



**Canoe Slalom  
Organisers  
Handbook  
2025**

## Organisers Handbook

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# Useful Contacts

**Paddle UK Canoe Slalom Committee:**

Sally Atkinson – [slalom.chair@vol.paddleuk.org.uk](mailto:slalom.chair@vol.paddleuk.org.uk)

**Competition Safety and Event Management:**

Peter Curry - [peter@limekilns.plus.com](mailto:peter@limekilns.plus.com)

**Online Entries & Managed Calendar**

Dee Lindasey – [dee@lindesay.co.uk](mailto:dee@lindesay.co.uk)

**Slalom Committee Treasurer:**

Dave Spencer – [slalom.treasurer@vol.paddleuk.org.uk](mailto:slalom.treasurer@vol.paddleuk.org.uk)

**Simply Slalom:**

Dave Spencer – [simplyslalom@icloud.com](mailto:simplyslalom@icloud.com)

**Technical & Timing Co-Ordinator:**

Matt Crowhurst – [m.crowhurst@icloud.com](mailto:m.crowhurst@icloud.com)

**Entry Cards:**

Les Ford – [lesford@ntlworld.com](mailto:lesford@ntlworld.com)

**Tutti Maintenance Officers:**

England – Matt Crowhurst - [m.crowhurst@icloud.com](mailto:m.crowhurst@icloud.com)

Wales – Mark Abbott - [markabbott787@gmail.com](mailto:markabbott787@gmail.com)

Scotland – Vacant

## **Introduction**

This handbook is intended to be used as a guide to assist organisers with the planning and running of a canoe slalom event in the UK. This is not definitive and the PUK Slalom Committee expects certain minimum standards. The rules for Canoe Slalom and Kayak Cross Competitions are published on [canoeslalom.co.uk](http://canoeslalom.co.uk) for reference and organisers can request a hard-copy by emailing [slalom.secretary@vol.paddleuk.org.uk](mailto:slalom.secretary@vol.paddleuk.org.uk).

**The term Paddle UK (PUK) incorporates Paddle UK, Canoe Wales (CW), Paddle Scotland (PS) and Paddle Northern Ireland (PNI).**

Ranking Slaloms in the UK are run by clubs and other organisations on behalf of the PUK Slalom Committee (or by the committee itself). The rules for Canoe Slalom and Kayak Cross can change from year to year, so it is best to familiarise yourself with the rules each year.

## **The Site**

There are a number of things to consider when setting up a site for slalom these include, but are not limited to:

A slalom site must have:

- Water conditions appropriate to the division(s) of racing planned.
- A sheltered area to run timing and the results output from.
- Toilet facilities on site.
- Car parking facilities.
- First Aid and rescue facilities in place.
- 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 sheltered to run the race organisation
- A supply of drinking water.
- A public address system.

## **Event Application & Ranking Status**

1. Application must be to the slalom committee (via [www.canoeslalomentries.co.uk](http://www.canoeslalomentries.co.uk)). These should be made in the year preceding the competition date. Premier and Division 1 competitions have priority according to the following schedule:

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

1<sup>st</sup> September 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 Canoe Slalom rules specify minimum travel time between other divisions' competitions, assessing the impact of two or more competitions running on the same weekend 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 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. The calendar is approved 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 assessment and an event safety plan to the PUK 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 [www.canoeslalomentries.co.uk](http://www.canoeslalomentries.co.uk)
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.
6. 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 assessment 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.

## **Event Preparation**

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

An organiser will require support to run a competition and there are a number of other roles that will need consideration. Some of these roles require prior training, such as: event safety officer, event safeguarding officer and event first aider.

Preparation should 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.

Event publicity is an important aspect of organising a competitions. Within the canoe slalom community, advertisement on [www.canoeslalom.co.uk](http://www.canoeslalom.co.uk) and [www.canoeslalomentries.co.uk](http://www.canoeslalomentries.co.uk) is enough. If you are looking to attract competitors from outside this community then further advertisement may be useful.

If you are looking to attract competitors locally, then advertisement to local canoe clubs will be a good place to start.

It is always useful to create a poster to advertise your event. This can then be quickly duplicated and used in a number of ways. Sending your poster to [www.canoeslalom.co.uk](http://www.canoeslalom.co.uk) for publication within the canoe slalom community.

## **Entries:**

### **Entry Fees**

1. Decide whether you are charge late entry fees or not. There is no requirement to charge late entry fees.
2. The Slalom Committee publish a standard entry fee for each level of competition. Clubs can decide to charge more than the standard fee, known as an 'enhanced fee'. Enhanced fees can be set when additional information for the event is requested, usually in December of the preceding year. If you need to request enhanced fees after this point, you will need to get approval of the Slalom Committee via the Managed Calendar officer ([dee@lindesay.co.uk](mailto:dee@lindesay.co.uk)).

### **Entry Limits**

Set your numerical limit on entry numbers. 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 as this is a more practical limit.

### **Online Entries**

1. Most competitions now take entries online via [www.canoeslalomentries.co.uk](http://www.canoeslalomentries.co.uk)
2. Organisers will automatically receive a notification regarding online entries for their competition in early December. This will include instructions for checking the competition details and publishing. In particular:
  - You should check entry open and closing dates for your competition
  - Check the entry limits are appropriate.
  - Check that entry fees being charged are accurate (including any enhanced fees)
  - Publish the competition as soon as possible.
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 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)

### **Manual Entries**

1. Although most competitors enter online, you may still receive some postal entries and receive entries on the day.
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 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' years 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. 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 you may wish to add advance manual entries as postal entries into the online entry system. Otherwise, keep a list of the details of each entry: bib number, name, PUK, PS, CW or PNI 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.

### **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 to make entering results easier.
4. Entry cards should be destroyed a few weeks after the race, ideally by shredding.
5. If you require any entry cards for your competition, then please contact Les Ford ([lesford@ntlworld.com](mailto:lesford@ntlworld.com))

### **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 then the organiser(s) will receive an automated email. You will need to chase the competitor to update their payment details.

## **Race Software & Start Lists**

### **Race Management Software**

It is recommended that 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 helps 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 Windows PC and Excel 2016 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. Contact [slalom-officials@outlook.com](mailto:slalom-officials@outlook.com).

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. These can be found at [www.canoeslaom.co.uk](http://www.canoeslaom.co.uk)

### **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 ranked paddlers. If possible, use 999, 998 etc. In division 4 you can use any bib numbers.

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 Schedule**

1. All Divisions except Div 4 have bibs and should run in reverse order. The start list cannot be finalised until entries have closed.
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.
3. You may allow each competitor an 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 level competition.
4. Decide when the official's 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 usually by its postcode or what-three-words location.
  - Location and details of campsites and other relevant accommodation.
  - A summary of the weekend's programme.
  - 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:  
*“Canoeing and Kayaking are “Assumed risk” – “Water contact sports” that may carry attendant risks. Participants should be aware of and accept these risk and be responsible for their own action and involvement”.*
  - 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 divisions 1-2 the official practice time for each individual. At division 3 and 4 races it is often better to allocate a timeslot for ‘full runs only’ as opposed to regimented practice times.
6. Publish your start list on [www.canoeslalomentries.co.uk](http://www.canoeslalomentries.co.uk). This will then link onto [www.canoeslalom.co.uk](http://www.canoeslalom.co.uk).
  7. Start lists should also be provided for any race officials that require one, most importantly the start judge, many club coaches also appreciate a start list.

### **Event Insurance:**

1. The requirement for all competitors to be PUK, CW, PS or PNI members (even if only day members) ensures that they are insured against third party liability claims.
2. Competitors in divisions 3 to premier have to prove membership when they apply for their ranking bib. If they arrive at a competition without their bib or their valid membership card, they must purchase full membership prior to competing – Rule 1.3
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 PUK 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 PUK and should behave in a responsible manner. Ensure you liaise with your event safety officer as regards the safety of your site. Should a claim arise, you must consult PUK immediately for guidance.
5. If any land owners or other parties ask to see the Insurance details, these are on the National Association websites and included in the Slalom Organiser Pack.

### **Race Days:**

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

Someone will need to collect the timing equipment if you are hiring from PUK, this is often from a previous competition. See the Tutti routing for each region in the organisers pack on [www.canoeslalom.co.uk](http://www.canoeslalom.co.uk).

It is useful to check the headsets, wires and timer on receipt. If there are any problems, please contact the relevant maintenance officer (see contacts page) as something can usually be done to repair unserviceable items at short notice. Any faults that develop during the competition will need

to be reported after the competition to the relevant maintenance officer – please do not pass on faulty equipment to the next organiser.

It is advisable to have the majority of the site set up before Saturday morning. This includes, but is not limited to, course set up, camping provision (if provided), an enquiries desk and an area for timing and scoring. It is often helpful for the course designer to plan a course prior to the event to make putting this up an easier process.

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

1. Course assembly.
2. Signposting.
3. Setting up the enquiry desk and timing and scoring.
4. Locate the judging positions.
5. Lay the communications lines. Consider trip hazards and think about stringing wires through trees if possible.
6. Set up the PA or a WhatsApp group if preferred (check phone coverage).
7. Establish the campsite (if applicable).
8. Establish the first aid contact point.
9. Check your safety provisions.
10. Provide the chief judge with any relevant information they may require for the weekend.

On Saturday morning:

1. Ensure the course is approved by the Chief Judge.
2. Check timing systems.
3. Any course adjustments that may be needed.

### **Prize Giving:**

Consider that many competitors often have long journeys to make on Sunday evening the prize ceremony should 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.

Have a prepared list of prizes ready to write the winners names down - to save time and avoid forgetting any, this can be produced in Simply Slalom. A similar list should be made of those to thank.

Simply Slalom will produce certificates for anyone who has competed in division 4.

### **Clearing the Site:**

After your event the site should be cleared. The organiser should collect all relevant paperwork as defined in the organisers pack.

The equipment should then be collected and removed from the site (if necessary). If you are using the PUK tutti system, then it is likely that the following club may be wishing to collect this from your

event. In which case, ensure that it is complete before handing it over. Details of the 'tutti' routing can be found in the organisers pack.

## **After Race Admin:**

### **Sending Results:**

Results are posted on [www.canoeslalom.co.uk](http://www.canoeslalom.co.uk) in two ways:

- A pdf version of the results.
- A csv file of the results for the ranking database.

Simply Slalom will produce these files for you in the format they are required. These then need to be emailed to [results@canoeslalom.co.uk](mailto:results@canoeslalom.co.uk) for publication. Please send the results quickly after your race so any promotions can go into the ranking database before the next competition. It is important to check the results on the day as once they are published, they are final and cannot be changed.

### **Slalom Summary Sheets:**

Within 15 days of the competition, please complete the slalom summary sheet form for your race. Although levies are not paid for division 3 and 4 races the form collects important data for the PUK Slalom Committee.

Please refer to the summary sheets for either England, Scotland or Wales for payment instructions. These can be found in the organisers pack.

### **Other Considerations:**

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.

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.

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.

## **Event Cancellation:**

In the event of cancellation, the organiser should:

Notify all entrants by contacting using their details, this can be done through [www.canoeslalomentries.co.uk](http://www.canoeslalomentries.co.uk). The system will automatically send an email notifying entrants of this. If you are organising a premier or division one race, please also email [slalom-officials@outlook.com](mailto:slalom-officials@outlook.com). It is also useful to notify Les Ford ([lesford@ntlworld.com](mailto:lesford@ntlworld.com)) your cancellation can be published on [www.canoeslalom.co.uk](http://www.canoeslalom.co.uk).

Further information on cancellation can be found in the current Slalom Rules (**Rule 22.6**).