



**CANOE KAYAK
CANADA**

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MEMORANDUM

To: National Team Athletes, Coaches - National Team, Provincial Teams, Clubs,
Officials, High Performance Program Committee & Competition Organizers

From: Ian Mortimer, Chief Technical Officer
Kenna Robins, Senior Manager, National Program Development

Date: March 29, 2022

Subject: Information & Registration Package:
National Team Trials #1

EVENT: National Team Trials #1

DATES: Monday, May 2 to Thursday, May 5

VENUE: Lake Banook, Dartmouth, Nova Scotia

PURPOSE:

For the competition objectives identified below please refer to the 2022 National Team Selection Policies and the 2022-23 AAP Criteria found under the High Performance section of the Resources tab on the CKC website; <http://canoekayak.ca/selection-criteria/>

COMPETITION SPECIFICS

1. The format will include Open events (combined senior and junior). All athletes should consult the 2022 National Team Selection Policies, posted on the CKC website for more details.
<https://canoekayak.ca/selection-criteria/>
2. This competition is open to all athletes:
 - i. Who hold Canadian citizenship or "Permanent Residency status" or whose participation is approved by the Chief Technical Officer;

AND

 - ii. Whose participation is approved by a National Team Coach, Provincial Team Coach, or Club Head Coach who holds full Level 3 NCCP or Comp Dev certification.
3. In order to participate, all entrants must be registered with a CKC (SRD) member club for the 2022 season and must be in "good standing" with CKC and their member club.
4. All payments for **any** outstanding accounts must be made by email transfer* (jhache@canoekayak.ca) or credit card payment **prior to the** Pre-Competition Meeting (**Sunday, May 1 at 5pm AST**). Athletes who do not settle their account with CKC risk being disqualified from the Trials event.
*** E-Transfer – please use password: Canada**
**** Credit card payments are subject to 3% processing fee.**
5. CKC will communicate advancement specifics after the entries are closed and the number of heats for each event is known.
6. Athletes who miss a race or scratch from a race after the Pre-Competition Meeting will be required to pay a penalty of \$75 prior to the end of the same race day or next event in which they are entered in order to continue racing and for their results to stand.

SCHEDULE AND EVENT DETAILS (PRELIMINARY)

		MONDAY	TUESDAY	WEDNESDAY	THURSDAY
AM	Men's Canoe	C1 1000m Heat	C1 1000m Final C1 500m Heat	C1 500m Final C2 500m Heat	C2 500m Final
	Women's Canoe	C1 200m Heat	C1 200m Final C1 500m Heat	C1 500m Final C2 500m Heat	C2 500m Final
	Men's Kayak	K1 1000m Heat	K1 1000m Final K1 500m Heat	K1 500m Final K2 500m Heat	K2 500m Final
	Women's Kayak	K1 500m(1) Heat	K1 500m(1) Final K1 500m(2) Heat	K1 500m(2) Final K2 500m Heat	K2 500m Final
	Paracanoe	Va'a 200m F1 K1 200m F1	Va'a 200m F2 K1 200m F2	Va'a 200m F3 K1 200m F3	
PM	Men's Canoe	C1 1000m Semi	C1 500m Semi	C2 500m Semi	
	Women's Canoe	C1 200m Semi	C1 500m Semi	C2 500m Semi	
	Men's Kayak	K1 1000m Semi	K1 500m Semi	K2 500m Semi	
	Women's Kayak	K1 500m(1) Semi	K1 500m(2) Semi	K2 500m Semi	
	Paracanoe		-	-	-

A first draft of the draw will be produced and posted on the CKC website by **April 26, 2022**.

<https://canoekayak.ca/event/national-sprint-team-trials-1/>

The Chief Technical Officer reserves the right to change published race schedules and the advancement format in order to provide the fairest possible racing and selection conditions to all participating athletes.

1. The competition will be run with modified ICF racing rules. A copy of the ICF racing rules can be found on the ICF website www.canoeicf.com and the modified rules will be reviewed with the coaches at the Pre-Competition Meeting on
Sunday, May 1, 2022 @ 5pm
Mic Mac AAC – Patterson Room
2. **Boat Numbers:** The Organizing Committee **will not** be responsible for providing boat numbers. Participating clubs and athletes will be responsible for providing their own regulation size boat numbers for National Team Trials.
3. Athletes registered and competing at the 2022 CKC Sprint National Team Trials are subject to the Canadian Anti-doping Control Program. Anti-doping controls may be conducted on a random basis in accordance with the Canoe Kayak Canada's Anti-Doping Policy and Doping Control Program.
<http://canoekayak.ca/anti-doping/>

In the 14-day period prior to this competition, athletes and coaches are advised to seek medical counsel prior to utilizing **any** medications, ointments, drops, nutritional supplements, etc. which may be used for acute or chronic medical conditions. Such advice should be provided by physicians familiar with the International Olympic Committee's "banned list of drugs" which can be found on the Canadian Centre for Ethics in Sport's Drug Classification. <http://cces.ca/banned-substances-and-methods>

Any questions or concerns about specific products should be directed to the Canadian Center for Ethics in Sport at 1 (800) 672-7775, by fax at (613) 521-3134 or by e-mail to info@cces.ca

REGISTRATION DETAILS

Entry fees

The entry fee for the 2022 CKC Sprint National Team Trials #1 is \$ 250.00 per athlete. This fee is inclusive of the GST.

All payments must be made by credit card** (through the Ramp InterActive event registration system), cheque or e-transfer* to jhache@canoekayak.ca **prior to the Pre-Competition Meeting (5pm on Sunday, May 1)**. Cheques can be given onsite to Kenna Robins, at the event prior to the Pre-Competition Meeting.

*** E-Transfer – please use password: Canada**

**** Credit card payments are subject to 3% processing fee.**

NEW for Trials #1 2022:

We will have a 2-step process for registration, first we will collect the athlete registrations (including athlete information, waivers and payment option) and subsequent to those submissions, the coaches will be able to enter those eligible athletes in the events.

Because of the timing of our new database launch, we are creating a process whereby athletes will register for the event and attest they are a member in good standing with their club as part of this process. Coaches will then be able to enter those athletes in the events for trials once the athletes have registered. We will communicate the platform and instructions for this registration in the coming days. CKC will check with those clubs to ensure those athletes are in fact in good standing.

This process will be updated for subsequent CKC events when we know the clubs have had time to enter athletes through their club in the Ramp InterActive database.

Process for Trials #1:

	Who	What to do	Deadline	Links
Step 1	<p>Athletes* or their parents / guardians (if athlete is a minor)</p> <p><i>* Whose participation has been approved as per above</i></p>	<p>Athlete registration for Sprint Trials #1.</p> <ul style="list-style-type: none"> - Included in this registration will be a collection of information, including : name, address, DOB, phone number, email - Choosing of athlete’s “Category and Age Group” (choose the Sprint category that the athlete would race in for the Sprint National Championships – even though this is an open event and all athletes will race in the open categories). - Signature of waivers and consent forms. - Entry fee payment options – cash, cheque, credit card (through system) 	<p>Athlete registration will open March 30th.</p> <p>Deadline for athletes to register is Friday, April 15th at 4:00pm EST.</p>	<p>REGISTRATION LINK</p> <p>Instructions for athlete registration is attached or can also be found at this LINK.</p>
Step 2	Coaches	Coaches with athletes attending Trials should register as a coach in our registration system and select 2022 CKC Sprint Coach Registration. Please note all coaches should be a minimum Level 2 screened as per the CKC Screening Policy (see details at the end of this communication for process).	Deadline to register as a coach is April 22 nd .	<p>REGISTRATION LINK</p> <p>Instructions for athlete registration is attached or can also be found at this LINK.</p>
Step 3	Coaches	Once athlete registration is complete, coaches will then register their athletes in the events they will race at National Team Trials 1, including entering their doubles partner.	<p>Entry registration will open by April 16th.</p> <p>Deadline for coaches to enter athletes in their events is Friday, April 22nd at 4:00pm EST.</p>	Instructions to follow.

After April 22nd, any entries that are accepted will be considered a "post-entry" and a \$20.00 post-entry fee will be levied for each event entered. A "post-entry" will only be included if a lane is available, as no additional heats will be added for post-entries. Your cooperation is appreciated, as it is necessary to allocate lanes, seed the heats and prepare the program for the event in advance.

Faxed, mailed or emailed entries will not be accepted.

Please note: *Instructions for the entry process for both athletes and coaches are attached (and can be found at this [link](#)) with example screenshots and explanations of the steps that need to be followed. To note, for entry process a communication will follow to the coaches in the upcoming days. Any questions on this process, please reach out to Kenna Robins (krobins@canoekayak.ca).*

EVENT SPECIFICS

WhatsApp - Event Updates and Reminders

NEW – Please join the 2022 NTT1/ÉÉN1 - NS WhatsApp chat to receive event updates and reminders directly to your cell phone via the mobile app during Trials. To join the chat, please follow the instructions below:

If you DO NOT have WhatsApp:

1. Download WhatsApp on your phone.
 - Download from the App Store (iPhone) or Play Store (Android) on your phone**OR**
 - Visit <https://www.whatsapp.com>
2. Open WhatsApp and follow prompts to set-up account.
3. Close app and click link below on your phone to join the Trials #1 group chat.
4. Confirm your settings are set-up to receive notifications for new messages.
 - Open WhatsApp and click on *Settings* button. Click *Notifications*. Turn on *Show Notifications* for Group Notifications.

<https://chat.whatsapp.com/JPSivUe4cJ5l7ZMtK4Dla>

If you already have WhatsApp:

1. Click link below on your phone to join the Trials #1 group chat.
2. Confirm your settings are set-up to receive notifications for new messages.
 - Open WhatsApp and click on *Settings* button. Click *Notifications*. Turn on *Show Notifications* for Group Notifications.

<https://chat.whatsapp.com/JPSivUe4cJ5l7ZMtK4Dla>

This is a free app, but please note it requires Wi-Fi or internet. For more information on WhatsApp, please visit their website: <https://www.whatsapp.com>

Online protest form

As we started the process in 2021, we will be continuing to gather protests by way of an online form. Please refer to the following [PROTEST LINK](#) which will be sent again in the WhatsApp group at the event.

Parking

Parking for vehicles and trailers in the Nowlan Street parking lot only. No coach, trailer or athletes parking in the upper lot.

Security

There will be security on site starting May 1st at 6pm.

Start Gates & Boat Control

Start gates will be available for practice on Sunday, May 1 at 1:00 to 2:30pm at the 200m.

Boat weighing will be set-up Sunday, May 1 (12:30 to 3:00pm) and will be competition ready one hour before the first race on competition days.

Pre-Competition Meeting

A meeting of organizers, officials and coaches to review competition information, rules and entries will be held:

Sunday, May 1, 2022 at 5:00pm
Mic Mac AAC – Patterson Room

Results

CKC will be using the immediaC results App.

CKC Safe Sport Policy

Please be reminded that any club coach, volunteer or official attending the National Team Trials fall under our CKC Safe Sport policy and therefore must be screened and trained according to your position (Screening matrix can be found [here](#) and the summary of the steps needed to complete for each level once you have determined which level your role will apply to is written below) . Any questions on the process please email Kenna Robins at krobins@canoekayak.ca.

A reminder that for any athletes, 15 years of age and older, hoping to be selected to a CKC team for one of the international competitions, it will be a requirement to have completed the [CAC Safe Sport training](#), athlete stream.

Summary of steps to complete for each Level in the [Screening Matrix \(page 52\)](#):

Level 3

1. Training: The two options for completing training are:
 - o [CAC Safe Sport Training](#)
and/or
 - o [Respect in Sport for Activity Leaders](#)
2. Vulnerable Sector Check (you will need a letter from your organization to ask for this, a template can be found in our Safe Sport Policy)
3. Complete screening process through [CKCmember](#)
4. Send your approval email which shows your level of screening status to [Kenna Robins](#) (to note, this will be the 2nd email you receive, not the 1st).
5. Coaches only: please make sure to have completed your Making Ethical Decisions certification from CAC.

Level 2

1. Training: The two options for completing training are:
 - o [CAC Safe Sport Training](#)
and/or
 - o [Respect in Sport for Activity Leaders](#)
2. E-PIC through [Sterling Backcheck](#) (once you have completed this process, please download the PDF as you will be asked to upload it into [CKCmember](#))
3. Complete screening process through [CKCmember](#)
4. Send your approval email which shows your level of screening status to [Kenna Robins](#) (to note, this will be the 2nd email you receive, not the 1st).
5. Coaches only: please make sure to have completed your Making Ethical Decisions certification from CAC.

All athletes in a National Team training camp or on a team

1. Training: complete the Safe Sport training from CAC, athlete stream.
 - o [CAC Safe Sport Training](#)

Final reminders

- ✓ Any athletes with outstanding payments may be submitted to Kenna Robins or Emily MacKeigan prior to the Pre-Competition Meeting at 5pm on Sunday, May 1, 2022.

- ✓ **Reminders:**
 - **Athlete Registration** Deadline April 15th, 2022 at 4:00pm EST.
 - **Entry Deadline (by coaches)** April 22nd, 2022 at 4:00pm EST.
 - Draw will be posted April 26th, 2022.

On behalf of all the coaches and staff at CKC we would like to wish you all the best in your efforts to represent Canada this summer.

Ian Mortimer – imortimer@canoekayak.ca

Kenna Robins – krobins@canoekayak.ca

Emily MacKeigan – emackeigan@canoekayak.ca

Thank you to the CKC's partners, sponsors, and suppliers!

