

# NATIONAL SPRINT REGATTAS TEAM LEADERS' RESPONSIBILITIES

## Summary

### At the Club

- a) Ensure that club members achieve the relevant standard to qualify for competing at National Regattas.
- b) Advise the Colours Registration Officer of their appointment, and include details of any changes in the Club Racing Colours.
- c) **Check that all boats have adequate buoyancy.**

### Entries

- a) Advertise the Regatta to all club members, collate entries, and return Entry Form by closing date accompanied by the correct entry fees.
- b) Check Timetable for clashes & problems.
- c) Ensure that paddlers are conversant with the Sprint Racing Competition Rules & Conduct as shown in the Handbook, and hold current membership of the British Canoe Union. Ensure that all paddlers have been registered.
- d) Encourage paddlers to purchase their own Racing Handbooks.

### Before the start of Racing

- a) Collect and check the detailed regatta programme ensuring that every entry made is shown correctly.
- b) Arrive on time for the Team Leaders' Meeting. All scratches, crew changes, and late entries should be made during the meeting.
- c) Advise paddlers of any changes and/or alterations to the programme.
- d) Ensure that paddlers and their boats are adequately dressed and equipped for the conditions.
- e) Ensure that all paddlers are fully aware of safety measures.

### During Competition

- a) Ensure that paddlers arrive in time for their races, wearing club colours, and with the correct lane number.
- b) Ensure that K4s, if required, are booked in advance. Boat hire is included in the Race Entry Fee.
- c) Be available to receive notification of disqualifications, and deal with any problem involving paddlers from their club.
- d) Collect from, and promptly return to, the Secretary's Desk all Long Distance Numbers. A deposit of £10.00 is required.
- e) Hand in S.A.E. to the Regatta Secretary for a copy of the results.

### After the Regatta

- a) Return Long Distance numbers promptly to the Secretary's Desk.
- b) Display results on club notice board.
- c) Note promotions of Club paddlers.

### 1. Appointment

Club Secretaries must inform the Colours Registration Officer who is the Team Leader for their club (and if you wish a nominated reserve), before January 1st each year. If a club is to be represented by another person at the N.W.S.C. the regatta organiser should be informed by the registered Team Leader, preferably when the entries are submitted.

### 2. Communication

At all regattas, the organisers will only communicate with the Club Team Leader or his/her nominated reserve, in respect of:-

- a) Making entries
- b) Making late entries.
- c) Communication from the organisers to his/her club paddlers - including disqualifications.
- d) Making protests.
- e) Receiving results.

### 3. Safety

**The Team Leader is primarily responsible for the safety of his club members. Team Leaders should ensure that paddlers are:-**

- a) **suitably dressed for the weather, water and race conditions.**
- b) **able to perform basic capsizing drills and are briefed on what to do when approached by a umpire boat.**

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- c) able to swim at least 50 metres in wet clothing without a lifejacket.
- d) that all canoes are fitted with buoyancy, sufficient to ensure that the canoe will remain afloat and support the crew in the event of a capsized.
- e) that all competitors in Junior classes are in possession of a lifejacket or buoyancy aid which conforms to the standard of the I.C.F or S.B.B.N.F.

*In the event of cold and/or windy conditions the organisers may at their discretion cancel or postpone a race, or insist on the wearing of buoyancy aids.*

*In the event of an electrical storm paddlers will be required to leave the course immediately. A tannoy announcement will be made and umpire boats will ring a bell. Racing will not recommence until deemed safe by the competition committee.*

### 4. Entries

Please note all the information given on the completed example Official Entry Form on the following page.

All entries must be made on the Official Entry Form. Please do not break up the form. Send the complete form, even if you are making only one entry. Please ensure that you use the correct form.

Fees for this season have been increased and the charge bands are as follows:-

Group	K1/C1	K2/C2	K4/C4
Senior Events:	£5.00 (late £6.50)	£10.00 (late £11.50)	£20.00 (no late fee)
Junior Events:	£5.00 (late £6.50)	£10.00 (late £11.50)	£16.00 (no late fee)
	Lightning K1	Hody K2	Rocket K4
Mini Sprints:	£5.00 (late £6.50)	£5.00 per seat (late £6.50)	£5.00 per seat (no late fee)

- a) All entries for an N.W.S.C. Regatta must be made on the Official Entry Form, or a photocopy. A blank form is included on the entry form for this purpose.
- b) **One page for each class** must be used.
- c) At the top of each page, enter the names of **all** the paddlers who are to be entered in that class. Indicate the paddler's Initial, Name, and Club as shown below. If, in a crew boat, you include a paddler who is registered in the name of another club, make sure that his name & club are shown.
- d) Use the first four figures of the box for the paddler's Registration Number.  
A full list of these is shown in Section D.
- e) If a paddler has a 3 figure Registration Number, e.g. 027, prefix it with another zero e.g. 0027. **No entry will be accepted without a Registration Number**
- f) Enter A.N.Other and four zeros for unknown crew members.
- g) Do not use one page for more than 12 names. Photocopy or use the spare page at the back of the entry booklet.
- h) Telephone Entries are not accepted.
- i) The closing date for entries is normally the Wednesday 2½ weeks before the event. Any entries arriving after the closing date must be made by the Team Leader at the Team Leaders' Meeting.
- j) Entries made without the correct fee(s) will be charged as Late Entries.
- k) In the event of cancellation of part of or the whole of the competition owing to inclement weather or other unforeseen circumstances there will be no refund of race fees.

### EXAMPLE

Registration No				I n	Name										Club					
1	2	3	4		A	S	I	S	T	E	R								C	L
5	6	7	8	B	B	R	O	T	H	E	R							C	L	U
4	5	6	7	A	C	H	A	R	L	I	E							C	L	U

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ENTER PADDLERS REGISTRATION NUMBERS BELOW														2	5	1	L															
														0	0	0	D															
														0	0	0	I															
														M	M	0	S															
																M	T															
K1														1	2	3	4	X	X	X		£25.00										
														4	5	6	7		X	X												
K2														5	6	7	8	1	2	3	4	X	X	X	X	£80.00						
														4	5	6	7	1	2	3	4	X	X	X	X							
K4	2	3	4	5	3	4	5	6	5	6	7	8	1	2	3	4		X	X		£40.00											
<b>Page Total</b>																															£ 145.00	

### 5. Notes on Classes

- a) Kayak competitors are divided into three age groups, Junior, Senior and Masters. These three kayak classes are then divided into Men and Women. These two subdivisions then being further divided into ability groups. Canoe paddlers are divided into four ability groups.
- b) Junior kayak competitors will paddle in the four Junior divisions according to their individual ability. Promotions within these classes will be done on the basis of improvement in standard of performance. When applying for registration the time certificate submitted should show the time recorded on the 500m test in order that new paddlers can be classified correctly. Beginners do **not** automatically start in the "D" group.
- c) The chart '**Standards for Racing**' on **page D1** demonstrates the way in which the subdivisions are made according to speed.
- d) The status of a paddler in a kayak class has no bearing on his status in a canoe.
- e) Mixed Events, in which male and female competitors race together in the Men classes, are permitted, provided the races are of parallel standard to that of their designated classes.
- f) Combined Events - In order to facilitate programming we reserve the right to combine classes in any distance at any regatta, with the exception of National Championship events, which will all start as the programme provided there are sufficient entries.
- g) Paddlers must race **ONLY** in their designated class for singles events (K1 and C1) at N.W.S.C. Regattas. Competitors may race above their designated class in crew boats only. Exceptions may be made when national coaches wish to enter squad paddlers in higher classes.
- h) A Junior paddler may race in crew boats in a senior class equivalent or above the standard of his own junior standard. E.g. BAK= MBK (see chart).
- i) All paddlers will be graded into classes according to the standards set out in the National Standards for Racing. Coaches should use the Coaching Scheme 500m Racing Tests as preparation for paddler's entry into racing.
- j) National Championships:
  - 1) Junior Paddlers will race in the following Age Groups  
 UNDER 18 (BORN 1992 or 1993)  
 UNDER 16 (BORN 1994 or 1995)  
 UNDER 14 (BORN 1996 or later)  
 A junior paddler, who has been promoted to Senior Status on ability, may for National Championship Events only race in his/her youth age group.
  - 2) Masters Men will race in the following Age Groups  
 35 years to 44 years (BORN 1975 to 1966)  
 45 years to 54 years (BORN 1965 to 1956)  
 55 years to 64 years (BORN 1955 to 1946)  
 65 years and over (BORN 1945 and earlier)
  - 3) Masters Women will race in the following Age Groups  
 35 years to 44 years (BORN 1975 to 1966)  
 45 years to and over (BORN 1965 and earlier)

### k) Promotions/Demotions

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- Will be made throughout the year on the basis of standards laid down, and using the race results.
- Are not automatic, and need to be ratified by the SRC nominee before taking effect.
- Will be notified on the regatta results and should take effect at the next regatta.

l) **Masters**

Paddlers born before 1975 may compete in Masters classes unless ranked Men's A or Women's A

### 6. **Check your Programme**

Prior to the Team Leaders' Meeting, it is essential for each Team Leader to make a careful check of all his entries. It is best to keep a copy of your entry for this purpose. If there are any omissions or if you wish to make substitutions, mark your programme: the Team Leaders' Meeting goes very quickly, and leaves no time for hesitation.

It is not uncommon for the regatta organisers to make a few mistakes with the entries, but it is your responsibility to check the programme. Once a race has been passed during a meeting it is not normal to go back.

The event organisers will do their best to arrange the programme so that all races in each class are well spaced out, giving a minimum rest period of 40 minutes between races. Any competitor racing outside his designated class in crew boats cannot depend on the programme accommodating this situation satisfactorily.

### 7. **Team Leaders' Meeting**

It is intended to hold only one meeting per regatta, at 0800 hrs on the Saturday morning (unless otherwise stated) at the regatta course. If the meeting cannot be completed in a reasonable time it will be adjourned and the time of the reconvened meeting announced. Each club must nominate one representative to deal with alterations and late entries at the meeting. This nominated representative will be responsible for all the money owed for the entries he submits. This money must be paid by 4.00 p.m. on Saturday. Failure to pay on time will incur a £20.00 surcharge that must be paid by the end of racing on Saturday. Failure to meet this deadline will result in all paddlers from that club being disqualified from Sunday's racing.

### **Procedure**

- a) Team Leader signs in on arrival.
- b) Meeting commences promptly at 8.00 a.m.
- c) Technical announcements.
- d) If there are any objections to the programmed order of events they must be raised at this stage.
- e) Late entry provision:-
  - i. Events will be dealt with in order.
  - ii. The Competition Organiser will call out in order each set of heats (or finals, if there are no heats). Team Leaders should scratch any competitors who do not intend to race, or make suitable substitutions. They should call out the lane number first then the competitors name(s).
  - iii. If there are any vacant lanes the Competition Organiser will then ask Team Leaders to raise one hand for each late entry they wish to make. If there are more late entries required than there are vacant lanes available, a draw will take place.
  - iv. It is not permitted to return to an event that has been concluded.

### 8. **Entries after the Team Leaders' Meeting**

Entries after the meeting for laned races will only be accepted in exceptional circumstances and at the discretion of the Competition Organiser. **Any such entries will be charged a double entry fee.**

Late entries will be accepted for long distance events (2.5 km, 5 km, 10 km.), up to one hour before the race, on payment of the appropriate late entry fee. Entries can be made on the form available from the regatta secretary's desk.

### 9. **Club Colours**

Club colours must be worn by all competitors in all events at the N.W.S.C. regattas.

- a) In K4 crews where more than one club is represented, paddlers must wear the colours for the club in whose name they are registered.
- b) Clubs racing for the first time at an N.W.S.C. regatta may request exemption from this rule by application to the Regatta Organiser; but the competitors should wear a plain white shirt with no markings. The club must then register its colours before taking part in subsequent events.

### 10. **Numbers**

- a) It is a requirement that clubs should provide their own lane numbers as prescribed in the Sprint Racing Rules for races up to 1000m in length.

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- b) Sets of numbers 1-9, and suitable mounting brackets for kayaks and canoes, are available for sale from the regatta secretary's desk.
- c) For races over 1000m in length, the competition organisers will issue numbers. These will be of a type that fix into a slot on the deck of the boat, all competitors must ensure that their boats are fitted with these slots.
- d) Numbers for long distance racing must be obtained from the regatta secretary's desk and may be collected by Team Leaders ONLY. A deposit of £10.00 must be left by every club collecting numbers, regardless of how many numbers are required. This money can be reclaimed at the end of the day when all numbers are returned; alternatively it can be left at the desk to cover for numbers which will be required for Sunday's racing, and would then be returned Sunday evening when all numbers were collected in.
- e) Lost Numbers will be charged at £5.00 per number, and the amount deducted from the deposit before it is returned.
- f) A form will be available at the meeting on which the Team Leaders should order the numbers required for the day's long distance races in advance. This form should be handed in to the regatta secretary's desk. Your requirements will then make up for collection later in the morning, (after 11.00).

### **ALL CANOES AND KAYAKS MUST BE FITTED WITH NUMBER SLOTS ON THE CENTRE LINE OF THE AFT DECK**

#### **11 K2/K4 Crew Names**

Notification of crew names must be made at the Regatta Office at least 30 minutes before the race. Any crew which has not notified the full set of names will be allowed to start the race but will not appear in the results, nor will they go forward to the next round of the competition. Paddlers who take the place of other paddlers without the proper substitution will be allocated 1 penalty point and disqualified from the event.

#### **12 K4s**

- a) They will be stored on racks outside the boathouse.
- b) Crews must not sit in the K4s *except when they are on the water*.
- c) Young paddlers must be supervised by a responsible adult when handling the K4s onto and off the water. The K4 Official reserves the right to refuse the boat to any youth crew that is not accompanied by an adult.
- d) Check your K4 before you use it. If it is not in order please report the fact to the Official. The crew that previously used the boat will be held responsible.
- e) K4s can be booked for any race during the course of the day as soon as the boathouse is open and the K4 Official is present.
- f) Crews must supply their own wing-nuts and toggles when they report to collect the boat they have booked.
- g) Crews must use the boat allocated.

#### **13 Protests & Disqualifications**

- a) Notification of disqualification will always be made to the Team Leader or his nominated reserve.
- b) In a National Championship event, a protest must be made by the paddler's Team Leader.
- c) Team Leaders should realise that it is impossible to adequately umpire all races in every regatta. Where infringements are observed by an umpire, these will be reported to The Chief Official who will, if necessary, inform the offending paddler's Team Leader.
- d) Often however, infringements will not be observed by the Umpires, and Team Leaders should realise that they have a responsibility to explain the situation to young paddlers who may easily become frustrated by what might seem to be an arbitrary system of justice.

#### **14 Results**

If a copy of the results is required, please send an S.A.E. marked RESULTS with your entry, or leave an addressed envelope and the appropriate postage at the Regatta Office. A fee of £3.50 is payable for each copy. Alternatively, results can be downloaded from the Sprint Racing website <http://www.bcu.org.uk/our-sport/sprint-racing/racing-news/>

#### **15 Car Parking**

Team Leaders MUST take an active part to see that club members observe the car parking lines. Parked cars must not obstruct the launching access for K4s to the concrete pontoons in front of the boathouses. Particular attention should be paid to the access road in the vicinity of the Centre Buildings. Access for emergency vehicles must NOT be impeded. The waterside of the access road and pontoon on the seating side of the tower is a No Parking Area.

## NATIONAL SPRINT REGATTAS TEAM LEADERS' RESPONSIBILITIES

### BCU Regatta "Liability" Statement

Canoeing and Kayaking are assumed-risk water-contact sports. Participation in these sports carries an inherent risk of injury to competitors and damage to property. Participants should be aware of the risks involved in these sports and are responsible for their own actions and their involvement in these sports.

In all cases competitors compete entirely at their own risk.

Each of the Regatta Organisation, the Sprint Racing Executive, the British Canoe Union exclude liability for any loss or damage that may occur to competitors or property during participation in canoeing and kayaking to the fullest extent permitted by law.

All competitors must be current comprehensive members of the British Canoe Union except for juniors ranked in 'Girls D' or 'Boys D' and 'Mini Sprint A' or 'Mini Sprint B' who are members of clubs with registered juniors sections.

Regatta Entries are accepted on the basis that each competitor and Parent/Guardian of a junior is aware of and has accepted the above conditions. Team Leaders are requested to ensure that all of their club competitors are aware of and accept the above statements.

**Particular attention is drawn to safety requirements**, especially the need for adequate buoyancy in all boats.

**Sufficient fixed buoyancy must be securely fitted to all boats before they are allowed on the water.** Severe penalty points (and disqualification) will be incurred by all those ignoring this requirement. This is intended to ensure the safety of all those on the water.

### System for the membership for Juniors of a B.C.U. Affiliated Club.

A junior club member need not be a full member of the B.C.U. in order to race in the Mini Sprint Series or Junior D Classes. He or she must be a member of his or her club, and the number used for his or her identification will be the club's affiliation number followed by his or her own individual club number.

Should he or she be promoted, however, to 'C' or above, he or she must then become a full member of the B.C.U. in his or her own right.

It is the responsibility of the Team Leader to advise the Registration Officer of the full B.C.U. Number.

### 'Tiddly Winks' and Boards

Coloured counters (known affectionately as Tiddly Winks) are awarded for the first three places in all Finals 1 in junior classes. These can be collected by the paddler from the Secretary's desk.

Also available, at a cost of approximately £4.50, is a small wooden board on which the self adhesive counters can be mounted for posterity!