



HOSTING & BID GUIDELINES for the RCA CANADIAN MASTERS CHAMPIONSHIPS

Introduction

The first part of this document (Part 'A') sets the framework for hosting the Rowing Canada Canadian Masters Championships (short forms "RCA CMC", and "CMC"). The second part (Part 'B') outlines how to bid to host the regatta. An integral part of this paper is the RCA CMC Technical Package (TP) found in Appendix 'A'. A Hosting Agreement, not enclosed in this document, will be drafted by RCA and be based on this document, the Technical Package and the contents of the successful bid.

A regatta Organizing Committee (OC) planning to host the CMC also needs to be familiar with the RCA Rules of Racing, in particular, parts 5, Regatta Organization; 7, Date and Program; 9, The Draw and Progression System to Finals, and 11, The Jury and Support to the Jury. In addition, OC's must be cognizant of the regatta safety and other staging requirements set out in the RCA Regatta Sanction paper available from the provincial rowing associations and the Rowing Canada Aviron office.

PART A

HOSTING THE REGATTA

Hosting Eligibility

Any member rowing club / rowing organization / provincial rowing association in good standing may apply to host the CMC provided the proposed venue meets the technical criteria set out in the Technical Package and fulfills the requirements outlined in the bid section of this document.

Date and Location of the RCA Canadian Masters Championships

The CMC is to be held annually, normally in August on a weekend (Friday, Saturday and Sunday) that is mutually agreed upon by the OC and the RCA Masters Committee (MC). It shall not conflict with the date of the masters races of the Royal Canadian Henley Regatta and, if at all possible, avoid conflicting with the dates of the USRowing Masters National Championships.

It is RCA's intention to hold the CMC in a variety of locations in the country, preferably alternating annually East and West.

ORGANIZING COMMITTEE RESPONSIBILITIES

Successful staging of the regatta requires close co-operation between the host Organizing Committee and RCA. The successful bidding rowing club / rowing organization / provincial rowing association, shall appoint an Organizing Committee that is based in the municipality of the venue. The OC shall appoint a Regatta Chair. RCA shall assign an RCA staff person to liaise with the Regatta Chair and the Organizing Committee. If any problems arise, the OC must notify the staff person without delay. In addition, a representative of the RCA Safety and Events Committee (SEC) should be included in the deliberations of the OC.

To ensure that the OC is current with masters issues, the OC shall appoint a representative to be a member of the RCA Masters Committee (MC) for the period from the date the CMC is awarded to the bidding organization until the acceptance by the MC of the final report of the regatta to the MC.

Hosting Agreement and Regatta Sanction

The OC will be required to sign a Hosting Agreement that will formalize the commitments of RCA and the OC. The responsibilities of each party, as outlined in this document and the Technical Package, will form the basis of the agreement. The OC or RCA may propose modifications to address specific concerns of a given host. The agreement is to be signed within three months of the date the regatta is awarded to the bidding organization, or before the date of the current year's CMC regatta, whichever comes first. The OC and RCA will determine the amount and structure of the competitor entry fees in consultation with the RCA Masters Committee. The fee structure will be appended to the hosting agreement.

In addition to the Hosting Agreement, the OC will be required to apply for regatta sanction to the respective provincial rowing association and RCA.

Organizing Committee Meetings

The OC shall be responsible for the planning and management of all activities leading up to and including the regatta. The Regatta Chair shall hold formal meetings to plan and manage the regatta. Minutes of these meetings shall be sent to the RCA MC chair, RCA staff person and the SEC representative.

The Organizing Committee will have representation at the CMC regatta in the year prior to promote the regatta for the following year and to observe and learn from the Organizing Committee of the current regatta.

Correspondence

The OC shall initiate all correspondence relating to the regatta. The OC may call upon the RCA offices for administrative support such as general communication. Where the OC is required by RCA to produce materials in both official languages, the costs of translation will be the responsibility of RCA. Correspondence shall include the Regatta Bulletins / Regatta Package as noted in the Rules of Racing and any subsequent regatta Bulletins leading up to the event. The Regatta Bulletin No. 1 is to be available by March 1st in the year of the regatta.

Facilities and Equipment and Regatta Volunteers

In addition to the infrastructure requirements outlined in section 12 of the Technical Package, the OC shall be responsible for providing the following facilities and equipment:

- enclosed meeting location for coaches and officials meetings, etc.
- enclosed regatta office room(s)
- adequate washrooms and supplies for athletes, volunteers, and officials
- shelters and change rooms
- a weigh-in center with weigh scales and test weights
- adequate storage space for boats and oars
- access to a telephone and high speed Internet for the OC and media
- appropriate shelter for medical staff
- a public address system
- computer(s) and printer(s) for the draw, progression system, results posting
- digital camcorder and computer to record photo finishes and race times
- a back up manual timing system
- office quality photocopier
- medal presentation area
- other items and facilities as outlined in the sanctioning document.

The above items represent the minimum facilities and equipment that should be provided. The OC should ensure that adequate “back-up” equipment is available on-site, and may supplement the list as necessary.

A number of regatta volunteers are required to successfully organize, stage and run a national level regatta. The following is a brief list of personnel needed and is not exhaustive:

- persons needed to assist the Jury members on the Control Commission
- Regatta Safety Advisor
- rescue boat drivers and rescue personnel
- Regatta Medical Advisor
- first aid / athletic therapists
- massage therapist / physiotherapist
- umpire boat drivers
- starting pontoon boat holders
- course marshals
- interval timers and finish line assistants

- PA announcer(s)
- Start line assistants
- computer personnel for the draw, progression system, race sheet publication and results posting
- food service providers
- course maintenance / power boat maintenance personnel

Entries and Fees

The OC is encouraged to use an on-line / Web based system to receive and record entries to develop the regatta draw. The closing date for entries shall be 14 days prior to the first day of the competition. The OC shall receive all entries for the Regatta on an entry form approved by RCA. Entry fees are to be collected by the OC and recorded as regatta revenue as noted in the Finances section in this document. Regatta fees will be a budget line item of the OC's regatta operating budget and as such, will be agreed upon by the OC and RCA in the context of the Hosting Agreement.

As soon as possible after the close of entries, and well before the preliminary draw is posted, the OC will forward to RCA the names of the entrants for RCA to verify that the entrants are in good standing with RCA or with their respective national federation.

All competitors must be prepared to provide proof of age upon request.

Late Entries

Late entries may be received by the OC, with a fee to be listed in the regatta budget. Late entries may be accepted if the acceptance does not result in an additional race(s). A late entry deadline is to be set by the OC and included in the Regatta Package.

Administration of late entries and collection of the appropriate fees shall be the responsibility of the OC. The OC shall provide RCA with a summary of the late entries and the fees collected; the late entry fees shall be included with the entry fees for revenue / expense purposes.

Incomplete Entries

Incomplete entries for example, entries that do not provide the competitor's age are not to be accepted. Competitors may provide the information upon arrival at the regatta, but the entry will then be dealt with as a late entry and will be subject to the appropriate late entry penalty.

Scratches and Scratch Fee

An entry may be scratched before the draw date without penalty. A scratch made after the draw date shall be subject to a scratch fee to be collected by the OC.

Regatta Draw

A preliminary draw is to be posted by the OC not less than five days before the start of the regatta.

Crew and Jury Accommodations

The OC shall attempt to arrange group rate discounts with the local hotels and block sufficient number of rooms for the club crews and rooms for the Jury (the chief umpire, the assistant chief umpire and up to 15 umpires) and RCA Executive and staff (2-6 persons). Information on the hotel rates and cut off dates is to be included in the regatta package.

As the CMC is a national regatta, RCA will select a number of out-of-province umpires to comprise the Jury. The cost of travel to/from the regatta for out of province umpires will be covered by RCA. Additional umpires will be selected by the OC from its provincial / territorial rowing association to fill the jury complement. The cost of bringing in umpires from around the province / territory will be the responsibility of the OC. In addition, the OC will cover the local ground transportation, accommodations and meals for all the umpires.

Medals

The OC shall supply, at the OC's cost, the required number of Gold, Silver and Bronze medals. The design and quality of the medals shall be subject to the approval of RCA.

Course Open for Practice

The OC shall have the rowing course open for practice on the Thursday, before Friday's racing begins. During the Thursday practice hours, on-water rescue boats are to be in operation and first aid available on land as per the RCA Sanction requirements.

Follow Up Report

Within 30 days of the end of the regatta, the OC shall provide RCA with a follow-up report. The report shall include:

- a summary of the events and the results
- a summary of the participants broken down by number of entries per event and by club
- the final OC structure and responsibilities and the number of volunteers who worked at the regatta
- observations of "what worked" and "what didn't"
- recommendations for future regattas
- a draft financial statement of revenues and expenses
- a final financial statement within 90 days of the event

The OC's report will be circulated to the Members of RCA as part of the AGM package.

ROWING CANADA AVIRON RESPONSIBILITIES

The Regatta is to be staged with close co-operation between the OC and RCA. RCA will act as a resource available to the Organizing Committee and shall provide assistance as required and requested by the Organizing Committee. RCA will also provide the following services as well as any specific services identified in the Hosting Agreement.

Correspondence & Translation

RCA will mail any regatta correspondence as requested by the OC and provide a service at no cost to the OC to translate regatta material into French, upon request.

Competitor Registration

RCA will confirm with the OC if the competitors, whose names have been forwarded to RCA, as outlined above, are in good standing with RCA.

Regatta Sanction

RCA shall provide the required regatta sanction if the application for sanction has been approved by the respective provincial rowing association and the application meets the minimum standards as determined by the RCA Safety and Events Committee.

Jury of Umpires

A Jury of up to 15 umpires plus an assistant Chief Umpire and Chief Umpire will be required for the regatta. The Chief Umpire of the Jury, appointed by the UC, in consultation with the Regatta Chair, will co-ordinate all umpires necessary to run the regatta in a safe and fair manner according to the RCA Rules of Racing and the RCA Sanction policy.

A breakdown of the roles the jury members fill in the operation of a regatta is provided here to assist the OC in providing volunteer support to the Jury:

- Chief Umpire
- Starter
- Judge at the Start
- On-water Umpires (generally a minimum of 6)
- Chief Judge at the Finish
- Finish judges
- Control Commission Umpires
- Board of the Jury (to hear protests)

Other Considerations

Merchandising

The OC shall be responsible for any merchandising initiatives, although the Organizing Committee shall notify RCA, in general terms, of the initiatives e.g., the sale of shirts, etc. whether it be by the OC or by a third party under an agreement with the OC. All surpluses generated from these initiatives remain with the OC.

RCA may set up a kiosk on site for the sale of its properties and may request complimentary vendor space for RCA sponsors. Specifics on the terms related to RCA's sponsors participation at the regatta will be referenced in the Hosting Agreement.

One vendor space shall be provided, at no cost, to the Organizing Committee of the RCA CMC that will take place the following year. One vendor space shall be provided to RCA at no cost.

Sponsorship and Advertising

No sponsorship will be permitted from tobacco companies. All relevant Sport Canada policies shall apply. Copies of these policies shall be available from RCA upon request.

Television

The television rights to the Regatta belong to RCA, although they may be granted to the OC upon request. If these rights are assigned to the OC, RCA must be apprised of all negotiations and must be a signing party of any agreement pursuant to such negotiations. All income and expenses arising from the sale of these rights shall be identified in the financial accounting for the regatta. Should RCA wish to pursue a telecast of a particular regatta, this must be agreed to by the OC, including all related costs and revenues.

FINANCES

Financial Accounting

Detailed financial accounting must be kept by the OC in a format that has been approved by RCA. Regatta revenue, expenses, surpluses and deficits shall be recorded. A final accounting for the regatta must be provided within 90 days of the event.

Regatta Revenue

The following items shall be considered as revenue to the Regatta. This list is intended to present examples and is not exhaustive. Final details will be negotiated between RCA and the OC, and will be identified in the Hosting Agreement.

- entry fees
- sponsorship revenues
- advertising revenues
- grants
- donations

Regatta Expenses

The following items shall be considered as expenses to the Regatta. This list is intended to present examples and is not exhaustive. Final details will be negotiated between RCA and the OC, and will be identified in the Hosting Agreement.

- gasoline and oil for the umpire and regatta workers' boats
- reasonable expenses incurred by volunteers
- lunches for regatta volunteers and Jury members
- equipment rental for essential equipment which may not be otherwise available
- security services
- sanitation services
- medical services
- mailing costs
- medals
- reimbursement of umpires' expenses as per RCA policy

Other items may be added to the list if approved by both parties. For example, a sponsor may wish to contribute a specific facility, such as a part of the course. Such items will be dealt with on a specific case basis by RCA and the OC.

Surplus / Deficit

Any surplus, as previously defined, will be shared by RCA and the OC as follows:

- 75% to the Organizing Committee
- 25% to Rowing Canada Aviron

Any deficit incurred in hosting the Regatta shall be shared equally by the OC and RCA. Unless otherwise agreed between the OC and RCA, any deficits resulting from social events will be the responsibility of the OC.

GST / HST

If the Regatta Host is a GST/HST registrant, neither GST/HST collected nor GST/HST paid will be reported on the Financial Report for the Regatta. If the Regatta Host is not a registrant, GST/HST paid will be included in the expenses shown on the Financial Report for the regatta.

PART B

BIDDING TO HOST THE RCA CANADIAN MASTERS CHAMPIPIONSHIPS

Member clubs / rowing organizations / provincial rowing associations that bid to host the National Rowing Championships do so with the understanding that the bid is to host the regatta for one year. Bids received to host for two or more consecutive or non-consecutive years will not be considered.

Bid Submission Deadline and Format

Bids to host the RCA CMC in **2012** must be received by June 15th, 2011. Bids submitted for subsequent years and beyond must be submitted by January 31st in the year prior to the regatta being bid for. For example, a bid for the 2013 regatta would be due January 31st, 2012.

Bids should be submitted in electronic format, preferably in PDF files. If the submission is made in hard copy, fifteen copies are required. Bids are to be sent to the attention of Sid Murdoch, Administrative Officer, RCA, 321-4371 Interurban Road, Victoria, B.C. V9E 2C5 rca@rowingcanada.org.

Bid Documentation

Bidding organizations need to be cognizant that any recommendation to award the event to the bidder will be based upon the bid document as received. At a minimum, the bid documents should contain the following information:

- A detailed description of the candidate's abilities to host the event, including any other rowing events the candidate has hosted at that venue;
- A proposed Organizing Committee structure with the names of the individuals who will fill key positions;
- A detailed, technical description of the regatta course and its installations, including buoy system, number of lanes, direction of the course in relation to the prevailing winds (include details on susceptibility to adverse wind conditions), starting installations, timing and reporting equipment, docking facilities, and medal presentation facilities;
- Historical local weather for the time of year the regatta will be held;
- A plan of the regatta course showing the location of all buildings and structures, both permanent and temporary, and defining their use during the regatta;
- A description of the boathouse or boat storage area, including boat and oar capacity, security, and availability of shelter;
- An outline of the facilities available to competitors, including change rooms, showers, toilets, sheltered rest areas, and food services;
- A description of the facilities available for the management of the event, including coaches and officials meeting area, regatta office, communications center, media facilities, doping control facilities, and spectator facilities;

- A general description of the accommodations available and their proximity to the course, transit arrangements, and parking availability;
- Possible arrangements for clubs that must borrow equipment.
- A detailed Operations Budget
- Any other details which might assist your application;
- A cover letter signed by the president or chair of the bidding organization;
- If the bid is from a club, or a rowing organization, a letter of support from the provincial rowing association.

Selection Process

The selection process will be as follows:

1. All submitted bids will be forwarded to the RCA Masters Committee (MC) and the RCA Safety and Events Committee (SEC) for their independent review and recommendation
2. Each committee will meet to establish a prioritized list of the submissions and recommend a host. The committees may consult with one another during the review process. If necessary, either committee may request further information from any submitting candidate. Any additional information shall be available to all members of both committees in electronic format or 15 copies, if required.
3. The committees will vote independently to establish a recommendation and if necessary, add conditions to the recommendation.
4. The committees' recommendations will be made to the Vice President National Development, who will in turn make a recommendation to the RCA Executive Committee.
5. The Executive Committee will make a recommendation to the Board of Directors. If the Directors approve the recommendation of the Executive Committee, the successful bidding organization will be notified by telephone and in writing.
6. Formal announcements of the host for subsequent CMC's will be made in April each year.

Questions on the hosting requirements and/or the bid process/requirements may be directed to Dave Derry, RCA Domestic Development Officer- Sport Technical, dderry@rowingcanada.org 905-682-1747 office.

Approved by the RCA Board of Directors April 10, 2011.

APPENDIX A

Rowing Canada Aviron
Canadian Masters Championships

TECHNICAL PACKAGE

This Technical Package outlines the competitor eligibility requirements, type of events, progression format and infrastructure requirements necessary for the RCA Canadian Masters Championships (CMC). It is intended for use by the Organizing Committee hosting the regatta and for clubs sending crews to compete in the regatta. This document is an integral part of the RCA CMC Hosting / Bid Guidelines Package.

The RCA Rules of Racing shall apply for the organization and operation of the CMC unless stated otherwise. Club team managers, coaches and the Organizing Committee are to be familiar with the RCA Rules of Racing.

1. Regatta Fixture Date and Location

- 1.1 The CMC regatta shall be a three-day event and be held on a weekend in August that does not conflict with the masters races at the Royal Canadian Henley Regatta and, if possible, not conflict with the USRowing Masters National Championships.
 - 1.2 The CMC regatta shall be held in a variety of locations in the country, preferably alternating annually east and west.
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2. Right of Entry

- 2.1 The CMC shall be open to rowing clubs world wide as long as the club and their registered rowers and coxswains are in good standing with their national rowing federation.
- 2.2 Competitors shall row in their club colours, including when competing in composite boats.
- 2.3 Composite crews may be made up of any combination of athletes representing any combination of clubs without restriction.

2.4 A rower becomes eligible to compete as a Master in the year in which he/she reaches the age of 21 (this age restriction does not apply to coxswains). The following are the Masters age categories:

- AA age: 21 - 26 years
- A age: 27 - 35 years
- B age: 36 - 42 years
- C age: 43 - 49 years
- D age: 50 - 54
- E age: 55 - 59
- F age: 60 - 64
- G age: 65 - 69
- H age: 70 - 74
- I age: 75 and over

2.5 *Age categories do not apply to coxswains. The crew average age shall be used to define the category it shall row in. Every Masters competitor must be able to provide proof of age by producing official documentation with photo upon request.*

Each competitor shall be responsible for his/her own health and fitness.

2.6 No current members of Canada’s National Team may compete as a Master.

3. Events

3.1 The Canadian Masters Championships will include the following events over a 1,000 metre course. The list of events may be amended with prior approval of RCA.

MEN’S EVENTS	WOMEN’S EVENTS
Single Sculls (M1x)	Single Sculls (W1x)
Lightweight Single Sculls (LM1x)	Lightweight Single Sculls (LW1x)
Double Sculls (M2x)	Double Sculls (W2x)
Lightweight Double Sculls (LM2x)	Lightweight Double Sculls (LW2x)
Quadruple Sculls (M4x)	Quadruple Sculls (W4x)
Pair (M2-)	Pair (W2-)
Lightweight Pair (LM2-)	Lightweight Pair (LW2-)
Four (M4-)	Four (W4-)
Coxed Four (M4+)	Coxed Four (W4+)
Eight (M8+)	Eight (W8+)
Arms and shoulders Only Single Sculls (ASM1x)	Arms and shoulders Only Single Sculls (ASW1x)

Trunk and arms mixed Double Sculls (TAMix2x)
Legs, Trunk and Arms Mixed Coxed Four (LTAMix4+)

- 3.2 Although these events shall be held in each age class, age classes may be combined where entries do not warrant a separate race. In these instances, a handicap system shall apply.

4. Athlete Weight and Weigh-in

- 4.1 The weight and the weigh-in protocol for the lightweight events shall be as outlined in the RCA Rules of Racing. The minimum weight for coxswains is 50 kg for women's events and 55 kg for men's events.

5. Racing Distance

- 5.1 The races in the CMC will be held on a 1000m six lane, fully buoyed course.

6. Progression System

- 6.1 The OC will incorporate in the regatta draw heats and semi-finals, where required, to determine the champion.

7. Handicap System

- 7.1 If two entries are received in an event, the OC will hold a race for the two entries.
- 7.2 The Handicap system in the RCA Rules of Racing in effect at the time of the regatta shall apply.
- 7.3 If insufficient entries are received to warrant races in any age category, a handicap system shall be applied to the end of the race that combines age classes. A handicap of one second per year over the oldest competitor in the race shall be added to the start times for competitors in the 1X events. The one second per year handicap shall be based upon the crew average age for crew boats.
- 7.4 The OC may combine other age class entries in the same race and apply the handicap system as outlined in the Rules of Racing. For example, in a race with one "A" category crew, two "B" crews, two "C" crews and one "D" crew, there would be the potential to award a total of three gold medals i.e., the B's race for the one gold; the C's for one gold and "A" and "C" race for one gold with A handicapped.

8. Medals

- 8.1 Gold, Silver and Bronze medals shall be presented to the first, second, and third place finishers respectively, except that the last place finisher will not receive a medal. For

example, if a race has only three entries, medals will be presented to the first and second place finishers.

- 8.2 Non-Canadian crews are eligible to receive medals and be declared Canadian Champions.
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9. Equipment

- 9.1 Each rowing club is responsible for the provision of all boats, oars and sculls as required for each race.
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10. Infrastructure Requirements

The following are the minimum infrastructure requirements to be met by any club or association bidding to host the RCA Canadian Masters Championships:

- 10.1 The minimum racing distance for hosting the CMC shall be 1000 metres. The minimum length of water necessary to contain the 1000 m racing distance is 1,150 metres.
- 10.2 The minimum number of lanes shall be seven i.e., six plus an “up” lane.
- 10.3 The minimum lane width should be 13.5m. A course with lanes 12.5m wide could be considered.
- 10.4 A true Albano buoy system with buoy spacing every 10m along the course axis is preferred to hold a CMC. Buoy spacing every 12.5 m could be acceptable. The minimum acceptable number of lane lines is seven lines for six racing lanes.
- 10.5 No stream on the race course is preferable. Any stream existing should be so slight as to not give rise to unequal conditions on the different lanes.
- 10.6 A starter’s platform located above and behind the start line is preferred. If this is not available, then an audio / visual system, with lights and speakers located on each starting platform to allow each crew to see and hear the start signal at the same instant, would be preferable over an audio only system.
- 10.7 Start pontoons will need to be designed so that the bows of all boats can be aligned. A proper sighting device would need to be provided for the judge at the start/aligner.
- 10.8 The Organizing Committee will make every reasonable effort to supply accessible washrooms and shelter for all athletes.
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Approved by the RCA Board of Directors April 10, 2011.