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# **COMPETITORS' HANDBOOK**

## **RACING TEAM**

### **2020 Edition**

Pointe-Claire Canoe Kayak Club

## WARNING

In the context of COVID-19, many elements of the Competitors' Handbook are different than the original document.

In order to keep the information provided during a "normal" season, ~~we have decided to crossout the information and highlight the text in red~~ in order for you to have access to the pertinent information for the coming seasons.

Depending on the evolution of the pandemic and the guidelines, the application of this document is subject to change.

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# OUR SPORT

## DISCIPLINES

Our sport is made up of two disciplines: flat-water sprint canoe and kayak. These two disciplines involve very different boats and techniques, but still utilize several similar skills.

Athletes normally begin to specialize in one of these two discipline around the age of 15.

## DISTANCES

In sprint canoe and kayak, the official international racing distances are 200 m, 500 m, 1000 m and 5000 m. In Canada, during the National Championships, there are also 6000 m races for U16 athletes. During regional or friendly regattas, distances may vary.

## BOATS

There are individual boats as well as crew boats for two or four participants. These are designated by the letter corresponding to the discipline, followed by the number of competitors:

- ⇒ In sprint canoe, athletes may race in the C-1, the C-2, or the C-4
- ⇒ In sprint kayak, athletes may race in the K-1, the K-2, or the K-4

Racing canoes and kayaks are extremely narrow and balancing in them requires certain skills.

Kayakers use a double-bladed paddle and are seated in the boat. They have a rudder for steering, which they control with their feet. In crew boats, the “stroke” (or front-most person in the boat) controls the rudder. The stroke also sets the pace, and synchronization is ideal for crew boat performance.

Canoers balance on one knee and paddle on only one side of the boat. They steer entirely with their paddle and do a “J” stroke to make the boat run straight. In crew boats, the person at the back of the canoe steers, unlike in kayak where it’s the stroke. Canoers specialize on the right or left side and are often paired up with the opposite-sided paddler for crew boats.

In Canada, athletes also race in the war canoe, also known as C-15, which is made up of 14 athletes and a captain (cox). The war canoe, just like the other C-boats, is of Canadian origin.

## INTERNATIONAL

Sprint canoe and kayak is an official discipline in the Summer Olympic Games. During the 2020 Tokyo Olympic Games, the following events will be raced (\*new events):

### **Men:**

C-1 1000 m  
C-2 1000 m  
K-1 1000 m  
K-1 200 m  
K-2 1000 m  
K-4 500 m\*

### **Women:**

K-1 200 m  
K-1 500 m  
K-2 500 m  
K-4 500 m  
C-1 200 m\*  
C-2 500 m\*

Two athletes from Pointe-Claire have competed at the Olympic Games:

- Thomas Hall, who won the bronze medal in the C-1 1000 m in 2008
- Andrew Willows, in 2004 and 2008

In 2016, our sport was included in the Paralympic Games for the very first time. Pointe-Claire's Christine Gauthier placed 4th in the Paralympic Games in Rio.

Over the past several years, many of the Club's athletes have also represented Canada at the World Senior and Junior Championships, World Cups, Pan American Championships, University World Championships and Olympic Hopes Regattas.

## AGE CATEGORIES

The age categories in sprint canoe and kayak are:

<b>Age Category</b>	<b>Athlete's Age</b>
U10 (Atom)	Up to 10 years old by December 31 of the current year
U12 (Peewee)	Up to 12 years old by December 31 of the current year
U14 (Bantam)	Up to 14 years old by December 31 of the current year
U16 (Midget)	Up to 16 years old by December 31 of the current year
U18 (Juvenile)	Up to 18 years old by December 31 of the current year
Open	19 years old or older by December 31 of the current year
Masters	35 years old age or older by December 31 of the current year * 25 years old for CanMas

Example: An athlete who will turn 14 on December 31, 2020 will be U14 for the 2020 competitive season.

Age categories are therefore based on the year of birth and not the school year.

At the Pointe-Claire Canoe Kayak Club, athletes train with their age group until they enter the U16 age group. From that point on, training groups are divided according to various criteria – such as speed, dedication to training, motivation, attendance, discipline, number of athletes, etc. – at the coach's discretion.

Athletes who are 25 years of age and older can register for the Master's program. This group gives adults the opportunity to improve their fitness, with less vigorous trainings and less pressure to perform.

## LONG-TERM ATHLETE DEVELOPMENT (LTAD)

Athletes in our sport are trained according to the [Long Term Athlete Development model](#) established by Canoe Kayak Canada, our sport's governing body. You may also review the [Modèle de développement de l'athlète 2013-2017](#) (French only) prepared by Canoë Kayak Québec.

## FOR MORE INFORMATION ABOUT OUR SPORT:

<http://canoekayak.ca/go-paddling/sprint/>



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# OUR CLUB

The racing team is part of the Pointe-Claire Canoe Kayak Club (CKPC), which is one of the services offered by the City of Pointe-Claire. The City is responsible for CKPC equipment, maintenance of our facilities, administration, and staff. All CKPC employees are City employees.

CKPC activities are partly covered under the City's operational budget. However, this does not cover all the racing team's expenses. For that reason, we have established a structure of volunteer committees in order to meet the team's needs.

## MISSION STATEMENT

- *To strive for excellence in competitive sprint canoe and kayak*
- *To provide safe, structured programs of quality in sprint canoe and kayak*
- *To provide recreational means of delivering competitive canoe and kayak to members of all ages*
- *To help promote a sense of community amongst all our members*

## VALUES

- *Integrity*
- *Innovation in leadership*
- *Passion and dedication*
- *Commitment to excellence*
- *Transparency and accountability*

## COMMITTEES

### BOARD OF DIRECTORS

The Board meets 8 to 10 times a year and oversees the racing team's general activities. The Board of Directors organizes social activities, fundraisers, publicizes communication to the public, and coordinates volunteers. To learn more, please consult our [website](#).

### VOLUNTEERING

Volunteering is an integral part of CKPC culture. Since its beginnings, the presence and commitment of volunteers has been crucial to the racing team's success. We expect each family and each athlete to get involved in the activities at the Club. For more information or to get involved, please refer to the [Volunteer](#) page on our website and use [iVolunteer](#) to sign-up.

### SOCIAL ACTIVITIES

CKPC organizes many social activities during the year for parents, athletes, and coaches in order to create a sense of belonging; these include barbecues, celebrations, and special trainings.

## AWARDS (TO BE CONFIRMED)

Two events per year are organized with the goal of highlighting the athletes' efforts as well as impressive performances throughout the competitive season.

- The U10 and U12 Celebration at the end of August
- The Awards Gala in mid-October

Please note that all athletes (U10 to Masters) and their families are invited and expected to attend the Awards Gala.

## FUNDRAISERS

The fundraising committee organizes fundraisers for the racing team throughout the year. The funds that we collect are allocated to the following projects:

- Equipment purchasing
- Financial support for athletes
- High performance (support for athletes who participate in international competitions)
- Financial support for the National Championships (Western Canada)

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## OUR STAFF

There are many staff members at CKPC who can assist you, including coaches and administrative staff. According to the level of their group, the coaches have all completed coaching courses and certifications.

MANAGER	JULIE CORBEIL	<a href="mailto:JULIE.CORBEIL@POINTE-CLAIRE.CA">JULIE.CORBEIL@POINTE-CLAIRE.CA</a>
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The Manager is responsible for all nautical activities offered by the City of Pointe-Claire at the Grande-Anse Park. The Manager directly supervises the Assistant Manager, Head Coach and Assistant Head Coach. The Manager also acts as a liaison between the City of Pointe-Claire, the CKPC Board and the staff.

ASSISTANT MANAGER	STEPHANIE KOBZAN	<a href="mailto:STEPHANIE.KOBZAN@POINTE-CLAIRE.CA">STEPHANIE.KOBZAN@POINTE-CLAIRE.CA</a>
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The Assistant Manager is responsible for administrative procedures, payments and registrations, and is also in charge of the Competitive and Recreational Programs.

HEAD COACH	ERIC MIHALOVIC	<a href="mailto:ERIC.MIHALOVIC@POINTE-CLAIRE.CA">ERIC.MIHALOVIC@POINTE-CLAIRE.CA</a>
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The Head Coach manages the racing team's activities and directly supervises the Assistant Head Coach, the Racing Team Coordinator and the Age Group Coaches. He acts as a liaison between the sport's federations, committees, the Board of Directors, and the coaches. The Head Coach ensures that the Club and the team's mission and objectives are respected and that athletes are receiving quality training.

ASSISTANT HEAD COACH	MICHAËL THOMAS	<a href="mailto:MICHAEL.THOMAS@POINTE-CLAIRE.CA">MICHAEL.THOMAS@POINTE-CLAIRE.CA</a>
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The assistant head coach oversees training and competition activities. He demonstrates leadership with coaches, volunteers and athletes. He ensures the smooth evolution of the athletes' development and the competition team for the National and Provincial Championships.

RACING TEAM SUPERVISOR	DANIEL BERTRAND	<a href="mailto:DANIEL.BERTRAND@POINTE-CLAIRE.CA">DANIEL.BERTRAND@POINTE-CLAIRE.CA</a>
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The Racing Team Supervisor is in charge of communications, regatta entries, and many other administrative tasks related to the Racing Team. He acts as a liaison between the coaches, parents, and volunteers. The Racing Team Supervisor is your contact person for the competitive program and can direct you to the appropriate person for more specific questions.

SENIOR COACH
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The senior coach supports the head coach and the athletes who are under his charge. Through his technical expertise, he contributes to the development of athletes in their high-level commitments to reach their full potential.

## AGE GROUP COACHES

The Age Group Coaches are responsible for the athletes and junior coaches in their category. They plan training and are in charge of regatta entries and crew boat selection.

## AGE GROUP COACHES

There are also Junior Coaches who work with the racing groups. As is the case with the other coaches, the Junior Coaches are responsible for a training group. They are overseen by the Age Group Coaches and act as their assistants.

## COACHES – WEBSITE

Please see [Our Coaches](#) page on the website to see the names and photos of our coaches and staff.

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# SAFETY

## MEDICAL FORM

All athletes must complete a medical form before joining CKPC for the current season. We have designed a form that includes specific questions about physical and psychological conditions as well as behaviour in order for us to ensure the proper development of our athletes according to their individual needs. The information given in the medical form will be confidentially evaluated by a supervisor, and only concerned staff members will have access to it. On the back of the medical form is the required checklist that must be handed in at the same time.

For any questions regarding the medical form, please contact the Club by e-mail at [infocanoe@pointe-claire.ca](mailto:infocanoe@pointe-claire.ca) or by phone at 514-630-1256.

## ON-WATER SAFETY RULES

CKPC respects the on-water safety rules established by Canoe Kayak Canada, Canoe Kayak Québec, and the Canadian Coast Guard.

CKPC also adopted a [cold water policy](#) during the colder months of the spring and fall sessions

## STAFF TRAINING AND QUALIFICATIONS

All CKPC staff members have received the following training:

- CPR and First Aid
- Motor boat driving licence
- Training on our safety policies
- How to observe the rules established in the staff manual
- Coaches' guide
- Police background check
- Technical guide and Performance Tracker

All coaches are required to obtain the following qualifications:

- CanoeKids Certification (Community Coach)
- The NCCP Intro to Competition training, Parts A and B
- The ELCC sprint canoe and kayak training and certification

## CLUB RULES

As stipulated in the [Code of Ethics](#), CKPC has many safety rules concerning the use of equipment and the respect of our facilities; these rules must be observed at all times by the athletes during activities, competitions, and training.

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# TRAINING

## SCHEDULE

Please consult the “Programs and Fees” tab on the website for the training schedules for the various groups as well as the [monthly training plans](#) for more details.

## OPEN PADDLING

The athletes may, on top of the regular training schedule, practice alone under the supervision of the Nautical Activities staff during Open Paddling hours. With the exception of lunch time, note that competitive athletes 12 and under must be accompanied by an adult.

This is an excellent opportunity for athletes to practice their canoe or kayak skills outside of training hours. The Open Paddling schedule can be found on the CKPC [website](#) in the Info section.

Parents of athletes on the team can register for Open Paddling at a discount as Associate Members. To learn more, please drop by the office.

All athletes must wear a personal floatation device (PFD) at Open Paddling and follow the Open Paddling rules.

## ATTENDANCE

Training attendance is directly related to an athlete’s improvement in the sport and is equally important for crew development.

Elite athletes or athletes who aim to compete at the National Championships should generally attend a minimum of 80% of the training sessions on a regular basis throughout the year.

## PUNCTUALITY

All athletes should arrive at least 15 minutes before the practice start time ~~in order to change~~ and properly warm up. Such punctuality allows the group to prepare crews and boats and maximize the time spent on the water.

## CLOTHING

Athletes must come to practice with the appropriate clothing for any type of training – outdoor or indoor, on or off the water, and for any temperature. It is mandatory for athletes to bring their running shoes to each practice in case conditions are bad on the water. Do not hesitate to ask the coaches, if you have any questions about appropriate clothing choices.

## BAD WEATHER

In case of bad weather, Racing Team practices still take place unless otherwise announced. These announcements will be communicated via the Newsletter and website. ~~In case of thundershowers, practices may be organized inside the building, for example in the weight room.~~ When conditions are less than ideal for our sport, for example in case of strong winds, running practices or games may be planned. Practices are therefore not cancelled in case of bad weather.

## ATHLETE EVALUATIONS

For any questions regarding evaluations, please contact the coach.

### PERFORMANCE TRACKERS

Over the course of the summer, U10, U12, and U14 athletes will be evaluated by their respective coaches and will receive a performance tracker report card indicating their progress and the skills that they've acquired. They will have the chance to set individual objectives with their coach, with the goal of improving.

### WINTER TESTING

During the winter, the athletes will be tested regularly so that the coaches can track their development. Depending on their age group, they will do weights, running, swimming, and other tests.

## TRAINING CAMPS

### WINTER TRAINING CAMP (CROSS-COUNTRY SKIING)

A three-day cross-country ski camp takes place during the winter. Athletes from all categories can participate. To learn more, please see the [Camps](#) section of our website.

### SPRING DEVELOPMENT TRAINING CAMP (FLORIDA)

CKPC organizes a Spring Development Training Camp in order to prepare for the upcoming competitive season. The camp is aimed at athletes aged 14 to 18, and allows them to train on the water before on-water activities resume in Pointe-Claire.

The camp is very important; not only does it offer our young athletes a training camp experience, but it also reinforces a sense of belonging within the team. Furthermore, the camp's goal is to improve the athletes' aerobic capacity and endurance, as well as develop technical skills.

A meeting between parents, athletes, and coaches takes place in the fall to discuss the objectives of the camp and how it works. Athletes will be invited to the Florida camp according to attendance, age category, and competitive level. To learn more, please visit the [Camps](#) section of our website.

High-level athletes may be invited to other winter/spring training camps in Florida, hosted by the Quebec team or the National team.

## OTHER POTENTIAL IMPROVEMENT PROGRAMS

### TECHNICAL LESSONS

Athletes who wish to improve their canoe or kayak techniques may register for technical lessons with a qualified coach. A group of two to four participants must be registered in order for a schedule to be established. Please contact the office for more information.

### PREPARATORY CAMP

Training camp lasting one or a few days; offered during the spring season.

### PRIVATE LESSONS

Private lessons are available; please contact the office.

### OPEN PADDLING

~~See the Open Paddling Schedule on the website.~~



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# COMPETITIONS (REGATTAS)

## FUN REGATTAS

Weekly fun regattas take place at the Club during the summer for the U10-U12-U14 racing groups. The goal is to familiarize these young athletes with the competitive aspect of our sport while reinforcing a sense of belonging to the team and to CKPC. These regattas usually take place on Thursday mornings.

## REGIONAL REGATTAS

Many regional regattas are held during the summer season. These usually take place on Saturdays and last a whole day, from 8:00 a.m. to 4:00 p.m. The goal of these regattas is to develop the athletes' racing skills and to try out different crews combinations. The main objective is therefore for the athletes to acquire experience, rather than perform. [Regional regatta](#) information is available on our website and is regularly updated. At this moment, all the regional regattas taking place until the end of July have been canceled.

## PROVINCIAL CHAMPIONSHIPS

The Sprint Canoe Kayak Provincial Championships take place in two instalments during the competitive season. There are no regional qualifiers for these competitions, but there are a limited number of possible entries per club. These competitions are very important for CKPC, so the participation of all athletes is crucial. The total number of points accumulated at both Provincial Championships (U16+ and U10-U12-U14) determines the Provincial Champion club. CKPC has won the Championships many times.

Please note that Provincial entries are done a few weeks before the competition and that it is particularly difficult to make changes to entries after they have been submitted and impossible to make any additions. Entry costs are covered by CKPC in advance and are non-refundable. Failure to attend the Provincial Championships or a late arrival could result in scratching an entire crew.

The Provincial Championships often take place outside of Montreal. More general information concerning team trips will be communicated at the beginning of the season, and all details will be posted on the website in the [Provincials & Nationals](#) section.

### PROVINCIAL CHAMPIONSHIPS (U16, U18, OPEN, AND MASTERS)

These Championships take place at the beginning of August and serve as a qualifying event for the National Championships. They are aimed at athletes aged U16 and up, but U14 athletes are often invited to participate, for example to fill crew boats. The competition usually lasts three (3) days.

### PROVINCIAL CHAMPIONSHIPS (U10, U12, AND U14)

These Championships are aimed at U10, U12, U14, and U16 athletes. For these athletes, this is the most important competition of the season. It takes place in August and lasts two (2) to three (3) days.

These Championships are also called "Coupe Jeunesse" because the goal is to encourage the participation of young athletes of all levels. The athletes each race a heat and are all redirected to a final based on their level. There are multiple finals according to the athletes' time in their heat (A, B, C, D, E). It is therefore very important for the athletes to always check the list of finals for all the races they compete in. Please note, however, that the last final may be cancelled if there are not enough participants.

## NATIONAL CHAMPIONSHIPS

The National Championships are aimed at U16 athletes, but selected U14 athletes may also qualify or be invited. In order to participate, athletes must qualify by finishing in the top four in a final at the Provincial Sprint Canoe Kayak Championships (U16, U18, Open, and Masters). There is also a possibility for other athletes to qualify through random entries, but this is not guaranteed. However, athletes must confirm their availability to participate in the National Championships at the beginning of the season. If you wish to obtain more information about the National Championships, please consult the section on team travel (page 23) or discuss with a coach.

## LONG DISTANCE PROVINCIAL CHAMPIONSHIPS (TO BE CONFIRMED)

These Championships take place at the end of September or in early October and last one day. The competition is aimed at U14-and-up athletes, but U12 athletes may be invited as well. Distances vary according to age and discipline (9 km, 12 km, 15 km and 18 km) and is raced on a loop course with portages.

## NATIONAL TEAM TRIALS (SUSPENDED)

The National Team Trials, which are held in the spring, are aimed at selecting the athletes who will represent Canada at International and Continental events. For example: The Olympic Games, World Championships (Junior, U23 and Senior), World Cups, PANAMS, etc. The National Team Trials also serve to identify athletes of excellence who will obtain carding from Sport Canada, that is to say that federal funding and Canoe Kayak Canada coaching. The performance during these competitions is an essential criterion for the selection of members of the Elite and the Next generation on the Quebec team (which leads to a refundable tax credit of \$ 4,000 and \$ 2,000 respectively). The registration fees are the responsibility of the athletes.

## PROVINCIAL TEAM TRIALS

September 26 and 27, 2020

2020: With the cancellation of competitions for the Provincial selection, the participation of this trials is MANDATORY to be able to be eligible to be on the final evaluation list for the nomination of the 2021 Quebec Team or to maintain your 2020 identification.

The provincial trials serve to finalize the selection of Relève members for the Quebec team, but above all to identify the athletes in the Espoir section. Quotas are available for athletes in categories U14, U16, U18 and U21

## OTHER REGATTAS

### CANADA CUP

This regatta has been on the Canoe Kayak Canada calendar since 2015. It is aimed at U14 and older athletes. Depending on the level of the athlete, he may be called to represent the Club, Quebec or Canada.

### CANADA GAMES

This regatta is held every four years for U21 athletes (2021, 2025, 2029, etc.). Athletes selected within all Quebec clubs will represent the province.

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# POLICIES, PROCEDURES, AND RULES FOR COMPETITIONS

## PREPARING FOR THE REGATTA (TO BE CONFIRMED)

### PARTICIPATION

We expect all members of the team to participate in a certain number of regattas depending on their age or skill level. However, the level of competition varies according to each regatta. A regatta may therefore be aimed at a particular age category or a specific level of competition. Please consult the coach for more information.

### CONFIRMATIONS

Athletes must confirm their availability to participate in regattas by registering online on [Ludik](#). This must be done two to six weeks before each regatta depending on the type and level. You will need to provide your MULTI Card number (residents) or Ludik number (non-residents) as well as telephone number. Please check the website (Competitions section or [Calendar](#)) for registration deadlines. After the deadline, no additions are possible. The list of athletes registered will be posted on the website in the relevant competition section within the next two business days.

### ENTRIES

As indicated in the “Confirmations” section above, coaches make entries for regattas according to the list of athletes who are registered for each regatta on Ludik. Given the limited number of possible entries per race, the coaches often have to make choices and must do so according to specific selection criteria.

### SELECTION CRITERIA AND PRIORITY

Entries are made according to criteria such as the level of competition of the regatta, or the athlete’s attendance, effort, discipline, or skill level. Crew boat selection, as well as the positioning of the athletes in the boat, is made according to the following criteria:

- Side (right/left) of canoe athletes
- Compatibility of crew members
- Personality of the athletes and skill levels with regard to balance, technique, experience

### CANCELLATIONS

Withdrawals (“scratching”) from regattas are difficult, and create a substantial administrative burden on our staff. CKPC must pay the cost of each entry even in the case of a withdrawal. Withdrawals also have consequences for other athletes with regard to crew boats. It is therefore very important to avoid last-minute withdrawals without a valid reason in order not to penalize the team. Please note that, in the case of the Provincials Championships, cancellations are not refundable and CKPC must pay the fees to the federation.

## AT THE REGATTA (TO BE CONFIRMED)

### PUNCTUALITY

We ask that all athletes arrive at the competition site at least one hour before the first race of the day. There are no exceptions. All athletes must also stay until the end of the day, meaning until the trailer is loaded and ready to leave. Arrival times are always posted on the website in the Competitions section.

### TRAILER

The day before the trailer leaves for a competition, all athletes must be at the Club to load the boat trailer (except U10). If an athlete misses trailer loading, the coaches are not responsible for ensuring that his or her private or preferred equipment will reach the competition site.

On race day morning, all athletes must help unload the trailer when they arrive on site. They must also help load the trailer at the end of the day, even if they have finished their races much earlier that day.

### TENT

**All athletes must stay with the team under the CKPC tent for the duration of race day.** If they wish to leave, they must let a coach know. The tent is a designated team area that is reserved for athletes and coaches only. No parents are allowed, except volunteers assigned to a specific task.

### PARENTS' ROLE

Parents play the role of spectators during regattas. They watch races, cheer on the team, and socialize with other parents. Their presence is important to the athletes even though they do not directly interact with them.

It can be confusing and/or stressful for an athlete to receive advice from a parent during a regatta. This advice may contradict the coach's guidance.

Parents must not be under the team tent or on the dock during a regatta, except for volunteers assigned to a specific task. Furthermore, a regatta site is not the ideal place to address questions, comments, or complaints to a coach. We suggest that you make an appointment with the coach or another CKPC staff member. Please visit the section regarding complaints (page 22) if needed.

We strongly encourage parents to volunteer to assist coaches and young athletes in regattas. Those who wish to get involved can sign-up on [volunteer](#). If you have difficulties signing-up or have any questions, please contact the Club by e-mail at [infocanoe@pointe-claire.ca](mailto:infocanoe@pointe-claire.ca) or by phone at 514-630-1256.

### SINGLET

It is mandatory for athletes to wear the CKPC official racing singlet at all regattas.

## PODIUM

The following are rules regarding the athletes' conduct at the medal ceremony.

- Athletes must attend the medal ceremony (this is a matter of courtesy and good sportsmanship)
- Athletes must dress appropriately, including wearing the official CKPC racing singlet. They may wear sunglasses and a hat.

Athletes must be courteous, respectful, and sportsmanlike.

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# ADMINISTRATION

In order to ensure that the Club operates smoothly, all athletes must respect deadlines and administrative procedures.

## REGISTRATION FEES

Registration fees for racing athletes include the following:

### MEMBERSHIP FEES

Racing Team membership fees vary according to age category or level. These fees include all the services that the athlete receives as a Racing member, for example: access to equipment, coaching, training plans, access to the weight room (in certain cases), etc.

### RACING FEES

Registration for the Racing Team includes mandatory Racing Fees. The amount of these fees varies according to age category or the level of competition. They cover entries for the Provincial and National Championships, and also include Canoe Kayak Canada and Canoe Kayak Québec membership fees. Certain competitions such as the Canada Cup, the National Team Trials and some long distance regattas are not included in the registration fee and additional fees will be required.

### OLYMPIC BASIN\* ACCESS FEES

\*For athletes in the Elite programs.

Registration fees for the Elite programs include an amount that covers the access card for the Olympic Basin.

## LATE FEES

Late fees will apply to Racing athletes who register after the start date of the program.

## ADDITIONAL FEES NOT INCLUDED IN THE COST OF REGISTRATION

CKPC may also charge additional fees to athletes for their participation in special activities or trips. These amounts may vary depending on the event and will be paid through Ludik.

### LOGISTIC AND EQUIPMENT FEES

For some competitions, logistics and equipment fees will be required (e.g. Provincial Championships in Shawinigan). These amounts are variable depending on the event and payable when you register for the competition via Ludik.

### SINGLET

Racing Team athletes must wear a singlet in order to race at any level of regatta. For purchase, see details available on [our website](#).

### SPORT-ÉTUDES FEE

In addition, please note that athletes in the winter program who are in a Sport-Études program at school must pay an extra fee to cover the cost of the additional services that these athletes receive.

## DISCOUNTS

Each additional member of a family who registers for the Racing Team will receive a discount on the registration fee (For example: a brother or sister on the Racing Team, parent in the Masters' program). See the [Registration](#) page on the website for details.

Note: Members of the same family must have the same permanent address in order to receive this discount. We may ask for a proof of address.

## PAYMENTS

### ONLINE

Payments are mainly made online (by credit card) via the [Ludik](#) system. Participants need a Ludik number (non-residents) or a MULTI Card number (residents) in order to proceed with registration. For assistance, please contact the CKPC office.

### IN PERSON

Payments can also be made in person during CKPC [office hours](#). These payments can be made by cheque or in cash.

## PAYMENT ARRANGEMENTS

Payment arrangements can be made between the administration and participants (for example: postdated cheques). Please contact the [Assistant Manager](#) for more information.

## LATE PAYMENTS

Athletes who make payments after the deadline may be charged late fees or may not be allowed to participate in an activity.

## OVERDUE ACCOUNTS

CKPC will send a copy of the athlete's account statement every two months. Athletes who have overdue accounts may be denied participation in training sessions, competitions, training camps, or other Club activities.

## CANCELLATIONS AND REFUNDS

As per the CKPC's [refund policy](#), requests for refunds must be submitted in writing and must include:

- *The reasons for the request*
- *The dates of the session to be refunded*
- *The name and postal address of the person receiving the refund; and*
- *The name of the participant(s).*

A cancellation fee of \$25 per participant will be charged if he or she cancels registration for a competitive program more than seven (7) business days before its start date. If the participant cancels less than seven days before the start date or after the program has begun, a cancellation fee of 50% of the registration cost will apply.

## FINANCIAL SUPPORT POLICY

Please visit the [Financial Support](#) section of our Web to learn more about this policy.

## PARTICIPATION IN TRAINING SESSIONS

**For safety and insurance reasons, athletes may not participate in training sessions if they are not registered for the Racing Team.** We reserve the right to refuse any athlete who is not registered. Please consult the "Payments" section (page 20) above for information regarding payment arrangements.



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# COMMUNICATIONS

## NEWSLETTER

A weekly newsletter containing important information will be sent to parents and members of the Racing Team. This email will have links to the website where you can find more information. The CKPC administration communicates with parents and athletes mainly via this newsletter, hence it is important that both athletes and parents subscribe.

## WEBSITE

All important information and weekly updates will also be posted on our website.

- ⇒ CKPC's website ([home page](#))
- ⇒ [Calendar of Events](#)
- ⇒ Competition Information:
  - [Regional Regattas](#)
  - [Provincial and Nationals](#)
  - [Invitational](#)
  - [Long Distance](#)

## EMAILS

The CKPC administration may also communicate with parents and athletes by email. Please ensure that you confirm your email address with the administrative staff.

## TELEPHONE

You may also reach us at 514-630-1256.

## QUESTIONS

For questions regarding payments, registration, or other administrative procedures, please contact the office by telephone at 514-630-1256, by email at [infocanoe@pointe-claire.ca](mailto:infocanoe@pointe-claire.ca), or in person during office hours.

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# COMMENTS, SUGGESTIONS AND COMPLAINT PROCEDURE

Throughout the summer there may be times when you have comments, concerns or complaints. These are best dealt with in the following manner:

## COMMENTS AND SUGGESTIONS

Please email all comments and suggestions at your earliest convenience to:

Manager: Julie Corbeil – [julie.corbeil@pointe-claire.ca](mailto:julie.corbeil@pointe-claire.ca)

Assistant Manager: Stephanie Kobzan – [stephanie.kobzan@pointe-claire.ca](mailto:stephanie.kobzan@pointe-claire.ca)

Head Coach: Eric Mihalovic - [eric.mihalovic@pointe-claire.ca](mailto:eric.mihalovic@pointe-claire.ca)

Assistant Head-Coach: Michael Thomas – [michael.thomas@pointe-claire.ca](mailto:michael.thomas@pointe-claire.ca)

## COMPLAINTS

If you have a question or complaint, we would like to help direct you to the right person.

### **Complaints related to Safety, Athletes, Training, Equipment or Entries:**

1. If you have a question or complaint, you must first discuss it with your child's coach or his or her Age Group Coach; please do not do so during a practice or competition.
2. A final alternative is to make an appointment with the Manager, Julie Corbeil, or Head Coach, Eric Mihalovic, to discuss the matter.

### **Complaints related to Administration and Communications:**

1. If you have questions or complaints, please address them to the manager, Julie Corbeil, or the assistant manager, Stephanie Kobzan, by email or in person.
2. You can also make an appointment with the Head Coach, Eric Mihalovic, to discuss your concerns.

## TIPS WHEN MAKING COMPLAINTS

1. Take the time to regain control over your emotions so that you can formulate your complaint with a clear head.
2. Regattas and practices are not the ideal place to deal with these issues.
3. Deal with complaints or concerns in private. “Little pitchers have big ears” and may not fully understand the nature of the complaint.
4. Handle small issues or questions quickly before they become big issues. The coaches, staff, and administrative personnel are available to listen to your concerns and will try to solve the problem as best as they can.
5. Deal with big complaints according to the “24-hour” rule. If you are very upset, chances are the complaint will not be dealt with to your satisfaction.
6. If you have a complaint, please offer a solution as well. All of our coaches, staff, and volunteers work very hard to provide the best program possible and would be open to suggestions for improvement.

*Please also note that it is not always necessary for parents to get involved. If it is possible for the athlete to address the issue with the coach directly, encourage him or her to do so.*

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# TRAVEL POLICY

CKPC may organize team trips for competitions or training camps.

All the information regarding team trips for the upcoming summer will be communicated at the beginning of the season and will also be available on the website in the Competitions section.

**A new formal Travel Policy has been implemented in 2019.**

Note: For safety reasons, we do not under any circumstances transport athletes in the bus when a large boat trailer is attached.

## CONFIRMATIONS

It is important to confirm participation as soon as possible to facilitate logistics. We often request a non-refundable deposit to confirm the athlete's commitment to the activity. It is very important to respect deadlines and avoid last minute cancellations. CKPC can make group bookings with hotels for certain trips, and cancellation policies for these are very strict.

Away competitions always include logistics and equipment fees. It is also possible that race fees may be required for certain competitions (e.g. Canada Cup). All fees are mandatory for all athletes participating in the event and payable through Ludik. On rare occasions, the fees charged for a trip may also include fees to cover the transportation of athletes to destination or a team dinner.

## NATIONAL TEAM TRIALS

Trials take place two to three times during the competitive season and are aimed at different categories of Elite and Racing athletes, depending on the selection criteria. They may involve team travel depending on where they take place.

## PROVINCIAL CHAMPIONSHIPS

The Provincial Championships sometimes take place in Montreal, but they often involve travel.

### PROVINCIAL CHAMPIONSHIPS (U10, U12, AND U14)

When the Provincial Championships (U10, U12, and U14) take place outside of Montreal, athletes will need to travel with their parents. **CKPC does not coordinate the athletes' accommodations.** It is therefore not the CKPC's responsibility to supervise the athletes at their hotel during this competition.

This competition lasts two or three days and takes place in mid/late August. There may be a team dinner on the Saturday night for athletes and coaches.

### PROVINCIAL CHAMPIONSHIPS (U16, U18, U24, OPEN, AND MASTERS)

When the Provincial Championships (U16, U20, U24, Open, and Masters) do not take place in Montreal, athletes will need to make their own travel arrangements (transportation, food, and lodging). **CKPC does not coordinate the athletes' accommodations.** It is therefore not the CKPC's responsibility to supervise the athletes at their hotel during this competition.

This competition lasts two or three days and takes place in early August. There may be a team dinner on the Saturday night for athletes and coaches.

## NATIONAL CHAMPIONSHIPS

With the exception of the National Championships in Regina where we organize team accommodation, the athletes will have to make their own arrangements (transportation, food and accommodation) during the national event. **CKPC will not organize the athletes' accommodation. The supervision of athletes at their hotel is therefore not the responsibility of CKPC during this competition.**

This competition lasts five days with at least one day of preparatory training. They and takes place at the end of August. There may be a team dinner for athletes and coaches.

# RACING PROGRAM REGISTRATION

## MEMBERSHIP TYPES

Athletes register for the Racing Team by age group. The cost of each program can be found on the website in the 'Programs and Fees' tab.

## ELITE

Some athletes will be selected by coaches and invited to join the [Elite program](#). These programs involve a higher registration cost than the [16-24 program](#), in order to cover the following:

- Access to the Olympic Basin as a primary training location
- Coaching and training plans
- Higher entry fees for the Provincial and Canadian Championships due to participation in more races.

The athletes who have been selected will have a choice between registering for the Elite/Racing+ program or U16-U24 program; however, if they register for the U16-U24 program, they will not have access to the additional services the Elite/Racing+ programs provide.

## WINTER

The winter session begins after the shutdown in November and ends the last weekend in April. Registration takes place in September. For more information, visit the [Winter Training](#) section of our website.

## OTHER MEMBERSHIP TYPES

There are also other membership types related to the Racing Team:

Membership Type	Description	For
Part-Time Athlete – Summer (This membership type is not available to everyone.)	Access to the weight room during opening hours. Participation in a maximum of one training practice per week	Former Racing athletes (who have competed in National level competitions, at coach's discretion)
War Canoe	Participation in War Canoe practices only	Open to everyone
Part-Time Athlete – Winter (This membership type is not available to everyone.)	Access to the weight room during opening hours; Participation in a maximum of one practice per week	Former Racing athletes (who have competed in a National Championship)
Once-a-Week – Winter	Participation in a maximum of one practice per week	U12 and U14 athletes
Associate Membership	Open Paddling membership	For parents of athletes on the Racing Team
Family Associate Membership	Open Paddling membership	For family members of athletes on the Racing Team

## REGISTRATION PERIODS

The spring, summer and fall registration period is at the beginning of April. Registration is done [online](#) (See the "Payments" section on page 19). Registration for residents of Pointe-Claire takes place first, and is followed by registration for non-residents a few days later.

## PRE-REGISTRATION

Competitive winter members or members of the racing team from the previous summer can take advantage of the pre-registration period in March. Pre-registration is done online during this period on a first-come, first-served basis. After the program starts, the cost increases by \$35.

## LIMITED SPACES AND WAITING LIST

Places are limited in racing groups and registration is done on a first-come, first-served basis. If the program is full when you try to register, you may put your name on a waiting list. If your child is accepted in the group, the CKPC office will contact you in order to coordinate registration.

## COMMUNICATIONS

If you have any further questions concerning the Racing program, please do not hesitate to contact the office by telephone at 514-630-1256, by email at [infocanoe@pointe-claire.ca](mailto:infocanoe@pointe-claire.ca), or in person during office hours.