HOSTING THE

UNITED STATES CANOE ASSOCIATION

*National Marathon Canoe and Kayak Championships

*Nationals Canoe and Kayak Youth Sprint Championships

**National Canoe and Kayak Adult Sprint Championships

**National Canoe and Kayak Orienteering Championships

* Required National Championships   ** Optional Championships that can be offered.

Part II: Instructions and Hosting Requirements.

Race Management information specifically for the U.S.C.A. National Race Sponsor identifying responsibilities, requirements, and an interpretation of the U.S.C.A rules governing the U.S.C.A Nationals. USCA **Website**: **http://www.uscanoe.com**

For further information contact:

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Submit the Bid for the 2019 Nationals no later than December 1, 2017 or as determined by the USCA President

This bid should be submitted electronically. If help is needed to scan the bid, pictures, or signature page please contact the Nationals Coordinator listed above.

Bid Application is available from USCA President.

Part II – Instructions and Hosting Requirements

IMPORTANT INFORMATION FOR THE USCA NATIONAL RACE SPONSOR

The Nationals Host shall recognize that the name "The USCA National Canoe and Kayak Marathon Championships" is always listed first at all times. Any sponsor's name(s) shall be listed after the title of 'The USCA National Canoe and Kayak Marathon Championships". The USCA® logo and the letters USCA® and the name United States Canoe Association® are the sole property of the United States Canoe Association, Inc. Also, it is recognized that the USCA is a principal to any contracts for endorsements, television contracts, etc. awarded in conjunction with said Championships. No person or organization may use the name or emblem of the Association in advertising, soliciting goods or services, or promotion without the written consent of the USCA Delegates. Contact persons for this information are the USCA President, Executive Director and/or the USCA Nationals Coordinator.

If canoe and kayak registration is required in the Host State, a waiver, an exemption or reciprocity for out-of-state canoes and kayaks shall be obtained for USCA members during the entire Nationals from five days prior to the sprints through the last day of the marathon event.

The USCA Executive Director/ the USCA Nationals Coordinator or the USCA President will serve as the liaison between the Association and the National Race Sponsor. They are also responsible for overseeing the on-site management of the Nationals. Anything related to USCA rules or requirements are under the authority of the USCA.

Prior to the Annual Meeting of the year of the Nationals, a request for information will be sent out prior to the Annual Meeting by a USCA representative to include the location of the race start/finish lines, headquarters site, check in areas, times of registration, where will the entry forms and payment be sent and other pertinent information necessary to develop the *Race Registration Forms and the Schedule of Events.* After the Annual Meeting, the standardized race registration forms, the Schedule of Events with the approved rotation of events and any events that have been added or deleted by the Delegates at the Annual Meeting of the year of the Nationals will be developed and sent to the Race Sponsor for approval by January 30. The Race Sponsor will review the information and return to the USCA Executive Director or Nationals Coordinator by February 15 with any corrections or additions. Corrected copy will be sent to the USCA Committee Chairs involved with the Nationals by March 1 for their comments. All other information must be submitted to the Executive Director or Nationals Coordinator for final approval by March 15 in the year of the Nationals. Only approved copy will be submitted to USCA's *Canoe News* magazine editor with a copy deadline of April 1. The Executive Director or Nationals Coordinator must also approve the total race brochure information and layout format prior to publication.

USCA Membership is required in all Champion and Trial events. Membership Chair contact information should be included in the Race Registration form and the deadline to submit application via postal mail or online.

The USCA has many traveling trophies that will be returned from the previous year's winners either in person beginning on the first day of onsite registration or shipped to you. These trophies need to be stored safely and securely onsite until ready for presentation. The Nationals Coordinator and Awards Chair should be consulted for the proper check in procedure and storage of these trophies.

For the Awards ceremonies for the Sprints, a table near the awards stand should be available to have the medals ready for presentation. For the Marathon awards ceremony, there should be a large table(s) available to hold the medals, the championship shirts and the traveling trophies to be presented that day.

Race sponsor shall rebate to the USCA $5.00 per adult participant and $1.00 per junior (15-17) participant in the USCA Marathon Championships and USCA Triathlon, if offered. (Rebates are per championship – Marathon is per person, not the number of times an individual competes.) Total rebate amount is payable to the USCA and presented to the USCA Executive Director no later than <u>four weeks</u> after the races.

USCA National Marathon Championship Hosting Manual

A. Application instructions and requirements to submit a bid to host the USCA National Championships.
1. Applications may be obtained from the USCA Nationals Coordinator/USCA Executive Director or on the USCA web site.
2. Race Sponsor or Club Affiliate must have sponsored USCA races at least two years prior to the bid date. Exceptions to this requirement will be made by the recommendations of the USCA Core Group Site Selection Committee.
3. Applications to host the National Championships must be sent to the Executive Director, President, Nationals Coordinator, Competition Chair, and Core Group Site Selection Chair by September 1, or as directed, for evaluation. (The Site Selection Committee will report its findings to the USCA Delegates at the USCA Annual Meeting. Site of the Nationals is awarded one and one-half years prior to the race.).
4. A signed petition of ten (10) current USCA members who are familiar with the river and the area must accompany the application.
5. National Championship races are usually held in August and the dates are selected at the USCA Annual Meeting by the USCA Delegates 2-1/2 years in advance of the event.
6. The fee(s) for the championship event will be subject to approval by the USCA Delegates when bid is submitted at the USCA Annual Meeting. After the bid is awarded the proposed entry fee(s) will be binding.
7. The length of the race should fall within the following time limits:
   2 to 2-1/2 hours for all Men, Women and Adult/Junior Championship events.
   1 to 1-1/2 hours for all Adult/Youth and all Junior events.
   Time is used rather than distance due to variable race course conditions and river flow.
8. There should be at least 250-300 campsites and over 250 motel/hotel rooms available to competitors and their families within 30 minutes of the race course.
9. There should be adequate toilet facilities available at the race start and finish. Also, at the sprints location.
10. Adequate parking for competitors and spectators should be available at the race start and finish line for at least 300-500 vehicles. Safe unloading areas should be provided if parking is limited at the race start.

B. Site Selection Requirements.
1. The race course should be interesting, varied, scenic and safe.
2. There must be dependable water conditions at the time of the race and for at least five days of practice time just prior to the race.
3. The waterway should be wide enough so that the starting line can accommodate 100 canoes or kayaks in a line abreast. There should be at least a minimum width of 300 feet having a minimum depth of three feet.
4. There shall be no river constrictions or portages one-half miles of the starting line.
5. There shall be no upstream starts against any detectable flow or current when possible and feasible to have the start downstream.
6. After the start, there must be approximately one mile (minimum) of paddling before any turn around.
7. There shall not be any whitewater greater than Class II by the International Scale of River Difficulty.
8. There must be one mile (minimum) of paddling to the finish that is not upstream against a detectable flow of current when possible or feasible to do otherwise.
9. Small portages are acceptable, but only if the course demands. No artificial portages shall be designed. Paddlers must have a clear and safe path back to the water.
10. There should be a reasonable amount of spectator and media viewing points.

C. Schedule of Events
1. The race sponsor is required to use the USCA Competition Rules and Canoe and Kayak specifications, the USCA Schedule of Events approved by the USCA Delegates using the Three-Day Rotation sequence as listed   below. Abbreviations for events must be as they appear in the USCA Competition Rules Book. Any changes in the schedule of event made by the USCA Delegates become effective immediately unless otherwise stated.
   a. Sequence of schedule of Events for Marathon Championships:

Friday	Saturday	Sunday	Years of Sequence
Day 1	Day 2	Day 3	2009, 2012, 2015, 2018, 2021
Day 2	Day 3	Day 1	2010, 2013, 2016, 2019, 2022
Day 3	Day 1	Day 2	2011, 2014, 2017, 2020, 2023

   b. Race Sponsor must offer the following USCA Schedule of Events.
      (*Note: There shall be no unauthorized changes in this schedule*) The USCA Competition Chair determines order of events. **CAUTION this may not the full list of events.**

Day 1, Day 2, and Day 3 events are listed below or from the current USCA Competition Rules
Recommended naming convention: Craft Type/# of Paddlers/Boat Type/Governing Spec (if not USCA)/Gender/Age Class

The Schedule of Events below was approved 1/15/17 to start with the 2018 USCA Marathon Nationals.

Day 1
C2 Standard Men Open (C2 Std M)
C2 Standard Men Master (C2 Std MMa)
C1 Woman Open (C1 W)
C1 Woman Master (C1 WMa)
C1 Woman Senior (C1 WSr)
C1 Woman Veteran 1 (C1 WV1)
C1 Woman Veteran 2 (C1 WV2)
C1 Woman Grand Veteran 1 (C1 WGV1)
C1 Woman Grand Veteran 2 (C1 WGV 2)
C1 Stock Woman (C1 SW)
OC1 Man (OC1 M)
K1 Unlimited Woman Open (18+) (K1 U W)
K1 Unlimited Woman Master (40+) (K1U WMa)
K1 Unlimited Woman Senior (50+) (K1U WSr)
K1 Unlimited Woman Veteran 1 (60+) (K1U WV1)
K1 Unlimited Woman Veteran 2 (65+) (K1U WV2)
K1 Unlimited Woman Grand Vet 1 (70+) (K1U WGV1)
K1 Unlimited Woman Grand Vet 2 (75+) (K1U WGV2)
C-2 Men Open (C2 M)
C2 Men Master (C2 MMa)
C2 Men Senior (C2 MSr
C2 Men Veteran 1 (C2 MV1)
C2 Men Veteran 2 (C2 MV2)
C2 Men Grand Veteran 1 (C2 MGV1)
C2 Men Grand Veteran 2 (C2 MGV2)
K1 ICF Woman Open (K1 ICF W) **ICF to be deleted 2018**
K1 ICF Woman Master (K1 ICF WMa)
K1 ICF Man Open (K1 ICF M)
K1 ICF Man Master (K1 ICF MMa)
K1 Touring Man Open (K1T M*) **Moved to Day 1, 2018**
K1 Touring Man Master (K1T MMa)
K1 Touring Man Senior (K1T MSr)
K1 Touring Man Veteran 1 (K1T MV1)
K1 Touring Man Veteran 2 (K1T MV2)
K1 Touring Man Grand Veteran 1(K1T MGV1)
K1 Touring Man Grand Veteran 2 (K1T MGV2)
K1 Touring Woman Open (K1T W)
K1 Touring Woman Master (K1T WMa)
K1 Touring Woman Senior (K1T WSr)
K1 Touring Woman Veteran 1 (K1T WV1)
K1 Touring Woman Veteran 2 (K1T WV2)
K1 Touring Woman Grand Veteran 1(K1T WGV1)
K1 Touring Woman Grand Veteran 2 (K1T WGV2
K2 Unlimited Men   (K2 U M)
(short course)
C1 Woman Junior   (C1 W Jr) & Barton Youth Award
K1 Woman Junior   (K1 WJr) & Barton Youth Award
C2 Men Junior (C2 MJr)

Day 2
C2 Standard Women Open (C-2 Std W)
C2 Standard Women Master (C-2 Std W Ma)
C2 Women Open (18+) (C2 W)
C2 Women Master (40+) (C2 WMa)
C2 Women Senior (50+) (C2 WSr)

Day 2 (Continued)
C2 Women Veteran 1(60+) (C2 WV1)
C2 Women Veteran 2(65+) (C2 WV2)
C2 Women Grand Vet 1 (70+) (C2 WGV1)
C2 Women Grand Vet 2 (75+) (C2 WGV2)
K1 Unlimited Man Open (18+) (K1U M)
K1 Unlimited Man Master (40+) (K1U MMa)
K1 Unlimited Man Senior (50+) (K1U MSr)
K1 Unlimited Man Veteran 1(60+) (K1U MV1)
K1 Unlimited Man Veteran 2 (65+) (K1U MV2)
K1 Unlimited Man Grand Vet 1 (70+) (K1U MGV1)
K1 Unlimited Man Grand Vet 2 (75+) (K1U MGV2)
C1 Man Open (18+) (C1 M)
C1 Man Master (40+) (C1 MMa)
C1 Man Senior (50+) (C-1 MSr)
C1 Man Veteran 1 (60+) (C1 MV1)
C1 Man Veteran 2 (65+) (C1 MV2)
C1 Man Grand Vet 1 (70+) (C1GV1)
C1 Man Grand Vet 2 (75+) (C1GV2)
C1 Man Stock Open (18+)
OC1 Woman   (OC1 W)
K2 Unlimited Women (K2 UW)
(short course)
C2 Women Junior (C2 WJr)
C1 Man Junior (C1 MJr) & Barton Youth Award
K1 Man Junior (K1 MJr) & Barton Youth Award

Day 3
K1 Sea Kayak Woman Open(18+) (K1SeK W)
K1 Sea Kayak Woman Master (40+) (K1 SeK WMa)
Kl Sea Kayak Woman Senior (50+) (K1 SeK WSr)
K1 Sea Kayak Woman Veteran 1(60+) (K1 SeK WV1)
K1 Sea Kayak Woman Veteran 2 (65+) (K1 SeK WV2)
K1 Sea Kayak Woman Grand Vet 1(70+) K1 SeKGV1)
K1 Sea Kayak Woman Grand Vet 2 (75+) K1 SeKGV2
K1 Sea Kayak Man Open (18+) (K1 SeK M)
K1 Sea Kayak Man Master (40+) (K1 SeK MMa)
K1 Sea Kayak Man Senior (50+) (K1 SeK MSr)
K1 Sea Kayak Man Veteran 1 (60+)(K1 SeK MV1)
K1 Sea Kayak Man Veteran 2 (65+)(K1 SeK MV2)
K1 Sea Kayak Man Grand Vet 1 (70+) (K1 SeK MGV1)
K1 Sea Kayak Man Grand Vet 2 (75+) (K1 SeK MGV2)
C2 Standard Mixed (C2 Std Mx)
C2 Mixed Open (C2 Mx)
C2 Mixed Master (C2 MxMa)
C2 Mixed Senior (C2 MxSr)
C2 Mixed Veteran (C2 MxVet)
C2 Man/Junior (C2 M/Jr)
C2 Woman/Junior (C2 W/Jr)
K2 Unlimited Mixed (K2 UMx) (Trial)
(short course)
C2 Man/Youth* (C2 M/Y)
C2 Woman/Youth* (C2 W/Y)
C2 Mixed Junior (C2 Mx Jr)
Sunday Only events: SUP Unlimited Man (SUP-U M);
SUP Unlimited Woman (SUP-U W)

C. **Schedule of Events (continued)**

2. **Canoe/Kayak Sprints.** Adult Sprints, if offered, are scheduled for Tuesday of the week of the National Marathon Championships or as directed by the USCA Delegates. Course is 500 meters in length. Championship and Trial Sprint events are updated at the Annual Meeting every January. As of 2015, this is an optional event. Youth Sprints are held on Thursday with 250 and 500 meter distances for Youth 5-17 years of age. Included are the Adult/Youth sprints, Paddlers with Disability sprints, and Youth Marathon Championship for ages 5-11. USCA National Sprint Chair has developed a manual and will assist in management of both the Adult and Youth Sprints.

3. **Canoe/Kayak Orienteering.** Championship event held on Wednesday. Orienteering Chair will assist with set up of course and provide special materials. This event is optional.

4. **Triathlon.** Offered on the Sunday prior to the Marathon Nationals. (Since 1995, this event has not been a requirement to Host the USCA Nationals).

5. **Trial Events.** (Pre-Championship). The USCA Delegates will determine these events (if any), annually. Updated list of events will be supplied after the Annual Meeting in January.

6. **Special Age Group Recognition.** An age group within a Championship event for a specified age group. These groups are identified in year of the race.

D. **USCA National Championship Awards and Presentation**

1. **Marathon** - Medals shall be awarded to top 3 places in all adult national championships and 6th place in the youth and junior championships. A National Championship Shirt shall be awarded to all 1st place winners in each National Championship class. USCA orders the medals for the championships and the Race Sponsor will pay for only those medals used. USCA is responsible to provide the National Championship shirts.

2. **Adult Sprints** - Medals shall be awarded to top 3 places for adults; adult/youth/junior classes go 5 deep.

3. **Youth Sprints** - Medals shall be awarded top 5 places; Youth (5-7) and Youth (8-10) all get medals.

4. **Orienteering** - Medals shall be awarded to top 3 places.

5. **Special Age Group** - USCA medal is awarded to recognize the first individual/team in a specified age group within a championship class. (This is a gold medal.)

6. **Trial** - A pre-championship event shall be awarded USCA medals to the top 3 places.

7. The National Championship Awards Chairman will assist in the presentation. The Chair will verify the medals for the day's events after the Nationals Coordinator has verified the results. (Provide a printout of the events and the number of paddlers prior to the race start to help the chair get the medals prepared more quickly.)

8. Awards <u>shall</u> be presented at the conclusion of each day's events at the Awards Ceremonies. There should be an awards stands to make the ceremony as impressive as possible with media coverage.

9. **State Points** – A revolving USCA Trophy is awarded during Sunday's awards ceremony to the State with the highest number of Points accumulated during the National Marathon Championships. Points are awarded in the championship events only to the top ten U.S. paddlers for their state of residence. The results for each event shall have the list of paddlers with the States of each paddler that has been verified by the USCA Membership Chair. U.S. paddlers who team up with a non-U.S. paddler will win State points for their position of win. Non U.S. paddlers do not receive points. Trial and non-championship events are not included in the tabulation of points. *Points from the National Stock Aluminum Championship results will be calculated and added to the list of state points, if the Aluminum Championships precedes the Marathon Championship.*

   Points are calculated as follows: 1st place – 50 points to each paddler's state: 2nd – 45 points: 3rd – 40 points: 4th – 35 points: 5th – 30 points: 6th – 25 points: 7th – 20 points: 8th – 15 points: 9th – 10 points: 10th – 5 points. Points will be counted even though the position may not have received an award. Race Sponsor should provide assistance in this calculation. Awards chair will be in charge.

E.   National Race Sponsor Responsibilities and Management Information

1. Provide information to USCA for the purpose of preparing the Race Registration Forms and Schedule of Events. Draft forms will be sent to the race sponsor and should be returned to the Executive Director/Nationals Coordinator for approval. Once approved, the completed forms and Schedule of Events will be prepared for the race sponsor's brochure and publications in the USCA's *Canoe News* magazine and USCA Website. USCA will develop all race registration forms from the information supplied by the race sponsor. This procedure will be initiated prior to or immediately after the USCA Annual Meeting in the year of the Nationals.

2. Provide maps of the race course listing start/finish points and location of campgrounds, motels/hotels – Registration and pre-race (start/finish points) meeting areas.

3. Provide information on lodging, campgrounds and restaurants in the area of the event.

4. Provide location and registration hours of Race Headquarters. Have signage posted.

5. Provide area for pre-registration check-in, onsite Registration, and Membership verification and application.

6. On Friday, arrange for a pasta dinner. Invite both the community and paddlers and their families to attend.

7. Mail entry forms to current and non-renewed USCA members from the year prior. List of names and addresses or email addresses will be provided from USCA Membership Chair upon request. Race brochure should be mailed out by June1. **If registration will be online only, must determine how USCA membership will be verified during this process and onsite. Check with Membership Chair**.

8. Provide a competitor's participation award, such as a singlet, patch, hat, etc., or a comparable item. Each competitor should receive a race packet.

9. Provide a cruise either on Wednesday or Thursday with the assistance of the USCA Nationals Core Group and the USCA Cruise Chair. Encourage participation by the local citizenry. This is optional.

10. Provide First Aid with radio communication on the course. Provide patrol craft/sweep boat and spotters for safety purposes. All personnel shall have an orientation as to their responsibilities. Spotters will require special orientation. The USCA Safety Chair or Competition Chair shall be available for advice prior to and during the race. Safety information must be included in the race information. See previous Nationals information.

11. Provide an area for the USCA Technical Inspection Committee to measure canoes and kayaks at least 2-3 days before race day, usually near race headquarters. Helpers should be available for this committee to assist in measuring (jigging) boats both before and after the races.

12. Provide a secure area near the finish line for an "impoundment area" for winning canoes and kayaks that can be set up and controlled from unauthorized persons. (First five boats in each event are jigged after the race.)

13. Post participant list after each day's registration to provide paddlers information on those in each class. (Provides confirmation on spelling of names, ages, states, events and partners names.)

14. Provide the timing for all events of the USCA Nationals. The USCA Timing Committee or the Nationals Coordinator will serve as consultants for the race host. The USCA currently does not own or operate a timing system at this time. The host must provide all equipment for timing and printing of results. Timers need to follow the USCA guidelines and requirements for events.

15. Provide a confirmed set of results to the Awards Chair as soon as possible so awards can be prepared. Post these confirm results on the posting board for the competitors to view.

16. Provide a secure area for the USCA Awards to be received and a display table at the registration area. Also, provide tables for the awards (trophies, medals and T-shirts) close to the presentation area for each day's events. Check with Awards Chair.

17. Provide complete race results for all championship events and triathlon (if applicable). Include the names, ages and state and foreign state or province/country of each team or individual as well as the complete times. All results must be verified for accuracy before being provided to the Awards Chair or posted onsite. Person in charge of handing out awards must have an accurate copy. A corrected copy will be provided to USCA webmaster to post on the website. Verified race results are sent to the *Canoe News* magazine editor no later than September 1. USCA Executive Director or Nationals Coordinator or USCA President will assist is processing this information.

18. Provide a full detailed financial disclosure to the USCA Executive Director and USCA Nationals Coordinator within four weeks following the Nationals. The disclosure shall include an itemized list of expenses and income related to hosting of the Nationals. This will assist future race sponsors and the USCA in preparing for and securing financial support for the Nationals.

19. The National Canoe Triathlon Championships have been an optional event since 1995.

F. RACE HEADQUARTERS

The Race Sponsor shall provide:
1. Headquarters - A weatherproof building or enclosed tent must be available by Monday of a 6 day National Championships or Wednesday of a 4 day Schedule to include check in and registration for all events. Sprint and Orienteering check-in for day of event maybe located at a different site.
2. Supply a minimum of 4-5 tables for registration area and 10 chairs if tables are not picnic style. At least two or more tables for display and check in the USCA National Traveling Trophies.
3. Message board(s) (4x8 feet) for relaying messages from USCA officials, competitors, and race sponsor updates during the week. List of entrants should be posted by event to verify names, states and if the correct event and age group has been entered as soon as possible after registration is closed daily.
4. Post finish times as soon as possible after each race. All times must be verified for accuracy as to names, ages and states. **Each day's race results remain posted for the duration of the Nationals.**
5. Secure area for USCA Technical Inspection Committee to jig boats prior to race day.
6. Secure area for an impoundment area at the race finish line – no unauthorized persons permitted in this area. Flotation may be checked in the first five canoes/kayaks as soon as the boats cross the finish line. If necessary, volunteers are needed to assist for this activity.
7. A shuttle service during practice and each race day should be available if start line is different from finish line.
8. Secure area for timing computers, copy machines and any additional equipment.
9. Provide a secure area for storing National Traveling Trophies and awards until awarded.

G. RACE STARTS

1. *Mass or Heats* - All starts will be by **REACTION START**. There will be no countdown given prior to the start. To start a race, the starter will say **PADDLERS BE READY.** Sometime following this command when the starter is satisfied that no competitor has unfair advantage, he will signal the start by using a prearranged device. This device could use sight, sound or both. The USCA will designate an official to oversee the starting line and report any infractions that may occur to the USCA Executive Director/USCA Nationals Coordinator for review by the USCA Arbitration Committee.
2. *Heat Starts* – In the event that heats are deemed necessary, the competitor's position in the various heats will be determined by the order the entry form is received by the race sponsor. No switching of entry numbers between participants. Equal number of boats shall be run in each heat, if at all possible. There shall be at least five minutes between heats.

H. RACE REGISTRATION

1. Registration for the National Marathon and Sprint Championship is based on the information provided in the USCA Canoe Race Organization Manual and/or the USCA Competition Rules and Canoe and Kayak Specifications.

2. **PRE-REGISTRATION**
   a. Pre-registration – Entries received prior to on-site registration are considered pre-registered. All entry information must be verified by USCA Membership Chair and on-site to confirm current membership. There is no day of race registration for the Adult Sprints or Marathon Races.
   b. Pre-registered entrants and all additional entrants are recorded on a timing sheet/folder for each event. Suggested columns are boat numbers, full name of paddler(s), age, state or foreign country, finishing time, lapsed time and position. A separate file should be made for sprint entrants or orienteering entrants.
   c. A MASTER alphabetical Registration file should contain the race registration form for each paddler. The form will include, the full name, complete address, date of birth, age, email address, phone number and emergency contact number. Membership number, and fees for each days' events and the total payments made. A copy of each day's event are attached to the paddlers form. A separate file can be made by alphabet can help facilitate the rebate process. Develop a master file for each championship event will help in the preparation of boat numbers needed for each event..
   d. All pre-registered entrants must have all information verified at check-in by the Membership Chair. If the forms can be provided to the membership chair prior to the opening of the registration and mark "OK" on the front page of the registration form, this will help the check in process for those who did preregister. Only a waiver will be required to be signed onsite, when USCA Insurance is used.
   It is better for the Race Sponsor to provide the preregistered paddler's name, state and age to the USCA Membership Chair to verify membership and include a current USCA member number. Sending a database to the race sponsor to have them be responsible to verify membership has not worked well. It is not the responsibility of the race sponsor to verify membership, it is that of the USCA. Only current USCA members may receive boat numbers and awards. If the partner is not a USCA member, the team is not eligible for an award.

3. **ON-SITE REGISTRATION**
   1. Registration will require several workers to receive on-site registration. The same person should do recording names on the event timing sheets and the master registration record each day, if possible. It is helpful if the workers have the same duties each day. *STATIONS* are set up for on-site registration.
   2. **Station 1 – Forms** – Have available on a separate table with a box of pens**: 1)** Participant Registration forms – each participant must fill out a form; **2)** a separate box/container for copies of each day's event; **3)** USCA waiver forms; **4)** USCA membership applications. An overseer may be needed to help. *Participants are instructed to fill out all forms completely and go to the next station.*
   Pre-registered participants must fill out and sign a waiver/release of liability form onsite and go to **Station 2 or 3 or at 'Check-in' sign.**
   3. **Station 2 – Take all completed forms to the Membership Chair** who will verify or accept dues payments to renew or join USCA. After membership is verified or accepted and the current USCA member number is applied to the **Participant Registration form**, the form is stamped "OK".
   4. **Station 3 - Check in – Pre-registered entrants**. All pre-registered entrants must have their current membership verified by the Membership Chair according to the USCA database list. If not current, must pay their dues before participant can check in with race registration staff and hand in their waiver form. (In 2017, a list of the pre-registered participants was provided to the membership chair onsite. The alphabetical list included the last name, first name member number, age and state. When the Membership Chair arrived onsite, the member numbers of all preregistered participants were reviewed and confirmed. If the member didn't have their number at the time they sent in their registration form, it was added. The applications were filed alphabetically and stamped with "OK" to confirm they had been checked and approved. This will speed up *preregistered* process.) **Note:** If you only accept online registrations, you must provide the information that in underlined above to the membership chair prior to the onsite nationals check in. Pre-registered paddlers might get their waiver form marked with OK to show they had checked in by the Membership Chair.
   5. **Station 4 – On-site Registration**. Participants with forms arriving at this final station have been approved by the Membership Chair and are ready for those doing race registration to process. (Make sure "OK" is stamped on the Participant Registration form. If not, check with membership chair.) When reviewing the form, make sure all information **is legible and complete**. Make sure you can read everything before the registrant leaves your area. This is very important!
   Confirm the events entered are correct. If there is a question, please consult with the Nationals Coordinator or a member of the USCA Executive Committee.
   Entrants who ADD ON events must have their USCA membership verified again, if necessary. Add-on identifies this entry is to be edited only in the Master File. Payment amounts could be recorded on the form for future reference. After entrant information is manually recorded in the event/timing book

or entered in the database, information is recorded in the Master File/or in database. On-site entry forms should be separated according to event and recorded as follows.

6. On-site entrants will continue to be added to each specific event timing sheet/file that was started with pre-registration until event registration is closed. Boat assignment is made from this event file. Starting time for mass starts will be inserted at the top of form when the event begins.

7. A MASTER alphabetical registration book or file (printout) is continued from pre-registration. This master list facilitates the rebate process for marathon paddlers since entrant is listed only once no matter how many events they enter.

8. If computer registration/timing is used, manual copies should be made as a backup and for last minute entrant/event changes.

4. DAY OF RACE REGISRATION (If offered) Have forms available on site.

1. USCA Membership application, Participant Registration form, event form and waiver form.

2. All forms are filled in and checked. USCA Membership must be verified or applied for. Member number is provided on Participant Registration form.

3. Recommended method of registration – after the membership chair has verified or accepted membership dues, one person verifies information, accepts the waiver form and accepts the fees; one person per event records entrant in event timing sheet files and determines the boat number.

4. Entrant goes to boat number distribution area when membership and registration requirements are completed.

I. BOAT NUMBER DISTRIBUTION ON DAY OF RACE

1. Have boat numbers prepared in advance for known entries – **2 stickers per boat**. Size should be no smaller than 4" tall and 9" long. Some race sponsors have their logo on the one end of the sticker and leave at least 7-8' of space for the number. Blank stickers for boat **numbers** may be purchased from local printers – the **numbers on the stickers** correspond to the event. Use a broad tipped waterproof ink magic marker to make the numbers tall, large and legible numbers for the timers and spotters to view. **No letters**. (Boat numbers on both sides of the boat permit a paddler to know if boat next to them is in his/her class,)

2. Numbers distributed on race day may be by event or master number file with copies of the event file with boat number, name of racer(s) or a computer printout for each event with name(s), boat number, state, and age. The announcer to identify paddlers as they cross the finish line or to follow their progress on the course can use this information sheet. If any boat numbers are not picked up, determine if this is a drop out or team/individual was duplicated. Notify timers, spotters and announcer it is known when class is complete.

3. USCA membership must be confirmed prior to the boat number distribution. A non-member may not win an award nor may his/her partner. If there is any question on this matter, contact the USCA Executive Director/USCA Nationals Coordinator or USCA President immediately.

J. TIMING

1. The race sponsor provides the primary timing. The USCA Timing Committee or Nationals Coordinator provides resource and advice.

2. Manual Method of Timing – Timer starts clock as event starts and uses this timing method to record finish times. At finish, will need spotters to identify boat event/numbers; boat number recorder; timer states "MARK" when boat passes the line and a time is recorded. A runner is needed to supply groups of the finishing times in the event timing file and establishing lapsed time and position of finisher. There is no distinction between U.S. or non-U.S. paddlers as we did at one time. All paddlers are awarded their time of finish. The competition chair may determine if time should be added due to infractions that occurred on the water or for other reasons that would disqualify or add time to paddler's time. The posting person will post only confirmed times/positions. The manual timing method is either the primary method or a back up to a computerized timing method. The USCA has a hand held timer as a back up. It has thermo fax paper and records a continuous boat sequence and time that can be used as a backup even for computer timing.

3. Computerized timing – An automated timing program and is recommended. See page 10 for suggestions.

4. Additional timing sheets should be available to record the top ten (10) finishers for each event with the state/country and age of paddler recorded. This record will assist in awards determination, special age category awards and the calculation of State points to the top 10 positions for USA paddlers.

5. Race results – Required headings for each event are the following: boat number, name(s), state/country, age and elapsed time. Top five (5) in each class go to the jigging area so those jigging the boats are aware and jig only these winners for award purposes.

6. Boat verification – each day, the number of boats in each event and total is recorded. The radio and timing crew shall determine that all boats have cleared the course. Dropouts reported to the finish should report to the radio crews immediately and vice-versa. Dropouts (DNF) are to be recorded for Rebate purposes.
7. Race sponsors are encouraged to use computer, video and manual types of recording the timing of the events. <u>A video of the race finish line should be saved for at least one year.</u>
8. In the event of a multi-loop course, a designated finish lane must be provided. Paddlers must be informed of this designation. It will be for finishing only. Paddlers must be instructed that a finish outside the finish lane will incur a pre-determined time penalty.

K. SAFETY
1. First aid and radio communications shall be available on the race course.
2. All race personnel shall receive an orientation in regard to their duties.
3. There shall be a system to account for all boats and paddlers on the water. Spotters shall receive an additional orientation is regard to their duties – recording numbers, noting course violations, shouting to a paddler who goes beyond the approved course, etc.
4. A chase boat and land based emergency service must be available.
5. A safety marshal with the assistance of the USCA Safety Chair or Competition Chair shall check all canoes/kayaks for flotation, etc. If not in compliance, boat will not be allowed to compete. USCG approved PFDs must be readily available and appropriate for each paddler; one pealess whistle per boat and may be attached to the PFD.
6. If motorboats or sailboats or other types of watercraft are using the race course during the race, the race sponsor is responsible for providing patrol craft.
7. Events should not be combined when the total number of paddlers reaches an excessive number and safety of the paddler is jeopardized. The USCA Executive Director/Nationals Coordinator/Competition Chair should be consulted on this matter.
8. The course shall be properly marked and marshaled with radio crew to determine that all participants are on the same course in that event.
9. Should severe weather require an event to be suspended, official notification must be given to ALL competitors in that event. The National Race Committee and the National Race Sponsor will determine when it is safe to resume the event.

L. SUPPORTING SERVICE FOR THE RACE WEEKEND
1**.** A public address system must be available during the race along with a knowledgeable individual serving as the MC**.** The public address system is required for the awards area after each day's race along with platform boxes for 1st, 2nd, 3rd place winners. (Refer to Canoe Race Manual for instructions.)
2. A professional sports photo service should be on site to photograph the competition.
3. Fresh water and cups should be available to all competitors at the Finish line. If possible fresh fruit, i.e., bananas, and oranges should be available.
4. A pasta dinner should be available to all paddlers and their families and the community on Friday evening. Nominal fees should be charged for the dinner. This could be a fund raising opportunity for a local group. The dinner will precede the Semiannual Meeting.
5. A verified set of results should be posted as soon as possible after each event by the Nationals Coordinator or a USCA official or race sponsor.
6. Local and regional media should be on hand to cover the event. The sponsor should provide the media with only verified race results and information on the paddlers. Media packages can be provided by the USCA, if requested.

M. USCA ASSISTANCE
1. The USCA can provide up to $2,000.00 seed money to a Host to run the USCA Nationals in the year of the Nationals only. This money must be requested in writing to the USCA Treasurer <u>and must be repaid on or before the start of the Championship event.</u>
2. The USCA Canoe Race Organization Manual will be provided upon request. USCA Competition Rules and Canoe Specifications manual is available on the USCA website.
3. The USCA Awards Committee will prepare the exact number of medals required for the Championship and Trial events for each day. The number of positions and events to be awarded will be finalized at the USCA Annual Meeting of the year of the Nationals.
4. Publicity will appear in USCA's *Canoe News* magazine and on USCA Website in regards to race information and race results.

5. The USCA Competition Chair chairs the USCA National Race Committee. However, the USCA Executive Director and/or USCA Nationals Coordinator will be the official USCA liaison to the National Race Sponsor and will coordinate all pre-race information. The Executive Director and/or Nationals Coordinator will be responsible for all on site decisions.

6 A pre-race meeting between the race officials and officials of the USCA is recommended.

7. The USCA Executive Director and/or USCA Nationals Coordinator and other USCA officials will be available for advice as needed at the registration area and the race start and finish.

8. Registration for the marathon championships must be by the day prior to the race. If there is a problem consult with the USCA Executive Director and/or Nationals Coordinator.

9. USCA will help in preparation or will prepare all race registration forms and the schedule of events from race sponsor information provided. No forms are to be printed or published without USCA approval.

10. The USCA Arbitration Committee will be available to handle all protests involving USCA canoe specifications and competition rules. The USCA Executive Director serves as a facilitator to activate this committee. Problems that involve non-USCA matters are the responsibility of the race sponsor. However, the USCA may be consulted for advice.

11. The USCA National Awards Chair will prepare the proper medals, championship shirts and the traveling trophies for presentation for each day's events.

12. The USCA reserves the right to rule on any situation in regard to the race that involves jurisdiction regarding the USCA.

13. The USCA Safety Chair shall be consulted in all matters pertaining to safety and appropriate recommendations made.

14. The National Timing Committee duties are listed in the USCA Rules and Regulations and will serve as a basis for the race sponsor to set up their timing program. See below. Supervision of the timing procedure for the Championships will be done by the Executive Director or Nationals Coordinator. Race Sponsor will be responsible for the primary timing for all events. Need to have a backup system as well.

N.   SUGGESTIONS TO SET UP THE TIMING PROGRAM

1. Identify each event with the proper code – Refer to Schedule of Events for proper code for the event and whether it is a trial event.

2. Enter name and complete information of all National participants into the timing system.
To include: First and Last Name, City and State or foreign province and country.
Age of adult is as of the day of the race. Age of Youth is ages under 18 is as of January 1 of the current year. Do not use day of race for youth since this could show a youth and juniors as a year older.

3. Enter all post-registered participant information at National's site.

4 Provide and post a pre-race list of participants the night before the event. Participants need to be able to confirm they are in the correct event with correct ages and state before the race starts.

5. A list of the participants for the day's event are provided to prepare numbers and distribute same.

6. Provide a list of the events' participants to the Award Chair so the medals can be prepared in advance.

7 Computerized timing program mostly for marathon race days.

8. Post verified results of all sprint and marathon race days as soon as possible.

9. Provide a verified set of results to the National Awards Chair as soon as possible in order to have the proper awards made available for presentation.

TIME TABLE FOR THE USCA NATIONAL RACE SPONSOR

_____1. **24 Months prior to the Nationals**
    Obtain bid application and information to Host the USCA Marathon Nationals. Determine
    race course and develop plans for race events. Secure names of ten (10) current USCA members who
    know the river and area and confirm the race site is of National caliber.

_____2. **21 Months prior to the Nationals – December 1.**
    Submit your race bid to the USCA officials as listed in the bid application.

_____3. **20 Months prior to the Nationals – January, second full weekend**
    Race bid is presented to USCA Delegates at the USCA Annual Meeting. If bid is approved,
    plans go forward. Follow this Race Management Manual, updates to follow after the next Annual
    Meeting. This manual will assist you in the USCA requirement on Hosting a National
    Championship.

_____4. **19-12 Months prior to the Nationals**
    Preliminary plans are made. A brief promotional brochure can be developed. (Approved by USCA.)

_____5. **12 Months prior to the Nationals – August**
    Attend current Nationals and observe events. Promote your race. Attend the Semiannual
    Meeting and make a report.

_____6. **7 Months prior to the Nationals – Second full weekend in January**
    Attend USCA Annual Meeting; give update of race plans. Obtain last minute changes in
    schedule, events, awards etc. Provide information to USCA for race registration forms.

_____7. **5-7 Months prior to the Nationals – January to March.**
    Race Registration forms, Schedule of Events will be sent to you for approval. After approval, all
    forms will be completed by USCA and submitted to USCA *Canoe News* magazine for
    publication and to you for Race Sponsor's brochure. Additional items required for brochure
    must be sent to USCA Executive Director/USCA Nationals Coordinator for approval prior to
    publication.

_____8. **7 Months prior to the Nationals - January 15**
     Order boat stickers through a local printer. **Two** per boat anticipated.

_____9. **4 Months prior to the Nationals – March 15**.
    Race forms that have been approved will be sent to USCA *Canoe News* magazine editor and
    USCA Website webmaster by the USCA Executive Director/USCA Nationals Coordinator
    prior to May 1 deadline. Final approval of race brochure information and Race Brochure is
    prepared.

_____10. **3 Months prior to the Nationals**
    The deadline for race brochure to be submitted to USCA Executive Director/USCA Nationals
    Coordinator, if not previously done, is now. Approved draft returned to you. Submit with any
    corrections to your printer. You may request complimentary mailing labels, for current and
    prior year non-renewed members, from USCA Membership Chair. Mail your brochure or a brief
    announcement of the event.

____ 11. **2-1 Months prior to Nationals – May-June.**
    Finalize all plans with your committees. Check with USCA Executive Director/USCA
    Nationals Coordinator as needed.

_____12. **1 Month prior to the Nationals – June-July**
    Begin sending race registration information to USCA National Timing Chair unless National Race
    Sponsor is providing the primary timing.

____ 13. **1 week in advance of the Marathon Nationals.**
    Have pre-registrations checked by USCA Membership Chair to verify if all pre-registrants are
    current USCA members. Information will be updated on site.

____ 14. **Monday morning (6 day Schedule of Events)**
    Set up check-in and registration on site for afternoon check-in and registration. Provide table for
    revolving trophies that are returned to be accepted and displayed. USCA National Awards Chair is
    responsible for checking in trophies. Check on location of EMS team for race site.

_____ 15. **Tuesday morning (6 day Schedule of Events)**
Check-in and registration for USCA National Adult Canoe/Kayak championships.
Sprints run until finished. Sprint Chair will set up course. Provide timers and helpers for this
event. This is a long day. Consider food and water for helpers during event.

_____ 16. **Wednesday (6 day Schedule of Events)**
First day of jigging. Establish jigging area and provide assistance. Check-in registration for
Orienteering in A.M. Orienteering Chair will set up course and conduct event. Afternoon check-
in and registration for all.

_____ 14a. **Wednesday morning (4 day Schedule of Events Same as Monday morning of 6 day Schedule)**
Set up check-in and registration on site for afternoon check-in and registration. Provide table for
revolving trophies that are returned to be accepted and displayed. USCA National Award Chair is
responsible for checking in trophies. Check on location of EMS team for race site.
First day of jigging. Establish jigging area and provide assistance.

_____ 17. **Thursday (6 or 4 day Schedule of Events)**
Check-in. Registration day of race for Youth Sprints/Adult/Youth Sprints; Youth Marathon; and
Physical Disabilities (Encourage day before registration.). Sprint Chair will set up course. Assistance
is required for timing and getting boats launched. Awards at this location. Post results.
Jigging after awards for Youth Sprint events. **Last day to register for Friday marathon events**.

_____ 18. **Friday (6 or 4 day Schedule of Events)**
First day of USCA Marathon Championships Opening Ceremony. Boat numbers, races, check
on safety, communications and spotters along course. Set up impoundment area at finish. Assist
at jigging. Awards. Pasta dinner in evening 5:00 – 6:45 P.M. Attend USCA Semiannual Meeting
7:00 P.M. Registration in afternoon. **Last day to register/check in for Saturday events**. Results.

_____ 19. **Saturday (6 or 4 day Schedule of Events)**
Day two. Numbers. Races. Awards. **Registration after awards. Post verified results.**

_____ 20. **Sunday (6 or 4 day Schedule of Events)**
Day three – Last day of races. Numbers, Races, Awards. Post verified results.

_____ 21. **Rebates.**
Treasurer shall invoice the Race Sponsor for the number of participants in the Marathon
Championship events after verification by the Executive Director/USCA Nationals Coordinator.
Race sponsor shall rebate to the USCA $5.00 per adult participant and $1.00 per junior
(15-17) participant in the USCA Marathon Championships. (Rebates are per person, not the number
of times an individual competes.) Total rebate amount is payable to the *USCA* and sent to USCA
Treasurer no later than <u>four weeks</u> after the races.

_____ 22. **As soon as possible after the Nationals**
Provide complete verified race results to the USCA Executive Director/USCA Nationals
Coordinator. Include all participant names with ages, states or countries, partners and elapsed time in
descending order for each event. Boat numbers could be included which will help identify photos
when published in Canoe News. Non-US members are awarded the position of win.

_____ 23. **Invoice for Medals:** The Awards Chair will consult with the Nationals Coordinator how many medals
were used and notify the Treasurer to prepare an invoice for this number and send to the Race
Sponsor. Payment is sent to the USCA Treasurer made payable to *USCA*.

_____ 24. **Mid September - 4 Weeks after the Nationals or as soon as possible.**
Submit a complete detailed financial report to the USCA Executive Director/USCA Nationals
Coordinator and Historian.

*Thank you! Your job is now completed and the United States Canoe Association would
like to thank you for your hard work to promote Marathon, Sprint, Orienteering Canoe,
Kayak and Standup Paddleboard paddling in the USA.*

The end!