

Event Registration Form

N.B. Reference to British Canoeing through the use of the logo or wording **must not** be used until the event registration is confirmed.
Please tick as appropriate: -

British Canoeing Affiliated Club /
British Canoeing Activity Quality Mark Provider

OR

Non Affiliated Club / Provider / Organisation

Insurance Certificate enclosed / attached

The following must be supplied to British Canoeing with the registration form.

Risk Assessment enclosed/attached

(Form to be completed electronically. Boxes will expand as you type.)

ORGANISERS DETAILS

Organisation Name

Name of company/club/organisation responsible for the event.

Main Contact/ Event Organisers Details Please supply contact details below of the main person that we can contact and send any correspondence onto for this event. This information will just be used for communication and sending out any information. It will not be displayed on the website.

Contact Name		Phone Number	
Contact Email			
Main Contact Address			
	Post Code:		

EVENT DETAILS

Event Name			
Event Website link Please include a specific URL link if event features within a website.			
Website Promotion We want to help ensure your event is a success by promoting it as widely as possible. If any opportunities arise please tick if you are happy for us to promote your event on any third party websites.	Promote event on the British Canoeing website?		
	Yes	No	
	Carefully selected 3rd party websites (e.g. BBC Website)		
	Yes	No	
Event Start Date		Event End Date	
Start Time (Arrival Time)		End Time (Approx)	

Event Price	Type	Price	(Please state any restrictions on the price i.e U14)
Price 1		£	
Price 2		£	
Price 3		£	
Price 4		£	

Please return this form to: event.promotion@britishcanoeing.org.uk

Focus of Event Please tick below what you feel best describes the focus of your event. **You may choose more than ONE option.**

<input type="checkbox"/> Introductory	<input type="checkbox"/> Leisure/Touring	<input type="checkbox"/> Skill Development	<input type="checkbox"/> Personal Challenge
<input type="checkbox"/> Multi Activity	<input type="checkbox"/> Spectator / Show		

Age Restrictions

Please state specific age in number format in these cells. If you need to outline further descriptive details around age restrictions please state this in the event description or joining Instructions below.

Min:

Max:

Is this a disability friendly event?

If yes please outline what provision you have for disabilities within your event description or joining Instructions below.

Yes

No

Event Description

This wording will be used to promote your event on our website.

No more than 1000 characters

**Joining Instructions/
Need to Knows**

Please provide any additional details that might be useful to a participant interested in the event- suggested things to include: Equipment & Clothing needed, any details around restrictions and suitability, facilities available or further info not included in overview.

No more than 1000 characters

Duration

Age & Gender

Boat Type

You may choose more than ONE option.

Canoe

Stand Up Paddleboard

N/A

Kayak

Kayak Machine (On Land)

Water Type

You may choose more than ONE option.

Canal

Lake / Reservoir

Swimming Pool

River

Coast / Estuary

Not on water

Skill Level

Body of Water Name

(If applicable, e.g. River Trent)

EVENT LOCATION

Address of Event

Post Code:

Please return this form to: event.promotion@britishcanoeing.org.uk

Location <i>If known please fill out the latitude and longitude, this is useful as sometimes it is more accurate than a postcode, especially where events are taking place on river banks/fields.</i>	Latitude		Longitude	
Directions <i>Please provide clear instructions of where to go on the day if this is not obvious from address.</i>				

BOOKING DETAILS

Website Booking Link <i>(For online bookings.)</i>			
Booking Phone		Booking Email	
Start Booking Date <i>If applicable</i>		Last Booking Date <i>If applicable</i>	
Number Restrictions <i>Please state if there is a restriction on number for people to take part in the event (if not applicable leave blank)</i>			
Min Places		Max Places	
Documents <i>We have the ability to upload three files within the booking information section of the website. Please tick if you provide any document(s) related to bookings (i.e. a participant booking form) that you would like to be made downloadable from the website. Please attach these when you email this form back to us.</i>			

Document 1	Document 2	Document 3
Name :	Name :	Name :

IMAGES AND LOGOS

We have the ability to promote your sessions with a specific image and logo, please select below any you have attached (Image must be in JPEG format). At British Canoeing we want to promote safe paddling so please ensure that all photography shows paddlers wearing the correct safety equipment. Please also ensure you have the necessary rights and permissions before you use any image in publications and materials. If you have any doubt, please contact the Communications Team: info@britishcanoeing.org.uk

Picture to Promote Event	Event Logo
Other please provide details e.g poster, additional picture to promote event	

Additional Information or Comments *(Please state any additional information below).*

DECLARATION
I confirm that the information supplied is correct and accurate. Following the event I will return details of the number of people attending/participating in the event to event.promotion@britishcanoeing.org.uk

Name :

Please return this form to: event.promotion@britishcanoeing.org.uk

Payment Options

Please select which promotional option you are applying for:

1. PROMOTE

No Charge is made for this service.

This level of support is available to all events which are organised by British Canoeing affiliated or approved organisations. It is also available to non affiliated organisations although you will not be able to use the British Canoeing logo or name to promote your event.

British Canoeing will be able to help promote the event by:

- Featuring on our website. This provides an event listing within Activities and Events and will produce a pin feature on a National map which allows you to promote:-
 - Full event details
 - Promotional images
 - Contact details
 - Website link
 - One post on Facebook and Twitter.

2. ENDORSE AND PROMOTE *(chargeable)*

External organisations: Fee £100 inclusive of VAT

Internal/affiliated member organisations: Fee £25 inclusive of VAT

Go Canoeing Providers: There is no charge

To make the most of the opportunity above we would ideally need the event to be submitted 12 weeks in advance.

This is a higher level of support and promotion. It includes:-

- Event details included in one edition of a British Canoeing electronic e-news, circulation 24,000 *(approximately)*
- A feature article on our website as a news story. *(N.B text of no more than 250 words and photos to be supplied by the applicant - British Canoeing to reserve the right to edit.)*
- Three postings on Facebook and Twitter.
- None affiliated/member organisations to British Canoeing may use the British Canoeing logo and wording to promote and Kite Mark their event.

PAYMENT DETAILS

Cheques – Cheques are to be made payable to “British Canoeing” and attached to the Reply Slip on the previous page. Postal address below

BACS Transfer - Our bank details are as follows:

Bank: Barclays Bank Ltd, 2 High Street, Nottingham, NG1 2EN
Account Name: British Canoe Union
Account Number: 93316157
Sort Code: 20 63 25

Please put your organisation name as the reference and email the amount and transaction date to event.promotion@britishcanoeing.org.uk so we are able to match your payment to your application.

Invoice - Please issue a Purchase Order showing the full amount to event.promotion@britishcanoeing.org.uk or to the address below marked for the attention of Craig Duff to receive an invoice.

Credit/debit card - If you would like to pay by card over the phone please contact us on: **0845 3709544** between 8.30am - 4.30pm, Monday to Friday.

PLEASE DO NOT SEND CASH

Please return this form to: event.promotion@britishcanoeing.org.uk