



- 1 Canoe Club Representative should notify CSEC chairman of damage or repair work needed to their Koa Canoe either at race site, emailing, texting, and/or telephone.
 - * Notifying a CSEC committee member is OK, but then it is the responsibility of the Canoe Club Representative and CSEC member to notify CSEC Chairperson.

- 2 Canoe Club Representative MUST fill out a CSEC form and submit it to the CSEC Chairperson before any work is to be done on a KOA Canoe.
 - * Failure to submit a CSEC form before work commences could result in a \$1,000.00 fine (RR - 2009)

- 3 Once the CSEC Chairperson receives the CSEC form, a CSEC inspector will be assigned to the Koa canoe throughout the duration of the repair / modification of the canoe.
 - * CSEC form must be filled out at the time of Inspection.
 - ** Inspector will look at damaged area and/or modifications and sign CSEC form.
 - *** Make sure to annotate the entire scope of work on the CSEC form.

- 4 When work is complete, please notify the CSEC Inspector that the work is finished. The Inspector will come and inspect the Koa canoe to make sure all work completed is within the original scope requested on the CSEC form and will sign off.

- 5 Once the CSEC Inspector signs off on the form, he will forward it to the CSEC Chairman for filling.
 - * A copy can be provided to the canoe club at their request.

Committee Members:

*Chairman: Luana Froiseth
Race Rules Chairman: Mike Willett
Canoe Waterlining Chairman: Ron Lee
Canoe Weighing: Cesar Emanuello
OHCRA Race Director:
Advisor: Kalani Irvine
Advisor: Curtis Hawkins*



Name of Canoe Club: _____

Name of "KOA" Canoe: _____

Date Starting Work: _____ CSEC Inspector: _____

Date Finished Work: _____ CSEC Inspector: _____

Location of Work Being Done: _____

Explanation of Work being done:

- Work Satisfactory
- Work Unsatisfactory (Does not meet Canoe Specifications)
- "KOA" Canoe needs to be waterlined

Canoe Club Rep Signature	Date	CSEC Inspector Signature	Date
--------------------------	------	--------------------------	------

CSEC Official Comments:

Committee Members:
Chairman: Luana Froiseth
Race Rules Chairman: Mike Willett
Canoe Waterlining Chairman: Ron Lee
Canoe Weighing: Cesar Emanuella
OHCRA Race Director:
Advisor: Kalani Irvine
Advisor: Curtis Hawkins