



REGATTA INSTRUCTIONS FOR HOST CLUBS

SAFETY BOATS AND PERMITS

THESE ARE THE TWO MOST VITAL ISSUES
ASSOCIATED WITH ANY REGATTA
(OTHER THAN THE PROGRAM ITSELF)

START ORGANISING YOUR REGATTA
AT LEAST 5 MONTHS IN ADVANCE
OF THE REGATTA DATE

BE VERY FAMILIAR WITH
THE **REGATTA RULES**
PARTICULARLY PART D: HOSTING A REGATTA

START ORGANISING YOUR OFFICIALS/HELPERS
AT LEAST 4 MONTHS IN ADVANCE

REMEMBER TO COMPLETE
YOUR REGATTA EVALUATION IMMEDIATELY
AFTER THE REGATTA

Prior to race day!

1. Start contacting the local water authorities at least 5 months in advance to acquire an Aquatic Permit for your main regatta site and your alternate venue. Also start contacting your local city council, Environmental Protection Agency, Police, Ambulance etc to obtain the necessary permits.
2. Your Regatta Bond (if applicable for your zone) and the Regatta Contract (attached) should be sent to the Zone Treasurer 3 months in advance of your regatta.

A Cheque is preferred, as it is not banked, merely held as security, and returned upon successful completion of you regatta.

3. Also 3 months in advance contact AOCRA secretary secretary@aocra.com.au for a Certificate of Currency.
4. Organise your program, in particular the distance for the races, so it best suits the conditions at your venue and the expected weather conditions (eg hot and flat). The Regatta Rules state:

C.2 EVENT DISTANCES

C.2.1 SPRINT EVENTS

Event	Age Group	Distance (metres)
Adult Events		
OC6/V12	All	From 500m to 3,000m
OC1, OC2, SUP	All	From 250m to 500m
Junior Events		
OC6/V12	19 & Under	up to 2,000 metres
OC6/V12	16 & Under	up to 1,000 metres
OC6/V12	14 & Under	up to 500 metres
OC6/V12	12 & Under	up to 500 metres
OC1, OC2, SUP	19 & Under	Up to 500m
OC1, OC2, SUP	16 & Under	Up to 500m
OC1, OC2, SUP	14 & Under	Up to 250m
OC1, OC2, SUP	12 & Under	Up to 250m

C.2.2. MARATHON EVENTS

C.2.2.1 Adult Marathon Events

- a) At National Titles, Zone Titles, Club & Combined Regattas all OC6 Adult Marathon events shall be held over a distance of not less than 10 kilometres as determined by the host club and approved by AOCRA or the Zone.
- b) At National Titles, Zone Titles, Club & Combined Regattas, all OC1, OC2 and SUP Marathon events shall be determined by the host club and approved by AOCRA or the Zone.
- c) At Corporate/Club Day Regattas, all marathon course distances shall be determined by the host club and approved by the Zone.

C.2.2.2. Junior Marathon Events

Event	Age Group	Distance (Kilometres)
Junior Events		
OC6	19 & Under	up to 15 km
OC6	16 & Under	up to 10 km
OC6	14 & Under	up to 6 km
OC6	12 & Under	up to 3 km
OC1, OC2, SUP	19 & Under	Up to 8 km
OC1, OC2, SUP	16 & Under	Up to 6 km
OC1, OC2, SUP	14 & Under	Up to 4 km
OC1, OC2, SUP	12 & Under	Up to 2 km

C.2.3. SHORT COURSE EVENTS

C.2.3.1. State & National Titles

- a) OC6 Short Course races may be offered for both Open Men and Open Women.
- b) The recommended distance will be 8km, or as determined by the Host club and approved by AOCRA or the Zone.

C.2.3.2 Club & Combined Regattas

- a) The maximum distance for Senior competitors will be 8km.
- b) Distances for Junior competitors will be as per Rule C.2.1.
- c) Races may be offered where prevailing conditions prevent Sprint

Events from being conducted.

C.2.4. CHANGEOVER EVENTS

- a) The distance of changeover events shall be set by the Host Club and approved by AOCRA or the Zone.

In short course and marathon events:

- a) The first turning buoy of a marathon course shall be a minimum of 2 kilometres from the start line.
- b) The first turning buoy of a short course event will be a minimum of 1 kilometre from the start line. (D.8.3.1. Course Markers & Requirements - Regatta Rules

The start line is an imaginary line drawn between the 2 extreme lanes or turning buoys in sprint events, and between 2 fixed or anchored markers for all other events. (D.8.5. Start Procedure (d) - Regatta Rules

The finish line is an imaginary line drawn between the 2 extreme lanes or turning buoys in sprint races, or between 2 fixed or anchored markers for all other races. (D.8.8. Finish Procedure (a) - Regatta Rules

The Race Director will not be a competitor in any event for that regatta unless an assistant race director is appointed.

The Race Director and Assistant Race Director must be AOCRA members, and must be approved by the Zone or AOCRA. (D.6.2.1 Race Director (Includes Assistant Race Director a and b - Regatta Rules

5. Source and secure your Safety Boats and Drivers at least 4 months in advance. Consider paying them \$100 in advance to secure their services.
- a. Make sure you have available the correct number of support boats as per the Safety Boat ratio. Safety Boat ratio is attached and can be found at <http://www.aocra.com.au/index.php?page=regatta-hosting-documents>

The SES need to have on water training and can use our events for such training; contact the SES in your local area as soon as you start planning your regatta.

6. Your regatta program and course maps should be sent to the Zone Secretary at least two (2) months prior to the regatta date along with your Aquatic Permit and Certificate of Currency.

Zones usually provide a generic program for host clubs to use. The Zone Committee can not guarantee approval of your program on time if less than two months notice is available. The Zone Committee will endeavour to approve your program in a short timeframe so that it can be distributed to clubs one month prior to your regatta date.

Once approval is given, the Zone Secretary will email your program to all

Club Secretaries.

Your program should include the following sections:

- Cover page with the logos of AOCRA, OAMPS, the Zone, any relevant zone sponsors, and your club
- A general invitation to attend
- An explanation of venue, parking, presentations, accommodation and other important issues such as refreshments and the alternate venue in case of bad weather**
- An explanation of the course
- Fees and Nomination Information – see generic program
- Club and Team Nomination information – see generic program
- Rules and Regulations – see generic program
- Extract of Regatta Rules – see generic program
- Program of events
- Course Maps and any other relevant maps

** In the event of a Strong Wind Warning or unsuitable paddling conditions the Alternative venue must be in “smooth waters” (see the relevant state Maritime Safety Guide for the current year to clarify what is classed as smooth waters in your area).

7. When submitting your program for approval you should inform the Zone Secretary of any equipment you may need eg equipment trailer, irb's, or individual items such as radios, stopwatches, video camera etc.

You may need to organise members from your club to tow the Trailer/s from the regatta prior to yours. The IRB's may be available to tow at the end of the regatta prior to yours and so your club will need to organise individuals to tow these also. However, the IRB's may not be available until your regatta date and so they will be towed by an individual from the club maintaining the IRB's.

8. All club and team nominations are now performed online at www.aocra.com.au. Once your program has been approved, the Zone will “load” you regatta online, so that it will be viewable under “Race Calender” on both the AOCRA and Zone websites.

This will allow clubs to nominate for your regatta.

When a club nominates to attend your regatta, you will receive an email of the CLUB NOMINATION FORM, plus a copy of the tax invoice (which is your share ONLY of the regatta nominations).

From these documents you can compile a list of exactly what clubs and teams are attending, and know in advance the amount of income you will be receiving from the race.

When a club completes a TEAM NOMINATION FORM, you will similarly receive an email detailing the relevant team. You will need to print these out (they are in the same type of format as the old Excel forms) to use at the Sign In tent on the day of the event. REMEMBER TO DO A PRINT PREVIEW FIRST so that you ensure all the columns fit into the page when you print it!

We recommend you have a folder for each event for sign in. For example, if you have 5 marathons – have 5 manila folders, inside of which is the printed team nomination forms for each team. On the FRONT of the folder, have the Event no and a list which has CANOE NO, TEAM, SIGN IN, SIGN OUT. As each team signs in on the team nomination forms, flick to the front page and note the crews' canoe number and tick that they have signed it. That way you can see at a glance exactly which teams have or have not signed in. Once everyone has signed in, you can give the folder to the Race Director to start the race, and hence communicate to the Start Boat exactly how many teams are racing.

Clubs may nominate extra OC6 teams or OC1/OC2's on the day via the Zone's laptop (which has wireless internet) – as you won't receive a generated Team nomination form, you can print one out off the website. Go to www.aocra.com.au and click on "View Nominated Teams". From there, select the relevant form and print. Then add it to your folders. Make sure the clubs that nominate on the day follow the process of CLUB NOMINATION first, then TEAM NOMINATION.

If for whatever reason you DO NOT want a club to pay a late fee – let a Zone official know – we can alter the "event" to a nil late fee, so that it isn't charged. Note that if you fail to notify a Zone official prior, and a late fee is charged that you don't want charged – it will be your club's responsibility to refund that to the relevant club. DO NOT ASK THE AOCRA TREASURER TO DO THIS ON YOUR BEHALF!

9. Email the AOCRA Secretary secretary@aocra.com.au 2 weeks prior to the event (i.e. the date that club nominations are due) to advise how many medals you will require. These are at a cost of \$3.00 each. Any unused medals (that are in perfect condition) can be returned after the event for a credit.
10. Regatta Summary Information Form, F101, should be sent to the Zone Secretary 14 days in advance.
11. Most importantly the following things must be performed to ensure your regatta runs smoothly:-
 - a) Have a support boat drivers meeting a few days before the event, with instruction sheets done up for them, in particular the courses, and an event list with the number of competitors in each event. As your support boat drivers are normally "non-paddlers" – don't call the events by name (they will get confused). Instead – call it Event 1, Event 2 etc etc. And make sure you have the number of competitors nominated beside each event, so that each driver knows exactly how many should be on the water. Remember to notify them on the day if the number of competitors change (due to extra noms or cancellations). An event should not start if the number of competitors noted down does not equal the number of boats on the water.
 - b) Have a mock run through with your officials on the day. Ensure they know how to use the club/team nominations online to help those who want to nominate on the day.
 - c) Have a mock run through of the timekeeping equipment. ALWAYS use a back up system (so use the main print out stopwatch plus a manual stopwatch). You should have 4 people timekeeping at ALL TIMES (1 on the printout stopwatch, 1 on the manual stopwatch, 1 calling boats across the line, 1 recording). THIS IS A MINIMUM!

- d) Have a mock run through of the results equipment. Ensure that you have the spare printer cartridges on hand, and that the person in the tent knows how to use the program, and the printer..
- e) Allocate 4 people in charge of the Zone equipment at the end of the day – 2 people to flush and transfer the IRB's to the next club that needs them, and 2 people to supervise the loading and cleaning of the Zone Equipment Trailer. Make sure you have the names and phone numbers of the clubs who will be taking these trailers with them, so that you can pass them on.

On race day!

- 12. Make sure you have sufficient number of people to run the Regatta smoothly particularly people on the sign-in desk and announcers. The Race Director should have an assistant to keep the regatta running.
- 13. Briefings should be video recorded in case of litigation resulting from insurance claims. It is also ideal to video the start and finish of each race.
- 14. Ideally a Champion Senior OC6 club for your regatta and a Champion Junior OC6 club for your regatta should be announced at your Saturday night Presentations along with the first three place getters in each Division for each race. A Champion Senior OC1 club for your regatta and a Champion Junior OC1 club for your regatta should be announced at your Sunday presentations, if you host OC1 races.
- 15. It is preferred if your club uses the results program on the Zone laptop- this is in Excel format, so it is required that someone with Excel experience is in control of results. These results can then be emailed to the Zone Secretary immediately following the regatta.

If this can not be done all result forms should be posted to the Zone Secretary within 7 days of the Regatta.

Plus the following forms:

F 115 PROTEST FORM ON THE DAY

F 118 INJURY RECORD FORM RECORD ANY INJURY ON DAY –
performed online at www.aocra.com.au

Plus ALL Sign In sheets

- 16. The AOCRA treasurer will direct deposit the host club's portion of race fees to the clubs bank account within 7 days after the event (they are held in case the event is postponed or cancelled and fees are required to be refunded to the relevant nominating clubs).
- 17. To be an official event (i.e. for full points), nominations must be received from at least three (3) affiliated clubs or as approved by AOCRA. If less than 3 clubs nominate, events will still run, however, the points scale will be adjusted accordingly – see below.
- 18. Points – if you use the Zone laptop, the Excel program has the points pre-loaded. Note if there are less than 3 clubs, change the top RH side under "Official" to N – it should then display the reduced points as below.

MARATHON/SHORT COURSE/NON-LANED SPRINT POINTS

OC6 (3 or more clubs):

1st 14pts 2nd 12pts 3rd 10pts 4th 8pts 5th 7pts 6th 6pts 7th 5pts, 8th 4pts, 9th 3pts, 10th 2pts 11th onwards 1pt

OC6 (Less than 3 clubs)

1st 5pts 2nd 3pts 3rd etc 1pt

LANED SPRINT POINTS

OC6 (3 or more clubs):

1st 7pts 2nd 5pts 3rd 3pts 4th 1pt 5th etc 1pt

OC6 (Less than 3 clubs)

1st 5pts 2nd 3pts 3rd 1pt

OC1 POINTS

OC1 (3 or more clubs):

1st 9pts, 2nd 7pts, 3rd 5pts, 4th 3pts, 5th 2pts, 6th etc 1 pt

OC1 (Less than 3 clubs)

1st 5pts 2nd 3pts 3rd etc 1pt

19. Make sure you have adequate safety boats (one spare boat sitting on the beach is always best). Too many regattas are held up due to insufficient support boats/drivers and boat failure.
20. Make sure you have sufficient number of people to run the Regatta smoothly particularly people on the sign-in desk and announcers. The Race Director should have an assistant to keep the regatta running.
21. Please be aware that AOCRA or the Zone Committee has the power to change/cancel any aspect of your Regatta if not considered safe or if AOCRA criteria is not met.
22. Within 14 days after your regatta a brief Regatta Evaluation is required to be sent to the Zone Secretary. The main focus of the report is safety and general improvements. See attached for the format.

Should you or your Race Committee have any queries, in the preparation of the Regatta or on the Regatta Day, please do not hesitate to contact your Zone Secretary or any other Committee member.

HOW TO BE A SUPPORT BOAT DRIVER FOR A REGATTA

Club's Responsibilities for Support Boats

- **Ensure all support boat phone numbers are held**
- **Hold a pre-race support boat drivers briefing**
- **Ensure boat drivers have sufficient fuel and safety equipment for the event**
- **At the briefing distribute to all:**
 - **Course maps**
 - **Copy of rules and responsibilities**
 - **Spare paper and pens**
 - **Radios if required, and advise channel to be used**
 - **Start and lead boat flags**
 - **Course markers/buoys**
- **Ensure that your drivers are adequately fed/given refreshments throughout the day**
- **Ensure that some sort of remuneration is given to drivers (monetary, beer etc) preferably prior to the event (i.e. at the pre-race meeting).**

Support Boats - Prior to the Event

- **Ensure you have contact phone numbers for the Host Club, particularly the race director.**
- **Ensure you have safety equipment on board your vessel as per maritime safety regulations**
- **Ensure you have a tow rope, bucket, recovery line and float, and a basic First Aid kit is suggested.**
- **If you are asked to lay course buoys/markers, setting via GPS co-ordinates is preferred.**
- **Ensure you have VHF radio on board, and be familiar with the channel to be operated on**
- **Attend the pre-race boat drivers briefing as organised by the Host Club**
- **At this meeting, collect start flags (if you are the start boat), collect lead boat flag (if you are the lead boat), collect buoys/markers (if you are setting the course)**
- **Ensure you collect your "Support Boat Folder" at the pre-race meeting**
- **Familiarise yourself with the race courses**
- **One boat to be on turn buoys at all times**
- **When using radios, observe etiquette – press button first, listen, then talk at a moderate pace, identifying your intended recipient first, then yourself.**

Support Boats - Day of the Event

- **Establish contact with the Race Director by VHF radio or phone no more than 45 minutes prior to race start**
- **Ensure your boat is in position no more than 30 minutes prior to race start**
- **If laying course markers/turning buoys, ensure course is set no more than 30 minutes prior to race start.**
- **Please always be aware of keeping fumes to a minimum for competitors. Also try to ensure that your boat wake does not provide an unfair advantage to certain crews**
- **Please ensure you and your crew have adequate sun protection and refreshments**

Basic Regatta Rules (full rules available under www.aocra.com.au)

General

- **Safety is our first and foremost concern**
- **Any paddlers/teams in distress will raise their paddles or wave arms to signal attention. Please proceed immediately to their aid**
- **If a canoe flips or is swamped, please proceed immediately to the scene**
- **If the team requests assistance, please provide it.**
- **Radio the Race Director immediately that any incident occurs**
- **If any aid is requested by a team/paddler, that crew may not continue to race after the aid is given**
- **Crews may not receive coaching during normal races (changeover events exempted). Please radio any breaches of this rule to the Race Director**

Sprints

- **Competitors in a sprint must round the turn anti-clockwise around the turn buoy. Turning otherwise or without the entire canoe and ama rounding the turn buoy will be cause for disqualification.**
- **A canoe will not cause interference to another canoe whilst outside their assigned lane. If interference does occur, the canoe that is deemed to be outside their lane will be disqualified by the Race Director**

Marathons/Short Course

- **A canoe may follow its preferred course between designated markers.**
- **A canoe overtaking another canoe will change direction and go around the slower canoe, and in a manner so as not to interfere with the slower canoe's progress**
- **A canoe being overtaken must not hinder the faster canoe overtaking it in the straightaway**
- **Where a canoe changes course to effect an impact on another canoe (ramming) to alter that canoe's progress or course, it will be cause for disqualification.**
- **Interference with another canoe during an event is cause for disqualification.**
- **A turn without the entire canoe and ama rounding a turn buoy is cause for disqualification. A canoe may avoid such disqualification if it subsequently correctly rounds the turn buoy.**
- **Right of way at turning buoys will be given to:**
 - **the leading canoe**
 - **In the case of the canoes being level or overlapping, right of way will be given to the INSIDE CANOE, immediately prior to the turn buoy**
 - **If the OUTSIDE or OVERTAKING CANOE causes interference, such said canoe will be disqualified.**

Changeover Events

- **Original and/or relief paddlers may be used at the discretion of the captain or coach, within the guidelines of the approved program.**
- **The first change of paddlers will not take place for either 30 minutes from the start of the event, or a fixed point as defined in the course. The inspector on each Team Escort Boat will notify the team at what point the first change of paddlers can occur. A breach of this rule is cause for immediate disqualification.**

SAMPLE VOLUNTEER ROSTER

Friday 27th February

**Set up of the Beach from 3pm on Friday. Please attend
Canoes to be rigged and paddled round to venue. Info TBA**

Saturday 28th February

5.15am All Club Members to the beach
Mark to set up PA
Race Directors to set up white boards, draw courses
Race Directors to brief boat drivers
Joey to run thru time keeping with everyone

EVERYBODY - This year if you are buying food & drink at our Regatta could you please have your money with you. You cannot get Credit at other Regatta's and have to have the money on hand so it shouldn't be too hard to do at ours. It just makes extra work by having to chase money

Doing your Job - If you need a break or extra assistance grab somebody from the Dog's Body group. Make sure you have enough manpower

MERCHANDISE, FOOD & BBQ - You will notice that there are a lot of people rostered on to these duties. If it is quiet than obviously you will not all be needed at the same time. Take turns in having breaks. If one section is busy and the other is quite please help out. Make sure you do your bit!! Nobody wants to be stuck behind the food or merchandise all day.

**PERSON IN BOLD IS THE PERSON IN CHARGE OF YOUR AREA
PLEASE BE AWARE OF WHEN YOU ARE ROSTERED ON. IT IS TIGHT IN SOME INSTANCES.**

MERCH	FOOD	DOG'S BODIES	ADMIN	TIMERS	BOATS	VIDEO	BEACH	RAFFLE	FLAGS	BBQ
LINDA	BRONNIE	TRISH	TAN/ALI	JO L	DOODLE	BEC	STEW	KYLEE/MAATA	GLEN	MARK
Helen	Jacq	Kylee	Jill	Tom	Doug/Phil/Adam	Stew	Pip		Carmy	Ash
Renee	Deb	Maata	Paul G	Polly	Craig	Pip			Pete	Phil
Paul S	Geoff	Jo S		John	lian					Terry H
Merv	Karen	JB			Pete					Adam
	Kerry	Stew			Steph					
	Shane									
					Damo					
					Terry K					

5.45 OC1 Men & OC2 Women Prepare to Race EVENT 1

MERCH	FOOD	DOG'S BODIES	ADMIN	TIMERS	BOATS	VIDEO	BEACH	RAFFLE	FLAGS	BBQ
LINDA	BRONNIE	JO S	JILL	JO L	DOODLE	BEC	STEW		GLEN	TERRY H
Helen	Jacq	JB	Paul G	Polly	Doug/Adam	Pip	Pip		Carmy	Ash
Renee	Deb			John	Craig				Pete	Terry H
Paul S	Geoff				lian					Adam
Merv	Kerry				Pete					
	Shane				Steph					
	Karen				Damo					
					Terry K					

**6.45 OC1 Women & OC2 Men prepare to race
EVENT 2**

MERCH	FOOD	DOG'S BODIES	ADMIN	TIMERS	BOATS	VIDEO	BEACH	RAFFLE	FLAGS	BBQ
LINDA	BRONNIE	JO S	JILL	TOM	DOODLE	STEW	STEW		GLEN	MARK
Helen	Deb	JB	Paul G	Polly	Doug/Adam	Pip	Pip		Carmy	Ash
Renee	Geoff			John	Craig				Pete	Terry H
Paul S	Kerry				lian					Adam
Merv	Shane				Pete					
					Steph					
					Damo					
					Terry K					

7.45 OC2 Mixed Prepare to race EVENT 3

MERCH	FOOD	DOG'S BODIES	ADMIN	TIMERS	BOATS	VIDEO	BEACH	RAFFLE	FLAGS	BBQ
LINDA	BRONNIE	JO S	TAN/ALI	JO L	DOODLE	BEC	STEW	MAATA/KYLEE	GLEN	MARK
Helen	Deb	Kylee	Jill	Tom	Doug/ Adam		Pip		Carmy	Ash
Paul S	Geoff	Maata	Paul G	Polly	Craig				Pete	Terry H
Kelcey	Kerry	JB		John	lian					Adam
	Shane				Pete					
	Karen				Steph					
					Damo					
					Terry K					

7.55 Juniors U14 & U16 prepare to race EVENT 4

MERCH	FOOD	DOG'S BODIES	ADMIN	TIMERS	BOATS	VIDEO	BEACH	RAFFLE	FLAGS	BBQ
LINDA	BRONNIE	TRISH	TAN/ALI	JO L	DOODLE	BEC	STEW	MAATA/KYLEE	GLEN	MARK
Helen	Deb	Kylee	Jill	Tom	Doug/Phil/Adam		Pip		Carmy	Ash
Paul S	Geoff	Maata	Paul G	Polly	Craig				Pete	Phil
Merv	Kerry	JB		John	lian					Terry H
Ren	Shane				Pete					Adam
	Karen				Steph					
					Damo					
					Terry K					

8.45 Senior Master & Master Women prepare to race EVENT 5

MERCH	FOOD	DOG'S BODIES	ADMIN	TIMERS	DOODLE	VIDEO	BEACH	RAFFLE	FLAGS	BBQ
HELEN	JACQ	TRISH	JILL	TOM	Doug/Phil/Adam	BEC	STEW		GLEN	MARK
Merv	Geoff	Jo S	Paul G	Polly	Craig				Carmy	Ash
Paul S	Terry H	JB		John	lian				Pete	Phil
	Shane	Stew			Pete					Adam
					Steph					
					Damo					
					Terry k					

10.15 Senior Master & Master Men prepare to race EVENT 6

MERCH	FOOD	DOG'S BODIES	ADMIN	TIMERS	BOATS	VIDEO	BEACH	RAFFLE	FLAGS	BBQ
LINDA	BRONNIE	TRISH	TAN/ALI	JO L	DOODLE	BEC	STEW	KYLEE/MAATA	GLEN	PHIL
Helen	Jacq	Kylee	Jill	Tom	Doug/Phil/Adam		Pip		Carmy	Adam
Renee	Deb	Maata	Paul G	Polly	Craig					
Paul S	Kerry	Jo S		John	lian					
Merv	Shane	Stew			Pete					
	Geoff				Steph					
	Karen				Damo					

11.45 Open Women Prepare to race EVENT 7

MERCH	FOOD	DOG'S BODIES	ADMIN	TIMERS	BOATS	VIDEO	BEACH	RAFFLE	FLAGS	BBQ
LINDA	BRONNIE	JB	JILL	JO L	DOODLE	PIP	STEW		GLEN	MARK
Helen	Deb	Stew	Paul G	Tom	Doug/Phil/Adam				Pete	Ash
Paul S	Geoff			John	Craig					Phil
Ren	Kerry				lian					Terry H
Merv	Shane				Pete					Adam
					Steph					
					Damo					
					Terry K					

1.15pm Open men Prepare to race EVENT 8

MERCH	FOOD	DOG'S BODIES	ADMIN	TIMERS	BOATS	VIDEO	BEACH	RAFFLE	FLAGS	BBQ
LINDA	BRONNIE	TRISH	TAN/ALI	JO L	DOODLE	BEC	PIP	KYLEE/MAATA	GLEN	MARK
Helen	Jacq	Kylee	Jill	Tom	Doug/Adam	Pip			Carmy	Ash
Renee	Deb	Maata	Paul G	John	Craig				Pete	Terry H
	Geoff	Jo S		Polly	lian					Adam
	Kerry	JB			Pete					
					Steph					
					Terry K					

2.45pm Mixed Open prepare to race EVENT 9

MERCH	FOOD	DOG'S BODIES	ADMIN	TIMERS	BOATS	VIDEO	BEACH	RAFFLE	FLAGS	BBQ
PAUL S	BRONNIE	TRISH	TAN/ALI	JO L	DOODLE	BEC	KERRY	KYLEE/MAATA	GLEN	PHIL
	Jacq	Kylee	Jill	Tom	Doug/Phil				Carmy	Terry H
	Kerry	Maata	Paul G	Polly	Craig					Mark
	Terry K				lian					Ash
					Pete					
					Steph					
					Damo					

					Terry K					
--	--	--	--	--	---------	--	--	--	--	--

3.55pm Senior Master & Master Women Prepare to race EVENT 10

MERCH	FOOD	DOG'S BODIES	ADMIN	TIMERS	BOATS	VIDEO	BEACH	RAFFLE	FLAGS	BBQ
HELEN	JACQ	TRISH	JILL	TOM	DOODLE	BEC	STEW		GLEN	MARK
Merv	Geoff	Kylee	Paul G	Polly	Doug/Phil/Adam	Stew			Carmy	Ash
Paul S	Shane	Maata		John	Craig				Pete	Phil
	Geoff	Jo S			lian					Terry H
					Pete					Adam
					Steph					
					Damo					
					Terry K					

4.10pm Senior Master & Master Men Prepare to race EVENT 11

MERCH	FOOD	DOG'S BODIES	ADMIN	TIMERS	BOATS	VIDEO	BEACH	RAFFLE	FLAGS	BBQ
LINDA	BRONNIE	TRISH	TAN/ALI	JO L	DOODLE	BEC	STEW	KYLEE/MAATA	GLEN	PHIL
Helen	Jacq	Kylee	Jill	Tom	Doug/Phil/Adam	Stew	Pip		Carmy	Adam
Ren	Deb	Maata	Paul G	John	Craig	Pip				
Paul S	Kerry	Jo S		Polly	lian					
Merv	Geoff				Pete					
	Shane				Steph					
	Karen				Damo					

4.25pm Mixed Crews prepare to race EVENT 12

MERCH	FOOD	DOG'S BODIES	ADMIN	TIMERS	BOATS	VIDEO	BEACH	RAFFLE	FLAGS	BBQ
PAUL S	BRONNIE	TRISH	TAN/ALI	JO L	DOODLE	BEC	KERRY	KYLEE/MAATA	GLEN	PHIL
	Jacq	Kylee	Jill	Tom	Doug/Phil				Carmy	Terry H
	Kerry	Maata	Paul G	Polly	Craig					Ash
					lian					Mark
					Pete					
					Steph					
					Damo					
					Terry K					

4.40pm Open Women Prepare to race EVENT 13

MERCH	FOOD	DOG'S BODIES	ADMIN	TIMERS	BOATS	VIDEO	BEACH	RAFFLE	FLAGS	BBQ
LINDA	BRONNIE	JB	JILL	JO L	DOODLE	PIP	STEW	KYLEE/MAATA	GLEN	MARK
Helen	Deb	Stew	Paul G	Tom	Doug/Phil/Adam				Pete	Ash
Paul S	Geoff			John	Craig					Phil
Merv	Karen				lian					Terry H
	Kerry				Pete					Adam
	Shane				Steph					
					Damo					
					Terry K					

4.55pm Open Men prepare to race **EVENT 14**

MERCH	FOOD	DOG'S BODIES	ADMIN	TIMERS	BOATS	VIDEO	BEACH	RAFFLE	FLAGS	BBQ
LINDA	BRONNIE	TRISH	TAN/ALI	JO L	DOODLE	BEC	PIP	KYLEE/MAATA	GLEN	MARK
Helen	Jacq	Kylee	Jill	Tom	Doug/Adam				Carmy	Ash
Renee	Deb	Maata	Paul G	John	Craig				Pete	Terry H
	Geoff	Jo S		Polly	lian					Adam
	Karen				Pete					
	Kerry				Steph					
					Terry K					

AOCRA REGATTA INFORMATION CHECKLIST

This form is to be completed by the host club and submitted as per AOCRA Regatta Rules

Please send to:

for Club/Zone regattas:

Zone Secretary

for National Titles:

National Secretary

EVENT NAME:			
HOST CLUB:			
Club Contact / Mobile Ph No. for the Event:			
DATE OF EVENT:			
VENUE SITES: (Primary & Alternate)			
TYPE OF EVENT (Pls check applicable box)	OC1/2	OC6	V12
Sprint			
Marathon			
Changeover			
	Commence	Finish	Presentations
REGATTA TIMES			
	Race Director	Starter	Race Recorder
KEY OFFICIALS			
TYPE OF AWARDS			
PUBLIC LIABILITY INSURANCE	(Please Circle which applies)		Comment
Certificate of Currency Obtained	YES	NO	
STATE / LOCAL PERMITS:	(Please Circle which applies)		Comment
MARINE SAFETY AQUATIC PERMIT	YES	NO	
<small>(eg Harbours & Marine; Dept of Transport; Parks & Recreation ... whichever dept administers)</small>			
SHIRE COUNCIL PERMITS	YES	NO	
LIQUOR PERMIT	YES	NO	
NOTIFICATION To Safety Authorities	(Please Circle which applies)		Comment
COAST GUARD	YES	NO	
AIR SEA RESCUE	YES	NO	
WATER POLICE	YES	NO	
OTHER (Police, Ambulance)	YES	NO	
SAFETY SERVICES			
SAFETY OFFICER: (Name)			
FIRST AID: Area / Persons / Group:			
Pls Note: The First Aid person(s) must be suitably qualified and a non paddler on the day.			
SAFETY BOATS:	YES	NO	
(Number as required by Aquatic Events permit and AOCRA Regatta Rules)			
TWO-WAY RADIOS:	Operators Licence No:		
AMBULANCE Contact:	PHONE:		
DOCTOR AVAILABLE:	PHONE:		
POLICE Contact:	PHONE:		
OFFICIAL MEDIA PERSONNEL:	By Law 14 Annexure C attached?		
IF INSUFFICIENT SPACE, PLEASE ADD NOTES HERE, or ATTACH EXTRA PAGES OF INFORMATION.			
e.g. Venue and alternate site information			

**ANNEXURE C SAMPLE ACCREDITATION FORM – FOR EVENTS
MEDIA ACCREDITATION**

Name:

Representing:.....

Media organisation:.....

Position:

Editor/administrator:.....

Address:.....

Country:

Internet site:

Telephone:.....

Fax:Email:

Mobile:

National Press Card No: & or AIPS:

Passport No: Issued at:

Please indicate which days accreditation is applied for:

- Day 1
- Day 2
- Day 3
- Day 4
- Day 5
- Day 6

Applicant's Signature: Date:

In applying for accreditation for the event, I certify that any photographic images taken are for the purpose of reproduction in the above newspaper and in other newspapers subscribing to its syndications service. Images sold to readers will be sold on the basis that they are marked for personal consumption only and are not to be re-used commercially. Photographic images taken at the event will not be sold for commercial use without the express permission of this organisation.

Director's Name: Date:

(please include stamp of organisation if applicable) In signing this application I certify that the above person is a professional working journalist/broadcaster/photographer whose work will be used only for the purposes specified.

Director's Signature:

Please do not sign this Accreditation Form if the above person is not a professional Working journalist/broadcaster/photographer working for your organisation.

CONTRACT FOR CONDUCT OF A REGATTA

WE THE UNDERSIGNED OFFICIALS

OF.....OCC

GUARANTEE TO CONDUCT THE CLUB / COMBINED (*delete which doesn't apply*) REGATTA ALLOCATED BY _____ ZONE COMMITTEE TO THE CLUB, DILIGENTLY AND CAREFULLY UNDER THE REGATTA RULES OF AOCRA.

WE FURTHER GUARANTEE TO PROVIDE EXPERIENCED OFFICIALS FOR ALL POSITIONS REQUIRED UNDER REGATTA RULES AND THAT THOSE OFFICIALS WILL BE PREPARED TO ENFORCE THE RULES AS REQUIRED.

WE FURTHER GUARANTEE THAT THE SAFETY REQUIREMENTS INCLUDING SUPPORT CRAFT AND OTHER REQUIREMENTS WILL BE SUPPLIED ACCORDING TO THE SPECIFIED DETAILS UNDER AOCRA REGATTA RULES AND _____ ZONE SUPPLEMENTARY RULES AND IN ACCORDANCE WITH QUEENSLAND TRANSPORT REQUIREMENTS.

WE ATTACH OUR CHEQUE FOR \$500.00 TO BE HELD BY _____ ZONE AS A COLLATERAL BOND TO ENSURE OUR GOOD FAITH.

WE ARE AWARE THAT A FINE WILL BE IMPOSED IF WE FAIL TO MEET THE REQUIRED REGATTA STANDARD, OR IF THE CLUB USES THE ZONE IRB AND THE CLUB DOESN'T COMPLETELY FLUSH THE MOTOR TRAILER AND BOAT, A \$100 FINE WILL BE IMPOSED BY THE ZONE.

SIGNED ON BEHALF OF _____

PRESIDENT _____ Signature
PLEASE PRINT

SECRETARY _____ Signature
PLEASE PRINT

DATE:.....

REGATTA EVALUATION

(use more than one page if necessary)

Host Club:

Regatta Date:

Format:

OC6

Marathon – Distance:

Short Race – Distance:

Laned Sprint – Total Distance:

Distance of each leg:

OC1:

Distance:

Overall Safety Evaluation:

General Improvements:

- Things that could be done by the Club next time:

- Things that could be done by the Zone next time:

YOUR CLUB
LOGO – MAKE
SURE IT IS
SAVED AS A
JPEG



SAMPLE GENERIC REGATTA PROGRAM

XXXXX OUTRIGGER CANOE CLUB

Proudly present

ROUND x - 2011

CLUB REGATTA

XXXXXXXXXXXXXXXXXXXXXXXXXXXXX 2011

to be held at

XXXXXXXXXXXXXXXXXXXXX



RACING PROGRAM

IMPORTANT NOTICE

The Race Program will run on time, or at the discretion of the Race Director. Clubs must provide adequate canoes for competitors in each division. Please be ready for your event. The Race Director will not wait for crews to get to the START LINE.

Please note that races may be brought forward on the day so please notify all competitors that it is important to listen for changes over the PA system.

Storm covers will be used if necessary. Leg leashes are mandatory for all OC1/OC2 Events.

All canoes are required to carry one PFD per paddler, and must be easily accessible.

Please don't forget that it is STINGER SEASON, so wear appropriate protective clothing. Always be Sunsmart.

THE VENUE

PARKING

TRAILER PARKING

REFRESHMENTS

ACCOMMODATION

You must book direct.

FEES AND NOMINATION INFORMATION

FEES

		Senior Paddlers	Juniors Paddlers
OC6	Per Crew Per Division Per Event	\$XX	\$XX
OC1/2	Per Paddler Per Division Per Event	\$XX	\$XX

CLUB AND TEAM NOMINATIONS

*All clubs must lodge a **CLUB NOMINATION** with payment to be performed online at www.aocra.com.au*

Nominations close at **5 pm Fri two weeks before your Regatta**

- late nominations will accept a late fee of **\$xxxxxx per paddler for seniors and \$xxxxxx per paddler for juniors**

TEAM NOMINATION FORMS must be lodged online at

www.aocra.com.au

no later than the Friday one week before your Regatta

When Signing In clubs will need to indicate which individuals are in each crew for the upcoming race.

OC1 and OC2 nominations will be accepted on the day (laptop via www.aocra.com.au) however late fees will apply! We ask that out of courtesy paddlers nominate by **5 pm Fri two weeks before your Regatta**.

The reason for this is, if nominations are not received for certain divisions, then the host club will organize to delete these from the schedule of events

RULES AND REGULATIONS

Generally:

1. Only competitors who are **members of a club affiliated with AOCRA** are eligible to compete and this does include crews from outside of our Zone. **Crews from another zone may compete for medals only!**

2. **International paddlers/crews may compete for medals only! International paddlers must have their own personal travel insurance in order to compete.**

3. A competitor may only paddle for a club in which he or she is a current and financial member.

4. AOCRA or its respective committees reserve the right to request proof of age of a competitor at any time.

5. All OC1 paddlers must wear leg ropes. One paddler per OC2 must wear a leg rope.

6. Women can substitute into a Men's crew in the appropriate Age Division. The crew is considered "official" and so is eligible for points and medals. Approval must be sought from the Zone Committee prior to the regatta – the request is to be sent by email to the Zone Secretary at least 21 days prior to the regatta date.

7. Junior paddlers (those who are 14 or older) may compete in Open Division races. Their nomination must be accompanied by a Parental Permission Form, and approval from Qualified Outrigger Specific Coach – see www.aocra.com.au

8. Age Divisions

The following age divisions shall apply to both OC6 and OC1/OC2 events:
CALENDAR YEAR = (1st January to 31st December) annually.

Open competitors male shall be of **any** adult age.

Master competitors male who have reached/will reach the age of 40 years during the Calendar Year of competition. , female who have reached/will reach the age of 35 years during the Calendar Year of competition.

Senior Master competitors male who have reached/will reach the age of 50 years during the Calendar Year of competition, female who have reached/will reach the age of 45 years during the Calendar Year of competition.

Golden Master competitors, male and female who have reached/will reach the age of 55 years during the Calendar Year of competition. For the 2010 season in **NQ ZONE ONLY**, this division will be mixed – i.e. any combination of gender that satisfies the age requirements may form a team.

9. All canoes are required to carry one PFD per paddler, and it must be easily accessible.

EXTRACT AS PER AOCRA REGATTA RULES

1. AOCRA regatta rules apply and any other special rules which may be required for a specific event.
2. An alternate venue must be available for the Regatta in the event of a strong wind warning or unsuitable paddling conditions.
3. An alternate course must be available for all events.
4. All Australian competitors must be registered with AOCRA
5. Rules compliance:
 - A. A senior official appointed by AOCRA or the zone, and a member of the organising committee should make a pre race inspection of the course.
AOCRA rules calls for a course and facilities inspector
 - B. If conditions are considered unsafe, as in rough seas, tidal convergence, strong wind or forecast strong winds or other conditions that may effect the safety of competitors, then an alternate course is to be made available. Or the event cancelled.
 - C. In severe conditions as defined in AOCRA regatta rules the event must be postponed or cancelled.
 - D. The lead boat in every event must have an official observer who will take responsibility for reporting conditions and make decisions on safety. If conditions deteriorate at any point of the course in any event, the observer must recommend a course of action.
 - E. Consultation must take place by the race committee, and other interested parties, if a safety issue arises and paddlers may be jeopardised, with a view to altering the course or stopping the race.
 - F. All OC6 canoes must have tow ropes on board and the canoe crews be trained to be able fix the tow rope in the approved manner to assist in rescue procedures.

Tow ropes to be 12mm silver rope 20/25 metres in length

- G. The organising committee prior to race start must make inspections of canoes. Positive floatation is mandatory, bailing buckets and spare paddles are mandatory storm covers (good condition) must be fitted when so directed by the race director. **All canoes must conform to AOCRA standards and scrutineers requirements**
- H. Support boats must be available to the standard required by AOCRA and the water control authorities and have extra life jackets on board. The vessels must comply with state transport regulations.
- I. **Briefings should be video recorded in case of litigation resulting from insurance claims.**
- J. **Time restriction and cut off points where crews can be required to drop out of a race at a pre agreed point, need to be documented and mentioned in all briefings. Once a crew or person is requested to turn back or take advantage of rescue and refuses then all insurance for the crew or person will be invalidated. This will decrease the chance of “weaker” or inexperienced crews who have decided to, have-a-go, getting themselves into trouble when commonsense would say – turn back. Crews that refuse to turn back shall be advised that insurance will be voided at this point.**
- K. All canoes must have proof of inspection, compliance stickers affixed for positive floatation and have yellow tags.
All OC1 canoes must be approved by AOCRA and have compliance stickers and yellow tags affixed.
AOCRA rules require all OC6 canoes to have positive floatation (see regatta rules for description) in both fore and aft tanks. Zone committees will fix compliance stickers to all canoes and any new canoes will have a letter of compliance from the manufacturer.
Imported OC1 canoes will be approved by AOCRA scrutineers and have signed stickers and yellow tags affixed.
- L. **Canoes need to be rigged to suit the conditions and the team using the canoe. The onus is**

on the crew to ensure this is in effect. Competitors should be made aware in the invitation that thermal clothing may be necessary in cold water conditions.

***M.* All canoes must carry sufficient PFD's for all paddlers, i.e. one PFD on an OC1, two PFD's on an OC2, six PFD's on an OC6, and must be easily accessible.**

THE ORGANISING COMMITTEE AND THE ZONE COMMITTEE HAS TO ACCEPT DUTY OF CARE RESPONSIBILITY TO PREVENT SITUATIONS WHERE INCIDENTS AND ACCIDENTS CAN DEVELOP THAT CAN JEOPARDISE THE SPORT OF OUTRIGGER CANOEING AND JEOPARDISE THE SPORTS INSURANCE POLICY OF AOCRA INC.

REGATTA RACE PROGRAM

Senior OC6

All senior divisions, 19U and 21U will complete a xxxkm course and a xxxkm (short course or sprint or laned sprint)

The marathon will be starting between

Junior OC6

Senior OC1 & OC2

OC1/OC2 course will.

NOTE: Course distance may be varied according to weather conditions, and start times may change, please ensure you check with race officials on the day and attend all race briefings.

SATURDAY

TIDES: Saturday High m Low m

Time	Event	Distance
	Briefing – OC6	

MEDAL PRESENTATIONS

Time:

Venue:

SUNDAY

TIDES: Saturday High m Low m

Time	Event	Distance
	Briefing – OC1	

MEDAL PRESENTATIONS:

Time:

Venue:

NB: In the event of poor weather conditions and/or rough seas the alternative venue for the Regatta is xxxxxxxxxx