

HOSTING GUIDELINES

RCA CANADIAN MASTERS CHAMPIONSHIPS

Hosting Eligibility

Any member club or Provincial Rowing Association of Rowing Canada Aviron (RCA) is eligible to submit a bid to host the Canadian Masters Championships. It is RCA's intention to host the Canadian Masters Championships in a variety of locations – preferably alternating annually, East and West.

Date of the Canadian Masters Championships

The regatta shall be hosted on a weekend that is mutually agreed upon by the Local Organizing Committee (LOC) and the RCA Masters Committee.

Bid Submission Deadline

Bids must be submitted to the RCA offices by September 1, two years prior to the event being bid for.

Bid Documentation

Any club or Provincial Rowing Association wishing to host the regatta must realize that the RCA Masters Committee recommendation will be based upon their bid document. As a minimum, the bid documents should contain the following information:

- A detailed description of the candidate's abilities to host such an event, including any other events, which the candidate has hosted.
- A proposed organizing committee structure (with the names of individuals who will fill key positions, if possible).
- A detailed 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.
- 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, 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 who must borrow equipment.
- The dates upon which the candidate proposes to host the regatta.
- A completed Operations Budget using the template provided by RCA.
- If the bid is from a club, a letter of support from the club's provincial rowing association.

Selection Process

All submitted bids will be forwarded to the Masters Committee for review. The Committee will meet in the fall to establish a prioritized list of the submissions and recommend a host. The Committee may request input from other committees or individuals from within RCA. The Masters Committee may request further information from any submitting candidate if necessary. This information shall be available to all members of the Masters Committee. The Masters Committee will vote to establish the recommendation and the prioritized list. The Vice President Domestic will then make a recommendation to the Annual General Meeting in December for selection of the host.

The successful candidate will receive formal notification of the results at the Annual General Meeting.

HOST RESPONSIBILITIES

Successful staging of the regatta requires close co-operation between the Local Organizing Committee (LOC) and RCA. If any problems arise, the LOC must notify RCA immediately.

Hosting Agreement

The LOC will be required to sign a Hosting Agreement (see Appendix A at the end of this policy) which will formalize the commitments of RCA and the LOC. This will constitute the basis of the Agreement, although either RCA or the LOC may propose modifications to address specific concerns of a given host. RCA must sanction the regatta, and the sanction documents will constitute the basis of the agreement for the hosting of the regatta.

Organizing Committee Meetings

After the LOC has been formed, it shall be responsible for the planning and management of all activities leading up to and including the event. Minutes of these meetings shall be sent to RCA.



Correspondence

The LOC shall initiate all correspondence relating to the regatta. The LOC may call upon the RCA offices for administrative support such as typing and general communication, and at no cost to the LOC, will provide a service to translate regatta material into French upon request.

Facilities and Equipment

The LOC shall be responsible for providing the following facilities and equipment:

- enclosed meeting location for coaches and officials meetings, etc.
- adequate washrooms and supplies for athletes, volunteers, and officials
- shelters and change rooms
- a weigh-in center with weigh scales
- adequate storage space for boats and oars
- access to a telephone
- appropriate shelter for medical staff
- a public address system
- other items and facilities as outlined in the sanctioning document.

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

Entries

The closing date for entries shall be 14 days prior to the first day of the competition. The LOC shall receive all entries for the Regatta on the entry form provided by RCA. All competitors must be prepared to provide proof of age upon request.

Late Entries

Late entries are any entries submitted to the Organizing Committee by a Regatta participant after the draw has been completed.

RCA allows late entries in any event until 6:00 p.m. of the day preceding the event, if lane space is available and the late entry will not require additional races. Acceptance of late entries shall be subject to payment of the appropriate entry fee and late penalty. Administration of late entries and collection of the appropriate fees shall be the responsibility of the LOC. The LOC 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 income/expense purposes.



Incomplete Entries

Incomplete entries (for example, entries which do not provide the required competitor's age) will not 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.

Umpires

The RCA Umpires Committee (UC) will be responsible to 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 complete list of officials required for the regatta is found within the sanction documents whereas a minimum number of licensed umpires shall include:

- Chief Umpire
- Starter
- Judge at the Start
- Chief Judge at the Finish
- On-water Umpires (generally a minimum of 6 – 2 per race)
- Clerk of the Course (control commission)
- Weigh in Officials
- Results Official and Assistant

As a national regatta RCA will select a number of out-of-province umpires, from the region to comprise the Jury. The cost of such participation will be covered jointly by RCA and the LOC. The cost of travel to/from the regatta will be covered by RCA, while the LOC will cover the accommodations and meals for the umpires.

In addition to the licensed umpires the LOC must provide adequate volunteers (boat holders, boat drivers, dock assistants, etc.) to support the umpires.

Risk Management & Safety

RCA, in concert with the LOC, shall appoint a Chief Umpire who must be a RCA Licensed Umpire. The Chief Umpire shall ensure that the regatta is operated in compliance with the RCA Safety Guidelines.

Follow Up Report

Within 45 days of the end of the regatta, the LOC shall provide RCA with a follow-up report. The report shall include:

- a summary of the events and the results
- an indication of the number of participants (preferably categorized as athletes, coaches and managers, officials, etc.)
- the final LOC structure and responsibilities



- observations of “what worked” and “what didn’t”
- recommendations for future regattas
- a complete statement of income and expense
- RCA’s share of Regatta profit

ROWING CANADA AVIRON RESPONSIBILITIES

The Regatta is to be staged with close co-operation between the LOC 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

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

Electronic entry forms will be developed by RCA. Completed entry forms will be received by the LOC. RCA will verify out of country registrations with the appropriate NSO.

Medals

RCA shall supply the required number of Gold, Silver and Bronze medals to the LOC. Following the Regatta, the LOC must return to RCA any medals, which are not presented. RCA will invoice the LOC for the cost of the medals; the Organizing Committee may include this cost as an expense in the regatta’s final profit/loss statement.

Sanction

RCA shall provide the required sanction and shall ensure that all participants are registered with RCA, or other NSO.

Television

The television rights to the Regatta belong to RCA, although they may be granted to the LOC upon request. If these rights are assigned to the LOC, 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 LOC, including all related costs and revenues.



Sponsorship and Advertising

No sponsorship will be permitted from liquor or tobacco companies. All relevant Sport Canada policies shall apply (copies of these policies shall be available from RCA upon request).

Merchandising

The LOC shall be responsible for any merchandising initiatives, although the Committee shall notify RCA, in general terms, of the initiatives (i.e. the sale of shirts, etc. whether it be by the LOC or by a third party under an agreement with the LOC). All profits from these initiatives remain with the LOC.

RCA may set up a kiosk on site for the sale of its properties.

FINANCES

Financial Accounting

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

Regatta Income

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

- entry fees
- sponsorship revenues
- advertising revenues
- grants

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 LOC, and will be identified in the Hosting Agreement.

- medals presented
- gas and oil for the umpire boats
- reasonable expenses incurred by volunteers
- equipment rental for essential equipment which may not be otherwise available
- security services
- medical services



- mailing costs
- reimbursement of umpires, 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 LOC.

Profit/Loss

All profits will be shared by RCA and the LOC as follows:

75% to the LOC
25% to RCA

Any loss incurred in hosting the Regatta shall be shared equally by the LOC and RCA.

GST

If the Regatta Host is a GST registrant, and GST is calculated for entry fees and any other revenues, RCA will share the liability for GST evenly with the Host. As a result, RCA will also be entitled to 50% of the GST Input Tax Credits resulting from purchases for the Regatta.

TECHNICAL CONSIDERATIONS

Rules of Racing

The Regatta shall be run under the RCA Rules of Racing.

Eligibility

A rower becomes eligible to compete as a Master in the year in which he/she reaches the age of 27 (this age restriction does not apply to coxswains). Following are the Masters age categories:

- AA 21 – 26 years of age**
- A. 27 years (minimum)
- B. 36 years (average)
- C. 43 years (average)
- D. 50 years (average)
- E. 55 years (average)
- F. 60 years (average)
- G. 65 years (average)
- H. 70 years and over

** Persons entering the AA category may only compete in the AA category events.



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

Events

The Canadian Masters Championships shall generally include the following events over a 1,000 meter course. The LOC may add events with the 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 Only Single Sculls (AM1x)	Arms Only Single Sculls (AW1x)

TRUNK AND ARMS MIXED DOUBLE SCULLS (TAMIX2X)
Legs, Trunk and Arms Mixed Coxed Four (LTAMix4+)

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, the handicap system shall apply.

Weight Categories

The weight and the weigh-in protocol for the lightweight events shall be as outlined in the RCA Rules of Racing. In The minimum weight for coxswains is 45 kg for women's events and 50 kg for men's events.

Composite Crews

Composite crews are allowed.

Rowers may compete for their club as well as their Province at the Regatta.

Composite crews that combine clubs from more than one province will be allowed to enter.

International Crews

International crews may enter in any event provided competitors are registered members of their national rowing association, and crews abide by the RCA Rules of Racing.



Handicap System

If insufficient entries are received to warrant races in any age category, a handicap system shall be applied to the start of the race that combines age classes. The LOC may apply the handicap at the end of the race instead of at the beginning, if the racecourse logistics necessitate the change. 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 handicap shall be based upon the crew average age for crew boats.

If two entries are received in an event, the LOC will hold a race for the two entries.

The LOC 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

Progression System

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

Medal Presentation

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.

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



APPENDIX "A"
RCA Canadian Masters Championship
Hosting Agreement

An Agreement between: Rowing Canada Aviron

and the

_____ **Rowing Club, or the**

_____ **Rowing Association**

to host the _____ Canadian Masters Championships

Host Responsibilities:

- Provision of all facilities and equipment necessary to host the regatta as outlined in RCA's Hosting Guidelines
- Collection of entry forms and fees
- Coordination of Volunteers
- Risk management and safety
- Reporting of race results, attendance, financial results and recommendations for future regattas

Rowing Canada Aviron Responsibilities:

- Ordering of required medals, the cost of which is to form part of the profit and loss statement for the Regatta
- Provision of sanction and ensure that all participants are registered members of RCA, or NSO.
- Promotion of the regatta in the RCA magazine, web-site and through mail-outs to the clubs
- Appointing of the Chief Umpire and the co-ordination of all umpires for the regatta.
- Ensuring that the regatta meets the bilingual requirements of a sanctioned regatta. The cost of which will be paid by RCA

Signature - RCA Authorized Officer

Signature - Club or Provincial President

Date

Date

