenance Officer – please do not pass on faulty equipment to the next Organiser.

Time is too short to organise major items on Saturday morning, even if competition does not usually start until midday. The course must be erected, and the campsite and Administration Centre open and staffed by Friday evening. If sufficient people cannot have Friday off work you ought to consider erecting the course on Thursday evening (excepting Premier and Division 1 competitions where the gates may not be positioned until Friday afternoon). If the course is erected on Thursday evening, it is advisable for someone to stay on site overnight to deter vandals. With organised teams and a course plan plus all the equipment to hand this will not take long. The course designer should have already marked and numbered trees and anchorage points for the gate lines with tags or tape.

The jobs which need doing on Friday (or before) are:

1. Course erection
2. Signposting. These should be erected on Friday, and unfortunately will need to be checked to ensure that they have not disappeared overnight.
3. Establish the Slalom Control and Information Desk and appropriate space for scoring and timing. Display a notice showing opening hours, the Start List, any special instructions, the names of the Jury and first-aiders, together with any other relevant notices supplied in the Organisers Pack.
4. Locate the judging positions with signs
5. Lay the communications lines. Consider laying a separate back-up line down the course with suitably placed junctions so that if a line fails during the competition it is fairly easy to by-pass the fault and plug the officials into the new line. All cables should be tied up in trees well out of the way of vehicles and canoe-carrying competitors. Long spans of cable should be supported by carrying lines. Wires should not be laid on the river bank where they can be trodden on, nor in the water. All junctions should be marked with tape, numbered and noted on the wiring plan, for ease of identification in the event of failure.
6. Lay the wiring and erect the P.A. system.
7. Establish the campsite. The Site Steward must have personnel on duty throughout Friday evening and Saturday to collect campsite fees and issue tent/caravan tags. The alternative is to go round early on Sunday morning to catch campers for fees, this is not popular (but is effective).
8. Ensure litter bins / sacks are available and areas kept tidy.
9. Check that on-site toilets are functioning and that drinking water is available.
10. Establish the First Aid location and staff it with qualified personnel.
11. Double check your safety provisions.
12. As soon as they arrive, ensure that the Chief Official is given a Slalom Report Form. These are sent in the Organiser's Pack.

On Saturday morning:

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1. The Course Approval Committee must approve the course before Official Practice begins
2. All the electronic systems must be checked and the course adjusted.

The jobs of the various Officials during the weekend are summarised in the “DURING” sections of the Key Personnel Notes in Appendices A1 to A7.

#### **14 THE PRIZE CEREMONY**

This should be the climax of the competition, not the anti-climax, especially if a local dignitary or sponsor is making the presentations. Since competitors often have long journeys to make on Sunday evening the Prize Ceremony must be held as soon as possible after the end of the official protest time. This is 15 minutes after the last result is displayed, so you should be able to present prizes about 30 minutes after the end of the competition. **It is not acceptable to clear the site before prize giving.**

Have a prepared list of prizes ready to write the winners names down - to save time and avoid forgetting any. A similar list should be made of those to thank, for the same reason.

Sometimes competitors who have won events run on Saturday ask for their prizes before the official ceremony. Why not have a separate prize giving on Saturday evening to avoid this problem?

Arrange a Presenter (sponsor/celebrity) and a Commentator to maintain flow and interest. Don't forget acknowledgements.

You must give out promotion certificates and Bib Application/Registration forms (supplied in the appropriate Organisers' packages) to all promotees at Division 4 competitions. These can be prepared at any stage after entries for the competition have been closed. \* **Do not use old forms, as names, addresses, and postage rates are subject to change.**

- \* NB Except for promotion by comparisons listed in **rule 6.6.3.a (page 69)**, ANY class must have 3 starters for promotions to occur.

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### 15 CLEARING THE SITE

After prize giving the site must be cleared. The Organiser must ensure that they have all the Slalom Cards and associated paper work.

Each Official should be responsible for the collection of their equipment and its removal from site. Both the slalom venue and campsite must be inspected and cleared of all rubbish and equipment including notices and bits of string and tape in trees and on posts. Have hammer, nails and wood available to repair broken gates or fences. You may wish to come back next year.

### 16 POST SLALOM ADMINISTRATION – (“AFTER”)

#### Sending Results

We use post results on the website in two ways:

We publish a “printable” PDF version on the website [www.canoeslalom.co.uk](http://www.canoeslalom.co.uk).

We upload results for all Prem, Div 1, Div 2 and Div 3 events to the ranking database.

When the Competition is over everyone is tempted to relax, but there are still some very important tasks to complete.

Although you will be tired after the weekend you must get on with the publication of the results to meet the deadline. You must send off the results **WITHIN THREE DAYS** of the competition. This is crucial to enable ranking lists to be accurate and up to date and to reflect promotions in time for following competitions.

- a) ON THE DAY Check the results to establish final scores and positions. Bear in mind that you cannot alter places or points once the competition is over and everyone has gone home.
- b) Calculate points in accordance with the CURRENT rules for each class where appropriate. The timing team will do this for you for Prem and Div 1 competitions.
- c) The results must show position, name, age category, club, 1st and 2nd runs with times and penalties shown separately and totals, best run total and points for each competitor. Send a copy of the results to:
  - The Ranking Status Officer, [nick.penfold@canoeslalom.co.uk](mailto:nick.penfold@canoeslalom.co.uk). Ideally, please send PDF and CSV versions: the format for the CSV file may be obtained from the Ranking Status Officer or output directly from Simply Slalom. If all this sounds too techy for you, simply send the SimplySlalom or other Excel spreadsheet.
  - The Bib Officers and Ranking Compilers by attaching them to one email addressed to [results@canoeslalom.co.uk](mailto:results@canoeslalom.co.uk).
  - The Slalom Committee Treasurer.
  - For Competitions in Scotland, the SCA Slalom Committee Treasurer.
- d) Send a copy of the results together with thank-you letters to the local landowners and sponsors, or better still, call and visit them to ensure they were happy with the Competition.
- e) Entry cards should be destroyed once your results have been compiled and checked. Cards or other paperwork containing personal information must be shredded or otherwise made illegible before disposal.

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Within 15 days of the competition Administration Fees must be calculated and summary sheet(s) completed. Failure to do so may incur a penalty of £5 per week.

**England & Wales:** A copy of the results together with the summary sheet(s), and a cheque payable to the BC Slalom Committee must be sent to the Slalom Treasurer. Subsequently the Slalom Treasurer will send the CW Slalom Treasurer the appropriate CW levy for competitions run in Wales by Welsh Clubs

**Scotland:** See the SCA Summary sheets in the Organisers Pack for the latest methods of payment.

For Division One and Premier Competitions only, the Judging / Timing fees must be sent with the administration fees.

g) Membership forms/cheques must be sent to the BC Headquarters, (or to the appropriate National Association) immediately by 1st class post.

h) If the Chief Official does not do so, a copy of the Jury report must be sent to Competitions Co-ordinator.

i) Any other comments (good or bad) should be sent to the Slalom Committee or passed to the Jury if during the competition.

j) Any access matters should be reported to BC HQ (or relevant National Association), and copied to the Slalom Committee. Access matters include sites for sale or lease, landowner problems, water authority or angling objections. Liaison with the local Access Officer may also be helpful.

Having paid all the bills, compile a simple set of accounts showing receipts and expenditure and profit or loss. This statement will be required by your club treasurer and can be called for by the Slalom Committee.

If you have arranged with your local paper or radio station to let them have the results, ensure that you send them on Sunday evening. The Media are only interested in news - not what happened the day before yesterday. Send a copy of the results and a brief report of your competition to the various canoeing magazines. Paddlers like to read about competitions they have been to.

Each Official should check all his equipment and paperwork and repair or replace as necessary.

It is a good idea for the club to review the competition to discuss any problems which have arisen and to plan ways of making next year's competition even better.

A successful slalom does not just consist of two days of competition. It needs several months of careful planning and is not complete until the results are posted and the last piece of equipment is serviced and put away.

Slaloms are run for the benefit of paddlers, though they can be very satisfying and rewarding for the organising club. Do not forget that you are running a sporting competition and most people compete for the fun of it as well as for the personal challenge. Make your competition friendly and professional so that canoeists want to come back next year.

### 17 CANCELLATION

In the event of cancellation, the organiser MUST:

Notify all entrants by contacting using their details where available and representatives of clubs as recorded by entrants. Also put it on the slalom website by notifying Nick Penfold – email [nick.penfold@canoeslalom.co.uk](mailto:nick.penfold@canoeslalom.co.uk)

Further information on cancellation can be found in the current Slalom Rules (**Rule 20.6**).

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**APPENDIX A-1 THE ORGANISER****PREPARATION**

- a) Identify and get commitment from the volunteers you will need to run the competition.
- b) Produce a risk management and safety plan for the competition and forward this for approval to the relevant BC Slalom Committee member by December 15<sup>th</sup> in the year preceding your competition.
- c) Establish a budget and source of pre-competition income.
- d) Well before the competition confirm the access with all individuals and Authorities for the site, campsite/caravan site, parking facilities, etc.
- e) Contact local police, nearby shops, public houses, local residents and local angling clubs and explain what is going on, how many canoeists may be involved and what will be happening at the slalom.
- f) In advance of the competition weekend appoint a Chief Official. At Championship, Premier and Div. 1 competitions the Chief Official will be appointed by the Slalom Committee. He/she cannot be a member of the organising club. The Chief Official will nominate a second member of the Jury and the club must find a third. Your nominee must not be involved in any other way in running the competition - he/she will have enough to do as a member of the Jury.
- g) Ensure that entries are properly received, documented and collated into Start lists.
- h) Create where needed a plan and schedule for practice runs. You will need to provide a starter for these even if the national timing team is covering the race itself.
- i) Organise prizes for the competition. The size of the entry to each event will determine the number of prizes that you need to award – **Rule 19.8 page 100** contains the details. The prizes should be engraved with the name of the slalom, position and category. If you omit the year and the prize is not awarded it can be used in the future. Try to be original with your prizes, perhaps the local craft shop has something appropriate. Remember that winners want to feel proud of their trophy and perhaps display at home.

**COMPETITION DAY**

- a) At a well planned competition where everything that can be done in advance has been, the Organiser will still be needed to co-ordinate, solve problems and direct resources if something goes wrong.
- b) In the event that the National timing team is involved they will need you to provide electronic files of entries (at the very latest the evening before) and assist in ongoing competitor management through the competition.
- c) An additional task for the Organiser is to ensure that promotion certificates are completed for all promotees and given out at the prize giving ceremony.
- d) Support the jury in delivering any requirements for course change and be the interface for any issues they may have.
- e) Accept protests and pass these on to the Chief Official. Collect the protest fees, forwarding the fees from rejected protests to the slalom treasurer or refunding those from upheld protests.

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**AFTER**

Check that post-competition administration is being carried out:

- a) Site clearance and any necessary repairs
- b) Results and Administration Fees - within ***Fifteen days*** (See Section 14).
- c) Reports to Press & canoeing magazines
- d) Equipment check and storage
- e) Thank-you letters
- f) Post Competition meeting as required with club
- g) Prepare final accounts
- h) Incident/Accident form completion for any incidents to report; one copy to the Slalom Safety Officer, one Copy to BC and retain one copy for your records.



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**APPENDIX A-2 SITE MANAGEMENT****PREPARATION**

The Site will need a team of people to deal with the various jobs required to get up and running and maintenance throughout the competition. You should approach helpers early and involve them with the planning. It may be worth considering using local scouts, guides or cadets - for a small donation to their funds.

- a) Discuss with the Organiser and Chief of Scoring the layout of the slalom site. Try to achieve a reasonable flow of competitors from the site from campsite or car park up to start, down the course to finish and on to the results display. You will probably be limited as far as the location of the car park is concerned but careful location of the Admin. Office and Scoring Office (they do not need to be in the same place) can save a lot of bottlenecks and problems. There must be plenty of room to leave canoes where they do not interfere with the free passage of competitors and spectators, and space to move around the results display. Decide on the location of trade stands. Canoe equipment suppliers will often provide a small prize in lieu of a fee.
- b) If there are no permanent toilets on site, arrange for portable toilets or toilet tents, chemical toilets and the fluid and paper for them. You may also need digging equipment for the disposal of the waste. It is a good idea to site one set of toilets (ladies and gents) near the start. Others can be sited more centrally or on the campsite if it is adjacent to the slalom site. Even with permanent toilets on site, cleaning materials and toilet paper will be needed, and they should be checked at regular intervals.
- c) At some sites car parking can be a real problem, so give it some thought. You may be able to liaise with the local police and they may be able to lend parking cones (a deposit may be required). At this stage, decide who is going to help as car park stewards. They may also double up as campsite and site maintenance officials but it is an important job, and if the competition is to run smoothly, this area should be their sole responsibility. They will have too much to do to actually help with the technical aspects of the competition.
- d) The ideal campsite is alongside or part of the slalom site, but some are several miles away and have to be run independently. You are under no obligation to provide camping but if you do not competitors should be provided with a list and location of nearby camping and caravan sites. Do not forget to contact these sites before the competition. If you do provide camping facilities remember to arrange for caravans as well as tents. The fees charged should just defray the costs to the Organiser of providing the facilities. It is suggested that you charge an all-in family rate when a competitor arrives with parents and younger brothers and sisters. Your slalom will become popular and you may find that parents are only too willing to give your club some help over the weekend. Arrange for adequate fire fighting equipment, especially for gas stoves, and insist upon putting tents adequate distances apart. Contact your local Fire Prevention Officer for advice.
- e) Lay on water supplies (contact your local water authority for a water bowser if there is no mains water on site).
- f) You will need clear sign posting to indicate the way to your competition. It may be a well known slalom but there will always be new competitors who have not been before. On-site signs may also be required, and do not forget signboards for spectators which explain canoe slalom.
- g) Provide waste sacks or bins and arrange for the removal of the rubbish at the end of the slalom. The local council may help here.
- h) The sale of refreshments on site can be a very lucrative source of revenue for your club, but check that it does not interfere with the trade of local shops. You will need a suitable tent or caravan and facilities for making hot drinks, cooking hot dogs etc., plus helpers and staff. You must provide hand washing facilities for the helpers. Bulk supplies of food can often be bought at cash and carry warehouses and apart from bread rolls which need to be bought fresh, most items will keep a reasonable length of time or can be sold at

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cost to club members if there are any leftovers at the end of the competition. Please ensure all refreshments are stored correctly.

- i) Note, and where needed comply with, the relevant Health and Safety and Catering provision Legislation. You must provide two sinks or wash bowls and you must not wash your hands in the same sink as you wash dishes or food preparation utensils. Notices should comply with allergy legislation requirements.
- j) The FSA has produced some guidance which might help you, which you can see via the link below. If you're still unsure, contact your local authority. In England, environmental health officers can provide advice to community and charitable groups about food quality, hygiene and safety issues. They also deal with consumer complaints about supplied food. <http://www.food.gov.uk/business-industry/caterers/food-hygiene/charity-community-groups>
- k) Provide notice boards, plenty of paper, backing boards, cards, pins, Sellotape and felt tip pens for last minute notices, but write them neatly. Tatty notices will not convey a good impression to competitors or the public. A dry wipe board, or similar, may be used to great effect. There are various notices that must be displayed at all ranking slaloms e.g. Participation Statement, First Aid, Jury members etc as included in the Organiser's pack.

### **COMPETITION DAY**

- a) Maintain both the campsite and slalom site throughout the weekend, ensuring that parking arrangements are working, toilets are operational and maintained at regular intervals, adequate fresh water and fire fighting equipment are available, waste bins and sacks are in place and emptied or removed when necessary and camping fees have been collected.
- b) Set up the refreshments tent/caravan and make sure it is operating satisfactorily.
- c) Ensure that the First Aiders have a tent or suitable shelter
- d) Check that results display has been properly arranged.
- e) Locate trade stands as they arrive.

### **AFTER**

- a) Ensure that the site is completely cleared and any repairs effected.
- b) Return all equipment to hirers or store.
- c) Remember to thank helpers.

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**APPENDIX A-3 SCORING****PREPARATION**

- a) Decide the location of the scoring office. You will need a large frame tent or caravan and tables and chairs. It should be close to the administration desk but separate from it. Competitors should not have access, and it should be out of bounds to all but the scoring and timing team, the Organiser and the Jury.
- b) You will need a stock of slalom stationery including spare entry cards, pens and pencils, pencil sharpeners, rubbers, paper for notices, Sellotape, felt tip pens, drawing pins, etc. (NB. Result cards must be completed in Biro or Pen so that any alterations may be clearly seen.)
- c) Timing Equipment complete with headsets and wire can be hired from the BC Slalom Committee. Appoint a team of helpers for the scoring office. You will probably need a start and finish clerk, 2 judges' clerks, a collator and runner to post the results, as a minimum. It is not a difficult task and quite young members of the Club can easily be trained. Arrange for relief at set times - no-one can stay in the scoring office all day and produce accurate results. Incidentally female voices are clearer over the headsets.
- d) Provide back-up timing. The simplest and most accurate method is to use synchronised stop-watches at start and finish. Many digital wrist watches have lap-pause facilities and are perfectly adequate. It is a good idea to keep another two synchronised watches in case someone presses the wrong button. You will also need two clipboards and paper to write down the times. These can be pre-printed sheets.
- e) Decide how you will display the results. Many clubs display the cards in some form of waterproof results board. If you do display cards, will they be secure? Ensure that any personal information cannot be seen and that cards cannot be accessed or lost. Also, keep a separate record of penalties and times before each card leaves the Scoring Office in case of damage.
- f) Choose a computer programme (e.g. Simply Slalom) to help with results. A good programme will produce the Start list and can then be used on the day of the competition to give a print-out in result order and calculate points scored.

**COMPETITION DAY**

- a) Collect and collate the results.
- b) Display results as soon as possible.
- c) Ensure that Start, Finish and back-up timing are continuously staffed.
- d) Run the competition to time. You must not run ahead of time but can catch up slowly if you are late. If competitors are sent down the course at too close intervals they will overtake each other and you may end up with large numbers of protests and/or reruns. There should be a minimum of 45 seconds between competitors (90 seconds for teams).
- e) Keep the competition running. Be flexible. Even if you lose communications you can use the backup timing and runners to the Judges until repairs are made.
- f) If one or two paddlers are late for their runs use your discretion especially at lower division competitions, and try to fit them into a suitable gap.
- g) Liaise with the Jury over results, transmission errors and protests.

**AFTER**

- a) Collect and sort the entry/result cards into class groups. You should check all the cards even if you have used a computer for the results.
- b) Remember to thank all helpers.

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## APPENDIX A-4 THE COURSE DESIGN AND BUILD

### PREPARATION

Design, or get an experienced paddler or coach to design, a suitable course for your competition. You will need to consider the following points in your design:

- a) Competence of the paddlers
- b) Remember left handed and right handed C1s and the size of C2s
- c) The judging positions
- d) The length of the course in relation to the timing equipment. e.g. a timer with only four channels will cause delays for you if the course takes longer than 240 secs to paddle
- e) Possibility of congestion at start, finish and part way down the course during practice
- f) Feasibility for the Team Event
- g) Safety and rescue requirements on the course
- h) Possibility of high or low water conditions

Check all equipment for the proposed course plus spares:

- a) Pole lines and gate positioning line can be of polypropylene bailer twine and wound off their own spools as required, but at the end of the slalom you will either have to wind it onto spools or throw it away, as it does not coil well without tangles. Some clubs have a complete set of numbered lines (4 for each gate), each on a separate winder. Provided the course dismantlers know what they are doing the lines can be used over and over again
- b) Number boards will need to be checked and repainted if necessary
- c) You will need 20-38 green/white and 12 or 16 red/white poles depending on the course, a set of number boards 1-25 (or less if you don't use the full 25 gates) and a "T" board if running team events. Have 2 or 3 plain spares, then if you lose a board during the slalom you can replace it and use black tape for the number. You will also need start/finish signs or banners and lines to suspend them from (**these cannot be the first or last gate**). These could be good for carrying the name of your sponsor. Why not attach number boards with cable ties?
- d) Gate hangers should have all the necessary fittings and holes drilled before the slalom. Polypropylene pole lines do not run well through drilled holes. You will need to use wire loops or eyes for them Dog-lead clips can be used to clip the spreader to the gate line very quickly
- e) On some courses you will also need stakes and 'A' frames to attach to gatelines if there are not enough suitable trees. Check with the property owners before you attach lines to buildings and guttering.

Devise a system for erecting the course, with diagrams and written instructions if necessary. A team of three should be able to put up a gate in 10-15 minutes depending on the width of the river, and so long as they know what they are doing. So if you have done your homework, all the gear is ready, you have several copies of the course plan, the anchorage points are marked and you have 12 helpers you should be able to erect a 25 gate course in 2 or 3 hours easily, even allowing for some difficult gates - but you must have planned it all before hand.

See the guide to erecting gate & poles in the Organiser's Pack.

### COMPETITION DAY

- a) Check the water conditions first thing on both mornings of the competition and adjust the course.

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- b) Make sure the Course Approval Committee have approved the course.
- c) Provide continuous course maintenance. Judges will report to the Scoring Office if poles are too high or low, so be close by and contact the Chief Official immediately. It is a myth that gates cannot be adjusted during a competition. If the river is dropping then the gates should be lowered at regular intervals so that the course is fair for all competitors. Liaise with the Chief Official over these arrangements. Be prepared (with the Jury) to alter the course in the interests of safety. Have your spare equipment handy if a gate collapses.
- d) Check that the Admin Officer has arranged to supervise practice. Do not allow queue jumping or repetition of gates. i.e. complete runs only. This gives additional safety on the water. Practice is not allowed at Premier Competitions.
- e) Check that the Safety Supervisor is providing rescue at key points on the course while the river is open. Personnel should be in place for Organised Practice as well as competition.
- f) Provide boat and equipment checking (as necessary) with suitable marking arrangements. Take note of the CE crash helmets regulations.

**AFTER**

- a) Dismantle the course carefully and do not leave cable ties, lengths of line, or tape trailing around the site or from trees
- b) Check all poles, spreaders, boards etc and arrange if necessary for any repairs - before they are stored for the next slalom
- c) Remember to thank all helpers.

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**APPENDIX A-5 COMMUNICATIONS****PREPARATION**

- a) Arrange to hire the BC gear in plenty of time (beginning of season) if you intend to use it. An application form for the timing gear is included in the organisers pack each year. The BC Slalom Equipment Hiring Officer will tell you where you are collecting it from and who will have it after you. Make a plan of the cables layout for your site and if you are not sure how the equipment plugs together, contact the Maintenance Officer, (full details on [canoeslalom.co.uk](http://canoeslalom.co.uk).) The BC equipment comes complete with telephone headsets. In conjunction with the course designer plan out the run of communications lines. You will need a junction at every judging position.
- b) All reports of faulty equipment should be directed to the nominated person listed on [canoeslalom.co.uk](http://canoeslalom.co.uk). Loss or damage not reported or equipment recovery will be the responsibility of the organising club. Any losses or damage, with the exception of wear and tear, will be charged to the organising club/organisation.
- c) Arrange an adequate maintenance team for the competition.
- d) If you are not using the BC gear you will either need runners to collect the penalties from the judges or another communication system. Radios might be useful for the course erecting team. Radios are available for hire, for further details contact Technical and Timing Co-ordinator
- e) A good slalom must have an effective P.A. system. These can usually be hired quite cheaply. Ideally you need a large number of low powered speakers spread all over the site (rather than one or two very large ones near the slalom control centre) - at start, finish, part way down the course, at the Admin/control centre, on the car park and on the camp site if it is adjacent to the slalom site. This does require large amounts of cable and the manpower to lay it, but it is well worth the trouble and expense.
- f) The starter may need a loud-hailer to call competitors to the start line.
- g) You will need at least two 12 volt batteries for the P.A. and timing equipment and if you cannot recharge them on Saturday night, you will need spares.
- h) Ensure that all electrical equipment is safely installed and that operators have been properly briefed. (See Appendix B).

**COMPETITION**

- a) Check all communications and timing wires first thing on both mornings of the competition and secure where necessary.
- b) Provide a continuous maintenance service on the communications.
- c) Be prepared to provide back-up runners if timing or communications fail.
- d) Provide regular checks on electrical safety. Appendix B.

**AFTER**

- a) Carefully dismantle all communications equipment and inspect for damage before packing.
- b) If you have been using the BC timing equipment inform the Maintenance Officer and the Organiser of the next slalom of any faulty equipment. Send faulty equipment back for maintenance with a note of the address of the next organiser for its return. Do not pass faulty Equipment on to the next organiser.
- c) Remember to thank all helpers.

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**APPENDIX A-6 JUDGING****PREPARATION**

- a) Liaise with the course designer and locate and mark out the judging positions and ascertain how many judges you are likely to need at any one time. **DO NOT** let your course designer produce a course which is difficult to judge or requires large numbers of judges.
- b) If yours is a Premier or Division 1 competition then Qualified Section Judges will be provided whenever possible. If not, consider using a section judge system for your competition, especially in the critical sections. Two pairs of eyes are better than one, and you may find parents willing to help. The Judging Committee will be pleased to offer advice.
- c) Check that you have enough judging boards with pencil, rubber, whistle attached and a sufficient supply of judging slips. If you can arrange it, it helps the Chief of Scoring and the Jury if first and second runs are on different coloured sheets. A surprisingly large number of judging slips are needed - enough lines entries for all classes, individual and team x 2 runs x the number of judging positions. If this number is divided by the number of lines on each sheet you have the number of sheets required, but add on 25% to be on the safe side.
- d) Arrange for some sort of protection from the weather for your judges or they may not come back next year. Large fisherman's umbrellas are ideal.
- e) Arrange for regular refreshments to be provided for the judges preferably at their judging positions, but at least at the end of their duty.
- f) Ensure that duty periods are not too long. Lapses of concentration can ruin your competition.

**COMPETITION DAY**

Complete the judging rota. You will need three judges per section for the team events, and an additional judge for the section that includes the team gate. It is desirable to have two per section for individual runs. Advertise for Section Judges if required.

Post the Judging Rota as early as possible for the Saturday Events and by mid-afternoon on Saturday at the latest for the following day. Otherwise you may find that you are short of judges early on Sunday morning. Judges should report to the Race Control (not directly to the river bank) 15 minutes before their judging duty. Then they can be checked off as they arrive, given any special instructions and a ticket for a hot drink when they have finished.

At the judges briefing on Saturday morning finalise the availability of the judges as far as possible and instruct them in the following:

- a) Correct completion of the judging slips including the judge's name, class and run number. This greatly assists the Jury and the Scoring Office and is especially necessary where there are several small classes on one sheet with the same numbers e.g. WK1 and WC1 or MXC2
- b) Punctuality
- c) Emphasise any difficult gates to judge and take questions on interpretation
- d) Draw attention to any new rules especially at the beginning of the season
- e) Advise the judges to make simple notes on the reasons for penalties.

Call up all judges half an hour before the competition starts on the PA and then work in conjunction with the Scoring Office to ensure that all positions are staffed throughout the competition.

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Have a backup rota of club members for the start of each run, so that tardy judges do not delay the whole competition.

Look after your judges. The Competition relies on their efficiency and goodwill. Send tea or coffee round to them or make it available at the end of their duty. Go round and visit them occasionally and make them feel "loved and wanted". This approach works wonders and they will come back next year.

Report unsatisfactory judges to the Organiser and Jury.

Provide wet weather protection as necessary.

Collect all judging slips, collate and hand in to the scoring office.

Make sure the commentator thanks ALL officials and judges at prize-giving.

**AFTER**

- a) Check all boards, clips, pencils etc and return to store.



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**APPENDIX A-7 THE SAFETY OFFICER****PREPARATION**

- a) Check that your site is safe for competitors, spectators, passers-by and officials, especially with regard to electrical installations. In the competition of an accident the Organiser could be held to be responsible under the Health and Safety Act (See Appendix B). Trailing lines and wires at head height are a particular hazard. Lay on bunting, hazard tape, cones or similar to mark them clearly if they cannot be suspended out of the way.
- b) Arrange for adequate visible rescue equipment on the course. This might be throw lines at regular intervals or rescue boats in eddies - depending on the nature of the course.
- c) First Aid should be provided on site during the competition through a qualified First-Aider.
- d) Plans for making contact with the emergency services must be in place as part of any safety plan.
- e) Details of local facilities e.g. pharmacies, nearest Hospital A&E etc. need to be available for during the competition.
- f) Ensure all information posters are displayed.
- g) Complete a Risk Assessment and safety plan – some land owners & local Councils may insist in seeing one. Submit this to the Slalom Committee Safety Officer before December 15 the year before your competition.
- h) Ensure that your Event Safety Officer has attended a BC Event Safety training course and will be available for the entire competition.
- i) For major competitions e.g. Internationals with large numbers of spectators there may be significant additional statutory requirements. If in doubt assistance is available in respect of these competitions from the relevant safety officer at the BC Slalom Committee.

**COMPETITION DAY**

- a) Carry out regular inspections and checks to ensure that the site is safe. e.g. Low hanging wires or unfixed ladders etc.
- b) Check that First Aiders are on site, that emergency telephone numbers are displayed.
- c) If in doubt about any safety aspect on site advise the Organiser to stop the competition until the problem is rectified - better to be safe than sorry!
- d) Ensure that safety personnel, sub-aqua, rescue boats etc are in position throughout organised practise and competition, and are properly supported with rotation of duties and any other requirements.
- e) At the start of your competition, you should ensure that there are two boats on the water at the finish to provide safety cover for the first two finishers. This may also be necessary after any break in the programme.
- f) As a precaution against Weils Disease it is suggested that you have a selection of waterproof plasters for competitors and officials, available at your slalom. In addition you should display the notice on Weils Disease sent in the organisers pack.

**AFTER**

- a) Remember to thank all the rescue personnel.
- b) Consider whether the competition was safe and how it might be improved. Report back to your Organiser and if necessary to the Slalom Committee.

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**APPENDIX B ELECTRICAL AND SITE SAFETY**

**ELECTRICAL SAFETY**

If mains powered equipment is being used it is good practice for the organiser to seek advice from a qualified electrician.

Electrical equipment including generators used at competitions must have:

- a) Proper type cables and waterproof sockets as appropriate.
- b) Protection by a residual current earth leakage circuit breaker
- c) Adequate cable protection where cables are run across paths and walkways

**SITE SAFETY**

Organisers must be aware that if they install ladders, ropes, planks etc. for competitors or judges to gain access to any part of the course they are responsible for the correct and safe installation of that equipment. If an accident should take place, the Organiser or club could be held responsible under the Health and Safety Legislation.

***Please note that at least one volunteer must have attended a British Canoeing safety course. They are responsible for the safety plan and should be on site for all canoeing activities.***

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**APPENDIX C SLALOM CHECKLIST**

This list is designed for quick checking. It is by no means exhaustive. Add your own items applicable to your slalom and remove those not applicable

- Organisers Package, and Notes
- Permission from Slalom Committee
- Permission from landowners etc.
- Key personnel
- Budget and account for Slalom Stationery
- Contacts with locals, police, pubs, shops, doctor, hospital, angling clubs
- Book BC timing Equipment
- Order Slalom Stationery
- Spare entry cards
- Protest forms
- Publicity and posters
- Sponsorship
- Prizes and engraving
- Promotion certificates
- Dignitary to present prizes
- Plan of site
- Design course
- Plan of course
- Hire P.A.
- Toilet tents and equipment
- Admin Office tent/caravan
- Scoring Office tent/caravan
- Refreshments tent/caravan
- First Aid tent
- First Aiders and equipment
- Fire Extinguishers / Fire Blanket
- Slalom signs (weatherproof)
- Tables and chairs
- Batteries
- Tools, insulating tape and tying strings
- Scissors, Sellotape. pens, pencils, rubbers etc.
- Cooking stove, pots and pans etc. for refreshments
- Food for refreshments
- Stopwatches and boards for backup timing
- Slalom poles, number boards, start and finish banners
- Anchor point markers
- Start and finish banners
- Judging boards, judging slips, pencils, boards and whistles
- Judging location signs
- Umbrellas for judges
- Cleaning materials, toilet paper and fluid
- Hammer and nails for repairs
- Campsite arrangements
- BC Canoeing information
- Club promotional sales items
- Raffle?
- Two-way radios
- Commentators
- Photographers/ Display Notice supplied in organisers pack and keep a record of people using zoom photography.
- Contact local press and radio
- Polythene sheeting to cover signs
- Competition bibs for Teams/Officials events

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Canoeing and Kayaking are "Assumed risk" – "Water contact sports" that may carry attendant risks. Participants should be aware of and accept these risks, and be responsible for their own action and involvement.

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Jury  
Results board  
Campsite tags  
Litter sacks and collection  
Loudhailer  
Parking Cones  
Hazard tape  
Bunting and flags  
Water supply  
Club's/or land owner's policy relating to use of individual BBQs  
Site safety  
Rescue boats/squad  
Rescue equipment and throw lines  
Entries register  
Start list and programme  
Prizes / Cloth for prize table  
Computer  
Electrical safety  
Traders insurance  
Results  
Levies  
Thank-you letters  
Pay bills  
Accounts  
Reports to press and canoeing magazines  
Post competition meeting

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**APPENDIX D BC MEMBERSHIP ARRANGEMENTS**

See **Rule 1.3** of the 2023 Slalom Rules available at [www.canoeslalom.co.uk](http://www.canoeslalom.co.uk) under FAQs/Slalom Rules.

**DAY MEMBERSHIP**

It is a requirement of entry to National Slalom Competitions that all participants have 3<sup>rd</sup> party insurance. Full members of a National Association have this as part of their annual membership and to encourage non-members to try slalom at Division 4 competitions a temporary membership must be purchased (“Day Membership”). This is in addition to the competition entry fee. BC, SCA, CW and CANI have their own day membership schemes, and these should be used for competitions in England, Scotland, Wales and Northern Ireland.

**INSTANT MEMBERSHIP**

This scheme allows paddlers to join the relevant organisation at your competition. You will be responsible for administering this and send forms with the appropriate fees to BC/WC/SCA/CANI Headquarters as appropriate. The bottom part of the form should be detached and given to the new member as temporary proof of membership. If your site has an internet connection, consider providing a PC to allow competitors to sign up and pay online which reduces your administration!

**COMPETITORS ALREADY RANKED**

Must have their Bib as proof of Membership OR MUST PAY the full annual membership fee. Members can claim a refund (less an admin fee) from the National Association after the event.

This is to cover third party insurance for both competitors and organisers.

Please note if a competitor has been in Div 3 or above they cannot enter a Div 4 event in the same event – even if they have not competed for some time.

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