Event Planning

What:

Fun & Safety on the Water

When:

Date of Event: May 30th 2026, 12 noon to 4 pm

Why:

- City of Med Hat requests MHPC to improve water safety.
  - this event provides club exposure
  - this event provides benefit to the community

Where & describe:

-Event will take place at Echo Dale Boat Pond

- it is a small man made pond filled with river water by the City of Med. Hat
- a public place for day use
- lake has an island in the middle
- it is the opening day of Echo Dale Park
- Park is approximately 20 km from the city
- planning time: 2 mtgs before event

Who:

- Planning and organization:
- 4 MHPC members plus club president: Tracy, Tashia, Megan, Kathy, Stan, Rob.
- Waivers signed by participants
- water craft brought by High Level Canoe and Kayaks out of Lethbridge
- High Level provides 3 staff to fit PFD and water craft
- club members supply equipment: gazebos, tables, & small equipment, video,
- no fund raising required, no food or beverages
- logistics planned by planning committee
- greater club members attend event to assist participants to get into and outof the water craft
- one club member assigned to be on duty each hour to either be on the water in their own kayak or watch the water for any potential trouble.

- Clean up by club members in attendance

-Budget: - no budget required.

- no revenue
- no donors
- no grants

Marketing:

- advertise on Club website
- City advertise on there park site
- Med Hat tourism web site

Managing:

-by co ordination committee

Safety and risk management plan:

- one club member assigned to manage the water for each hour with their kayak
- waiver signed by all participants
- potential risk is for someone to capsize and need to be towed to shore
- MHPC has insurance through Medicine Hat Tourism

This Event plan and final report outlines both planing,and risk management.
The Incident Report Form (IRF) is attached. No incidents!

Signed:

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Date:

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