



## **2022 SPRINT NATIONAL TEAM TRIALS 1: ATHLETE REGISTRATION**

### **What to do to prepare**

Athlete will be required to register themselves in advance of their coaches submitting the entries. In this process, your basic information will be required, along with signing of waivers and consent forms. Finally, there will be the ability to pay by credit card through the system if that is the option selected.

Athletes who are minors should ensure their parents are able to complete these steps register them in the event (age of majority is needed for signing the waivers).

Documents you should have ready to upload:

Copy of your passport

Copy of your COVID vaccinations

Optional – headshot for accreditation purposes

### **Landing page & Dashboard**

To login to the registration system, you will be logging into the “Canoe Kayak Canada Programs” page. Please choose your language and create an account if you do not have one already. Please note, parents can create accounts and register their children and this same account can be used for their clubs (same for athlete accounts, they will be the same account that can be used for their clubs).

The screenshot shows the login interface for the Canoe Kayak Canada Programs. At the top is the organization's logo. Below it is a red header bar with the text "Canoe Kayak Canada Programs". Underneath the header is a "Login" section. On the right side of the login section, there is a "Change Language" dropdown menu. Below this are two input fields: "Email" and "Password". A red "Login" button is positioned to the right of the password field. Below the input fields, there are two links: "Don't have an account? Create one Here." and "Forgot your password? Reset it Here." At the bottom of the page, there is a footer with the text "RAMP InterActive | Terms of Use | Privacy Policy | Refund Policy".



Once you have successfully logged in you will get to the following page, where the default view is the "Dashboard" view. To note, there may be options depending on what is available at the time of registration.

**Canoe Kayak Canada Programs**

- Pay Outstanding Balances** \$5.00 Balance Owning >>
- Participant** Register as a Participant >>
- Coach/Staff Registration** Register as a Coach or Staff Member >>
- Official Registration** Register as an Official >>
- Executive/Volunteer Registration** Register as an Executive/Volunteer >>

English Français

## Registering as a Participant – basic information

For NTT1, please choose the option: Participant.

**Canoe Kayak Canada Programs**

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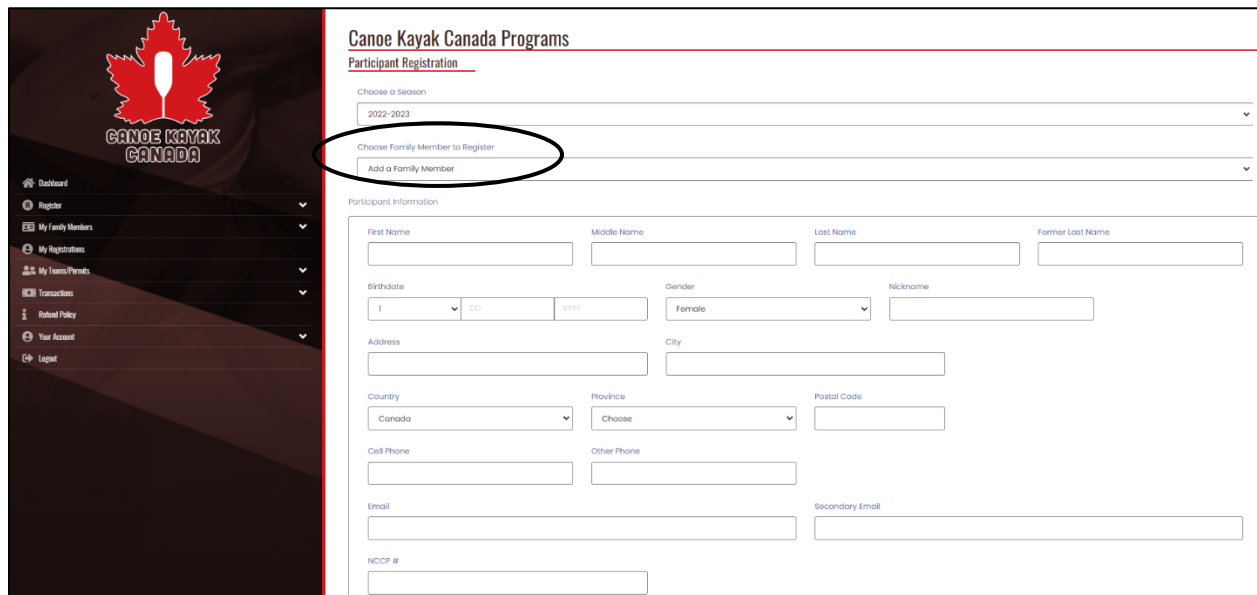
English Français

You will then reach this page:



The season should be automatic, with only one option as "2022-2023".

Choose a Family Member to Register (if you have previously registered the member already) or select "Add a Family Member" in the dropdown menu.



You will then see the information to fill out for the athlete to register. Please note, not all fields are required (but if you do not fill out a required field you will not be able to move on with the registration).

You will then need to choose a "Category and Age Group" for this athlete. To note, even though the events for National Team Trials #1 are Open events, please select the Sprint Category and Age Group that this athlete would race in at the 2022 Sprint National Championships (as this will be the category they will register as members for in their clubs).



Participant information

First Name: DEMO Middle Name: Last Name: Test Former Last Name:

Birthdate: 1/1/1980 Gender: Female Nickname:

Address: test address City: test city

Country: Canada Province: AB Postal Code: T5T1T1

Cell Phone: 555-555-5555 Other Phone:

Email: test@testemail.com Secondary Email:

NCCP #:

Choose a Category and Age Group: Sprint Competitive Junior/Senior

**Sprint Competitive Junior/Senior**

Competitor is over 18 and would race in the category Junior/Senior category at Sprint National Championships.

Also to note, if the age of the athlete being registered is outside of the limits for the Sprint Category there will be a warning and you will not be able to register that athlete in that Category.

You will then be able to select the registration package for this competition. Please check "Sprint National Team Trials #1 Athlete Registration" and click "Continue".

Choose a Category and Age Group: Sprint Competitive Junior/Senior

**Sprint Competitive Junior/Senior**

Competitor is over 18 and would race in the category Junior/Senior category at Sprint National Championships.

Choose Your Packages:

**Sprint National Team Trials #1 Athlete Registration**  
\$250.00  
Athlete registration for National Team Trials #1.

Continue

English Français

You will then get to the Waivers/Consent/Acknowledgement page.



## Waivers & Consent Forms

All CKC waivers are listed on this page. We will review all of them, and explain the different options needed for signature or consent. To note, for many of the waivers they will require only one signature which will be found at the bottom of the page, with one exception.

### CKC Image Consent Form

In order to proceed with registration you must choose either of the options below this consent form. Choosing either option does not impact your ability to register for the event.

#### Canoe Kayak Canada Programs

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Waivers/Consent/Acknowledgment

**CKC Image Consent Form**

**Image Consent Form**

1. I hereby grant to Canoe Kayak Canada and, as applicable, my Division, Club or Provincial or Territorial Sport Organization (collectively the "Organizations") on a worldwide basis, the permission to photograph and/or record the Participant's image and/or voice on still or motion picture film and/or audio tape (collectively the "Images"), and to use the Images to promote the sport and/or the Organizations through traditional media such as newsletters, websites, television, film, radio, print and/or display form, and through social media such as Instagram, Facebook, YouTube, and Twitter. I understand that I waive any claim to remuneration for use of audio/visual materials used for these purposes. This consent will remain in effect in perpetuity; however, consent may be withdrawn, on a case-by-case basis, pursuant to Section 6 of the *Social Media Policy*.

2. I hereby fully release, discharge, and agree to save harmless the Organizations, for any and all claims, demands, actions, damages, losses or costs that might arise out of the collection, use or disclosure of the Images or taking, publication, distortion of the Images, negatives, and masters or any other likeness or representation of the Participant that may occur or be produced in the taking of said Images or in any subsequent processing thereof, including without limitation any claims for libel, passing off, misappropriation of personality or invasion of privacy.

3. I **UNDERSTAND AND AGREE**, that I have read and understood the terms and conditions of this document. On behalf of me, my heirs and assigns, I agree that I am signing this document voluntarily and to abide by such terms and conditions.

Optional - Please indicate whether you consent to this waiver. En attendant

**Waiver Consent - CKC Image Consent Form**

Consent to Waiver

Do Not Consent to Waiver

### CKC Privacy Policy

The signature to accept this will be found at the end of the page.

**CKC's Privacy Policy**

By providing Personal Information to CKC you agree and consent that we may collect, use and disclose your Personal Information in accordance with CKC's Privacy Policy.

### CKC Code of Conduct

The signature to accept this will be found at the end of the page. (Not all the waiver is shown in this screenshot.)



**CKC Code of Conduct**

**Purpose**

1. The purpose of this Code is to ensure a safe and positive environment within the programs, activities, and Events of Canoe Kayak Canada and its Members by making individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the applicable organization's core values and policies. Canoe Kayak Canada and its Members support equal opportunity, prohibit discriminatory practices, and are committed to providing an environment in which all individuals can safely participate in our sport and are treated with respect and fairness.

**Application of this Code**

2. This Code applies to any individual's conduct during the business, activities, and Events of Canoe Kayak Canada and its Members including, but not limited to, competitions, practices, evaluations (including time controls or any other form of testing), treatment or consultations (i.e., massage therapy), training camps, travel associated with organizational activities, the office environment, and any meetings or social Events.

3. This Code also applies to individuals' conduct outside of the business, activities, and Events of Canoe Kayak Canada and its Members when such conduct adversely affects the organization's relationships (and the work and sport environment) or is detrimental to the image and reputation of Canoe Kayak Canada or a Member. Such applicability will be determined by Canoe Kayak Canada or a Member, as applicable, at its sole discretion.

4. This Code applies to individuals active in the sport of canoe kayak or who have retired from the sport of canoe kayak where any claim regarding a potential breach of this Code occurred when the individual was active in the sport.

5. In addition, breaches of this Code may occur when the individuals involved interacted due to their mutual involvement in the sport of canoe kayak or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the individual(s).

6. Any individual who violates this Code may be subject to sanctions pursuant to the *Discipline and Complaints Policy*. In addition to facing possible sanctions pursuant to the *Discipline and Complaints Policy*, an individual who violates this Code during a competition may be removed from the competition or training area, and the individual may be subject to further sanctions.

**Responsibilities**

7. Individuals have a responsibility to:

- a. Conduct themselves in a manner consistent with the True Sport principles
- b. Maintain and enhance the dignity and self-esteem of other individuals by:
- c. Treating each other with the highest standards of respect and integrity;
- d. Focusing comments or criticism appropriately and avoiding public criticism of Athletes, coaches, officials, organizers, volunteers, employees, or other participants;
- e. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct;

## CKC Release Agreements – for Quebec residents and the rest of Canada

For the CKC Release Agreements, for this year only you will see both options in this page. You need to consent and sign for the one that applies to your Province/Territory of residence (and “do not consent to waiver” for the other option that does not apply to your Province/Territory of residence).

### If you reside in Quebec

For the “Canoe Kayak Canada Release Agreement – for Quebec Residents”, please check off “Consent to Waiver” and the signature box will appear below for you to sign.


Optional - Please indicate whether you consent to this waiver.

**Waiver Consent - Canoe Kayak Canada Release Agreement - for Quebec Residents**

Consent to Waiver

Do Not Consent to Waiver

Please Sign Here - Canoe Kayak Canada Release Agreement - for Quebec Residents



Clear Signature



Then, for the second waiver "CKC Release Agreement – Non Quebec residents (rest of Canada)" please check off "Do Not Consent to Waiver".

**If you reside elsewhere in Canada (not Quebec)**

For the "Canoe Kayak Canada Release Agreement – for Quebec Residents", please check off "Do Not Consent to Waiver".

Then, for the second waiver "CKC Release Agreement – Non-Quebec residents (rest of Canada)" please check off "Consent to Waiver" and the signature box will appear below for you to sign.


Optional - Please indicate whether you consent to this waiver.

Waiver Consent - Canoe Kayak Canada Release Agreement - Non Quebec residents (rest of Canada)

Consent to Waiver

Do Not Consent to Waiver

Please Sign Here - Canoe Kayak Canada Release Agreement - Non Quebec residents (rest of Canada)



Clear Signature


**Member in good standing of the CKC member club and final signature**

For this event, as athletes will be registering directly with CKC for this event and not through their clubs, they must attest that they are a member in good standing of the club they will indicate on the page that follows the waiver.

**Athletes - Member in good standing of the CKC member club**

I hereby attest that, as of the date of my signature of this registration, I am a member in good standing of the CKC member club indicated herein, and that any false declarations that I make in this regard could lead to disciplinary action being taken against me, including, but not limited to, being removed from racing at the national team trials or from any team that I may be nominated to based on results achieved at this competition.

Please Sign Here



Clear Signature

I am the Age of Majority or am a Parent/Guardian to the Registrant and Agree to the Terms and Conditions Above

Back **Continue**

English Français



The final signature box captures all waivers not individually asked for signature on this page.

The box must be checked indicating that the person who has signed and agreed to the waivers is the Age of Majority.

Click on "Continue" once this page is complete.

## Uploads

There will be items that will be asked to upload for this competition (screenshot below may not indicate all of them).

**Canoe Kayak Canada Programs**

Uploads

**Photo**

Photo

Choose File No file chosen

Optional

**Government Issued ID**

Government Issued ID

Choose File No file chosen

Back Continue

English Français

The Photo (optional) should be a photo that could be used for accreditation purposes.

Your Government Issued ID should be a copy of your Passport.

The COVID Vaccination should be a copy of your vaccination passport (for travel purposes).

Click on "Continue" once complete.

## Parent/Guardian/Emergency Contact Details

Please fill out details for the Parent/Guardian of the athlete and/or Emergency Contact.





**Canoe Kayak Canada Programs**  
Parent/Guardian/Emerg. Contact Information

Parent/Guardian/Emerg. Contact Details

Choose a Parent/Guardian/Emerg. Contact  
Add New Family Member

First Name Middle Name Last Name Former Last Name

Birthdate Gender

Address City

Country Province Postal Code

Cell Phone Other Phone

Email Secondary Email

I want to add a 2nd Guardian/Parent/Emerg. Contact for this registration

Back **Continue**

Please note you can click on the box at the bottom to choose to add a second contact for this registration. Click on "Continue".

## Questions

This page has certain questions that will need to be answered (some are optional, some are mandatory) depending on the "Category and Age Group" you had initially signed up for. Many questions are the same for all groups.

**Canoe Kayak Canada Programs**  
Questions

Please choose your canoe club

Please enter your coach's name(s)

Please enter your coach's email address(s)

Is this coach your spokesperson for Trials #1?

If this coach is not your spokesperson for Trials, please enter the name and email address of that coach below.

Back **Continue**

English Français



Please choose the canoe club you are registering with for the year 2022 (and that you consented to be a member in good standing of in the previous waiver signature form).

Please also enter your coach's information and whether that coach will be the person representing you at Trials 1. If they are not, please enter the coach who will be your spokesperson at Trials 1.

## Confirming Details and Submitting of Registration

This final page is split into 2 screenshots below.

**Canoe Kayak Canada Programs**

Confirm Details and Submit Registration

**DEMO Test** Edit

1/1/1980, Female  
test address  
test city, AB TSTTST  
test@testemail.com  
Cell Phone: 555-555-5555

**2022-2023** Edit

Sprint Competitive Junior/Senior

Sprint National Team Trials #1 Athlete Registration  
\$250.00  
Athlete Registration for National Team Trials #1.

**Kenna TEST** Edit  
Parent/Guardian/Emerg. Contact

2451 Riverside Drive, c/o House of Sport, RA  
Center  
Ottawa, ON K1H 7X7  
emailaddress@email.com  
cell phone: 3334445555

**Questions** Edit

\*Please choose your canoe club  
**Abenaki**

\*Please enter your coach's name(s)  
**(coach name)**

\*Please enter your coach's email address(s)  
**\*coach email here**

\*Is this coach your spokesperson for Trials #1?  
**Yes**

This first section shows all the answers you have chosen to the questions asked.

The next section will show the pricing details and allow you to determine which method of payment you would like to choose.



The screenshot shows a registration form with three main sections: Questions, Pricing Details, and Payment Information. The Questions section includes fields for canoe club name, coach name, coach email, and a yes/no question about being a spokesperson. The Pricing Details section is a table with columns for Item, Price, and Total Credit Card. The Payment Information section includes a promo code field, an apply button, and a payment type dropdown menu. At the bottom, there is a 'Submit Registration' button and a language selector for English and Français.

Item	Price	Total Credit Card
Sprint National Team Trials #1 Athlete Registration	\$250.00	\$250.00
Administration Fee	\$0.00	\$7.50
Total	\$250.00	\$257.50

Please note the following for Trials 1:

Payment by credit card:

- Please choose under "Payment Type" > Credit Card
- Please note that there will be a transaction fee applied to this purchase
- Enter the information requested

Payment by cheque:

- Please choose under "Payment Type" > Cheque
- Ensure to bring this cheque with you to Trials 1 and give to Kenna Robins

Payment by cash:

- Please choose under "Payment Type" > Cash
- Use this option only if you plan to send an etransfer to Joanne Haché (CKC). Details for etransfer were included in the NTT1 Information Package.

Once you choose your Payment Information, please click on SUBMIT REGISTRATION.

**Submit Registration**

You will then receive a confirmation email. Any questions? Please send your questions to: Kenna Robins ([krobins@canoekayak.ca](mailto:krobins@canoekayak.ca)).