HOSTING
THE
UNITED STATES CANOE ASSOCIATION
(Instructions and Bid Package)

•National Marathon Canoe and Kayak Championships
•National Canoe and Kayak Adult Sprint Championships
•National Canoe and Kayak Orienteering Championships
•National Canoe and Kayak Youth Sprint Championships

Race Management information specifically for the U.S.C.A. National Race Sponsor identifying responsibilities, requirements and interpretation of the U.S.C.A. rules governing the U.S.C.A. Nationals. Futher information contact: G. Tave Lamperez, Nationals Coordinator, 24 Roosevelt St., St. Charles, IL 60174; Phone 630-584-6931;
E-mail: lamperez@netscape.net or ***Joe Shaw E-mail*** **76JPS@alumni.williams.edu**

This bid should be submitted electronically. If help is needed to scan the bid, pictures, or signatures pages please contact the above mentioned emails addressses.

USCA Website:
http//www.uscanoe.com

November 1, 2010

File update by Tave Lamperez on 11/01/2010
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11/10/10

BID APPLICATION TO HOST THE USCA NATIONAL MARATHON, SPRINT, AND ORIENTEERING CANOE AND KAYAK CHAMPIONSHIPS

For the following year or years: _____

Date of application: _____

Dates of National Canoe and Kayak Championships:

Note: The date of the USCA Marathon Nationals is decided by the USCA delegates at least 1.5 years ahead of the event. See the USCA Annual Meeting minutes and summary to get the date of the USCA Nationals in August. This information is available from the National Coordintaor and the Executive Director.

Adult Sprints _____

Orienteering _____

Youth Sprints_____

Marathon _____

Race Sponsor: _____

River: _____

Anticipated single/multiple fees to be charged to Marathon competitors: _____

Anticipated fees to be charged to Sprints or Orienteering competitors:_____

Please include adult, and youth fees. (Typically youth fees are much less than the adult fees)

1. We, (Race Sponsor) have conducted USCA sanctioned races for _____ years on this course.

2. The race course purposed will meet the site selection criteria for a USCA Marathon race.

a. The waterway will accommodate _____ canoes/kayaks in a mass start.

b. There will be _____ necessary portages of _____ feet in length.

c. The length of the race will be _____ miles total with _____ miles upstream and _____ miles downstream. Approximate time is _____.

d. There are _____ campsites and _____ motel/hotel rooms within _____ miles or minutes of the race start/finish line.

e. There will be _____ port-o-lets or other toilet facilities at the race start; _____ at the race finish, if different from start.

f. There will be _____ parking spaces available at the race start: _____ at the race finish.

3. By submitting this bid, the race sponsor agrees to the following USCA requirements.

a. Hold the approved Canoe and Kayak Championship schedules: Tuesday, Adult Sprints (500 meter), Wednesday, Orienteering, Thursday, Youth Sprints (250 & 500 meters), and Friday, Saturday, Sunday Marathon races.

b. Award the USCA Championship medallions/medals as directed by the USCA National Race Committee. Purchase shall be from the USCA approved vendor.

c. Provide race packet of information to all competitors.

d. Rebate to the USCA. (check payable to USCA) Treasurer (send check to the Executive Director for verification), $5.00 per adult entrant (starting 2006- previous fee was $2.00) ($1.00 for youth 15-17 years old) for the **MARATHON CHAMPIONSHIPS ONLY.** Rebate due as soon as possible after the last days of the national's events.

e. Arrange for an indoor facility to hold the USCA semiannual meeting on Friday night 7:00 PM.

f. Send complete race information to the USCA Nationals Coordinator by March 15 in order that the information can be sent to **USCA CANOE NEWS EDITOR** and Website Coordinator by April 1

g. Send approved (by the Nationals Coordinator) race flyer with entry forms to all current and previous years USCA members by June 1. The USCA Membership Chairman will provide gummed label at no charge.

h. Provide a cruise on Wednesday or Thursday, if possible, with USCA assistance. Also, invite the local citizenry to attend.

i. Provide the following arrangements for First Aid and communications along the racecourse, plus safety and sweep boats.
Explain:_____.

j.Provide an impoundment area at the race finish for the winning boats.

k. The Nationals Host will provide for insurance for vendors if required or the paper work to waive such requirements. Does the Host organization or the areas used by the Host organization require special insurance for vendors during the week of the USCA Nationals event? YES or NO

l. Provide a Technical Inspection (Jigging) area during pre-race week and at race finish**.**

m.Send complete marathon, adult sprints, orienteering, youth sprints, race results to the USCA CANOE NEWS EDITOR by September **1.**

n. Submit a complete financial report to the USCA Executive Director within 4 weeks of the race

o.Adequate liability insurance must be obtained to cover the racers and host druing the USCA Nationals Events The USCA does provide insurance coverage and informatioin is available at the USCA Web site, www.uscanoe.com
If the USCA insurance is not used, the USCA and its delegates must be listed as additional insured.

p. The host, in cooperation with Marathon Committee of USACK will support, the USACK National Marathon Championships at USCA Nationals. To the extent practicable, the USACK Championship classes will be run within (at the same time and in the same race) existing USCA classes. Given the current low level of ICF canoe competition in the United States, USCA and USACK have for the time being agreed that only K1 Man and K1 Woman in three age classes and K2 Men with no age divisions are to be presented. USACK has also agreed, for simplicity, to align its age division specs to match those

of USCA. Competitors must be members of both the USCA and USACK to race, and must use ICF specification canoes or kayaks. USACK provides the awards.

4. It is recognized that all television rights of the race are solely those of the USCA® NO PERSON OR ORGANIZATION MAY USE THE NAME OR EMBLEM OF THE ASSOCIATION IN ADVERTISING, SOLICITING GOODS OR SERVICES, OR PROMOTING WITHOUT THE CONSENT OF THE USCA DELEGATES according to the USCA BY-LAWS, REGISTRATION, TRADE MARKS, AND COPYRIGHT LAWS. For further Information Executive Director.

5. In addition to the specified Per-competitor rebate amount, the amount of additional funding that the race sponsoring organization is prepared to donate to the USCA. is _____**.

6. The race sponsor will offer a competitor's dinner Friday night: YES or NO.

7. If you state requires canoe/kayak registration, will there be a waiver, exemption or reciprocity for out-of-state canoes/kayaks? Identify your state requirements and the waiver that will be available. (Necessary to have waiver from five days prior to sprints through the last day of Marathon championships.) _____.

**NOTE: An additional contribution is NOT a requirement for hosting the National Championships. The National race is, however, a profitable event for both the hosting community and the hosting race sponsor. In the event of similar bids, an additional pledged contribution could be a factor in the USCA's deliberations. Contributions, if pledged, can take the form of a specific dollar amount or a percentage of the profits.

11/10/10

RACE COURSE DESCRIPTION AND AGREEMENT

On separate sheet(s) of paper, please give a brief description of the racecourse. Include the following information:

1. Provide a map of the race course showing the:
   a. Start and Finish lines.
   b. Portages, if any.
   c. Rapids, if any.
   d. List any possible hazards or unusual condition on the course.
   e. Mileage of the course.
   f. Spectator viewing site.
   g. Arrows showing race course on topo map.
   h. Provide info on water depth, anticipated at race date, and info in regard to current.

2. Include the number and location of campsites, hotels, and motels.

3. Include directions from nearby major highways to the Start and Finish lines.

4. A map is requested of the course/area (topographic map).

5. Who will provide the timing and written results for this event?

RACE SPONSOR: Organization: _____

RACE CHAIRMAN: _____

ADDRESS: _____

CITY: _____STATE: _____ZIP: _____

TELEPHONE: ( ) _____ FAX_____

E-MAIL: _____

SIGNATURE OF AUTHORIZED RACE SPONSOR: _____DATE:_____
(Signature signifies that all USCA requirements and guidelines will be fulfilled.)

IMPORTANT: Please send the original copy of this application to the USCA Nationals Coordinator or USCA Executive Director, along with a copy of the Petition package. Also, send copies of each to the USCA Site Selection Chair, USCA President, and USCA Competition Chairman. Keep a copy for your records.

USCA Executive Director
Joseph P. Shaw
Phone 413-537-8821
76JPS@alumni.williams.edu

USCA President
Janet Perry
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St. Charles, IL 60174
phone 630-584-6931
janetperry55@comcast.net

Core Group Site Selection Comm.
Priscilla Reinertsen
582 East Penacook Rd.
Contoocook, NH 03229
phone 603-746-6491
prtsen1@comcast.net

Nationals Coordinator
G. Tave Lamperez
24 Roosevelt Street
St. Charles, IL 60174
630-584-6931 or 630-979-5234 (w)
lamperez@netscape.net

Competition Committee Chair
Norm Ludwig
2006 West Side Rd.
Jersey Shore, PA 17740
570-753-513
ncludwig@cub.kcnet.org

11/10/10

PETITION TO SELECT A SITE FOR THE USCA NATIONAL MARATHON CHAMPIONSHIPS OF YEAR (S) _____.

_____
_____
_____

If you wish to make this bid for multiple years please list the years covered in this bid package.

WE, the undersign USCA. members, have either raced on, or are familiar

with _____
(river or lake)

between _____ and _____, _____
(start) (finish) (state)

and believe it meets the criteria of the USCA for holding the _____year(s) National Marathon Championship Canoe and Kayak races.

SIGNATURES: Include address and telephone numbers.
Email messages showing a member accepts this course as meeting the USCA criteria can be used as "signatures"; Email addresses will be verified.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

NOTE: This signed petition must accompany the host application when it is submitted to the USCA Executive Director, President, Nationals Coordinator, Site Selection Chair, and Competition Chair.

11/10/10

(end of Bid application)

USCA REQUIREMENTS TO HOST THE NATIONAL CHAMPIONSHIPS

A Application instructions for submitting a bid to host the USCA National Championships.

1. **Applications may be obtained from the USCA Nationals Coordinator/USCA Executive Director or at the USCA web site.**
2. **Race Sponsor or Club Affiliate must have sponsored USCA races at least two years prior to the bid ate. Exceptions to this requirement will be made by the recommendations of the USCA Core Group ite Selection Committee.**
3. **Applications to host the National Championships must be sent to the Executive Director, President, Nationals Coordinator, Competition Committee Chair, Nationals Coordinator, and Core Group Site Selection Chair by September 1. The Site Selection Committee will evaluate the race site and report its findings to the USCA Delegates at the USCA Annual Meeting. (Site of the Nationals is awarded one and on-half (2-1/2 years prior to the race).**
4. **A signed petition of ten (10) current USCA members who are familiar with the river and the area must accompany the application.**
5. **National Championship races are usually held in August or dates selected at the USCA Annual Meeting by the USCA Delegates 2-1/2 years in advance of the event.**
6. **The fee for the championship event will be subject to approval by the USCA Delegates at the time the bid is submitted at the USCA Annual Meeting. After the delegates award the bid the proposed entry fee will be binding. There are separate fees for each championship. Effective 1995, marathon and sprint championships: It is recommended that the youth fee be significantly reduced. Fees normally are charged for the event type with an additional fees for each additional event. It is recommended that the youth fee be small or even waived it possible.**
7. **Site Selection Requirements**
    a. **The racecourse should be interesting, varied, scenic and safe.**
    b. **There must be dependable water conditions at the time of the race and for at least five days of practice time just prior to the race.**
    c. **The waterway should be wide enough so that the starting line can accommodate 100 canoes or kayaks in a line abreast. Recommendation: There shall be at least a minimum width of 300 feet having a minimum depth of three feet.**
    d. **There shall be no river constrictions or portages one-half miles of the starting line.**
    e. **There shall be no upstream starts against any detectable flow or current when possible and feasible to have the start downstream.**
    f. **After the start, there must be approximately one mile (minimum) of paddling before any turn around.**
    g. **There shall not be any whitewater greater than Class II by the International Scale of River Difficulty.**
    h. **There must be one mile (minimum) of paddling to the finish that is not upstream against a detectable flow of current when possible or feasible to do otherwise.**
    i. **Small portages are acceptable, but only if the course demands. No artificial portages shall be designed. Paddlers must have a clear and safe path back to the water.**
    j. **There should be a reasonable amount of spectator and media viewing points.**

8. **The lengths of the race should fall within the following time limits _ All Championship events for Men, Women and Adult/Junior - 2 to 2-1/2 hours. The Adult/Youth and ALL Junior events - 1 to 1-1/2 hours. Time is used rather than distance due to variable racecourse conditions and river flow.**

9. **There should be at least 250-300 campsites and over 250 motel/hotel rooms available to competitors and their families within 30 minutes of the racecourse.**

10. **There should be adequate toilet facilities available at the race start and finish.**

11. **Adequate parking for competitors and spectators should be available at the race star**
12. **and finish line for at least 300-500 vehicles. Safe unloading areas should be provided if parking is limited at the race start.**

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

B Sequence of schedule of Events for Marathon Championships:

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

C The Race Sponsor must offer the following USCA Schedule of Events:

(*Note: There shall be no unauthorized changes in this schedule).* The USCA Competition Chair determines order of events. [*Caution this is not the full list of events*, the final Day1, Day2, and Day 3 events must be taken from the current USCA Competition Rules, this is just a subset of the official list of the events for this manual]

Recommended naming convention: Craft Type/ # of Paddlers/Boat Type/Governing Spec (**if not USCA)**/Gender/Age Class

DAY 1
C2 Standard Men (C2Std M)
C2 Standard Men Master (C2Std MMa)
C1 Woman (C1 W)*
C1 Woman Master (C1 WMa)
C1 Woman Senior (C1 WSr)
C1 Woman Veteran (C1 WV1)
C1 Woman Veteran (C1 WV2)
C1 Woman Grand Veteran (C1W GV1)
C1 Woman Grand Veteran (C1W GV2)
C2 Men (C2 M)*
C2 Men Master (C2MMa)(C2 MMa)
C2 Men Senior (C2 MSr)
C2 Men Veteran (C2 MV1)
C2 Men Veteran (C2 MV2)
C2 Men Grand Veteran C2 MGV1)
C2 Men Grand Veteran (C2 MGV2)
K1 ICF Woman (K1-ICF W)
K1 ICF Woman Master (K1-ICF WMa)
K1 ICF Man (K1-ICF M)
K1 ICF Man Master (K1-ICF MMa)
-Short course:
C1 Man Junior (C1 MJr)(also Barton Cup)
C1 Woman Junior (C1 WJr)(also Barton Cup)

DAY 2
C2 Standard Women (C2Std W)
C2 Standard Women Master (C2Std WMa)
K1 Unlimited Man (K1U M)*
K1 Unlimited Woman (K1U W)*
K1 Touring Man (K1T M)*
K1 Touring Woman (K1T W)*
K1 Sea Kayak Man (K1SeK M)*
K1 Sea Kayak Woman (K1SeK W)*
C2 Women (C2 W)*
C2 Women Master (C2 WMa)

C2 Women Senior (C2 WSr)
C2 Women Veteran (C2 WV1)
C2 Women Veteran (C2 WV2)
C2 Women Grand Veteran (C2 WGV1)
C2 Women Grand Veteran (C2 WGV2)
C1 Man Cruiser (C1 M)*
C1 Man Master (C1 MMa)
C1 Man Senior (C1 MSr)
C1 Man Veteran (C1 MV1)
C1 Man Veteran (C1 MV2)
C1 Man Grand Veteran (C1 MGV1)
C1 Man Grand Veteran (C1 MGV2)
-Short course:
C2 Men Junior (C2 MJr)
C2 Women Junior (C2 WJr)

DAY 3
K1 Downriver Man (K1Dr M)*
K1 Downriver Woman (K1Dr W)*
K2 Men (K2 M)**
K2 Women (K2 W)**
C2 Standard Mixed (C2Std Mx)
C2 Mixed (C2 Mx)*
C2 Mixed Master (C2 MxMa)*
C2 Man/Junior (C2 M/J)*
C2 Woman/Junior (C2 W/J)
-Short course:
C2 Man/Youth (C2 M/Y)*
C2 Woman/Youth (C2 W/Y)*
C2 Mixed Junior (C2 MxJr)
K1 ICF Junior Man (K1-ICF MJr) (Barton Cup)
K1 ICF Junior Woman (K1-ICF WJr) (Barton Cup)

+C2 Stock Aluminum (C2SAl)

* Special Age Recognition Awards. See Appendix 3 of Compitition Rules
** Trial classes
+ Aluminun Nationals are now part of a separate event, held at a different date.

D **Canoe/Kayak Sprints** Adult Sprints are **Scheduled for Tuesday of the week of the National Marathon Championships or as directed by the USCA Delegates. Course is 500 meters in length. Championship and Trial Sprint events are updated every January. Youth Sprints are held on Thursday with 250 and 500-meter distances for Youth 5-17 years of age. USCA National Sprint Chair has developed a manual and will assist in management of both the Adult and Youth Sprints.**

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

F **Outrigger Sprints- Championship event that was held on Wednesday in 2001. The details of the course is outlined by the USCA delegates. More information is being prepared for this event for 2002 and later.**

G **Triathlon Offered on the Sunday prior to the Marathon Nationals. See Triathlon Information for all events to be offered and the Triathlon Rules. (Since 1993, this event has not been a requirement to Host the USCA Nationals).**

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

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

i. USCA Championship medals shall be awarded in all USCA Championship events. Marathon shall be awarded to top 3 places for 10 year age groups and top 3 for 5 year age groups. Medals are 1st Gold, 2nd Silver, 3rd Bronze

2 1/2 inch size medals). A National Championship Shirt shall be awarded to all 1st place winners of National Championship classes . Sprints shall be awarded to top 5 places and youth all positions - (all 2-1/2inch size medals). Orienteering shall be awarded to top 3 places (all 2-1/2inch size medals). Youth Sprint races all positions are awarded (all 2-1/2inch size medals). All Championship Medals and medals for trial events (all 2-1/2" size medals), special age group recognition (all 2-1/2inch size medals) shall be ordered and purchased through the USCA approved vendor.
(Currently through the USCA, The host only pays for the medals used)

ii. **Race sponsor shall rebate to the USCA *$5.00* per adult participant and *$1.00* per junior (15-17) participant in the USCA Marathon Championships and USCA Triathlon, if offered. (Rebates are per championship -Marathon is *per person*, not the number of times an individual competes.). If no fee is charged for youth 5-14, there will be no rebate required. Total rebate amount is payable to the USCA and presented to the USCA Executive Director no later than *four weeks* after the races.**

iii. ***Information for race registration forms and schedule of events must be submitted to USCA Executive Director by January 20 of year of USCA Nationals. All other information must be submitted to the USCA Executive Director/USCA Nationals Coordinator for approval by March 15 in the year of the Nationals. Only approved copy will be submitted to the USCA Canoe News Magazine editor with a copy deadline of April 1. The Executive Director/Nationals Coordinator must also approve the total race brochure information and layout prior to publication. Deadline to submit draft of brochure is May 1. All race registration forms will be prepared for you by USCA. A request for information will be sent out prior to the annual meeting.***

iv. ***The race sponsor shall:***

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

b) **Provide an indoor meeting place for 60-75 people on Friday evening for the USCA Semiannual meeting. Also, Friday, provide a pasta dinner. Invite both the community and paddlers to attend.**

c) **Mail entry forms to current and non-renewed USCA members from the year prior. Free labels will be provided from USCA Membership Chair upon request. Race Brochure should be mailed out by June 1.**

d) **Provide a cruise either on Wednesday or Thursday with the assistance of the USCA Nationals Core Group and the USCA Cruise Chair. Encourage participation by the local citizenry. An optional requirement.**

e) **Provide First Aid with radio communication on the course. Provide patrol craft/sweep boat and spotters for safety purposes. All personnel shall have an orientation as to their responsibilities. Spotters will require special orientation. The USCA Safety Chair shall be available for advice prior to and during the Nationals race.**

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

g) **Provide a secure area near the finish line for an "impoundment area" for winning canoes and kayaks can be set up and controlled from unauthorized persons.**

h) **Provide complete race results for all championship events and triathlon, if applicable. Include the state/foreign country of the teams/individuals as well as complete times. Send to USCA Canoe News magazine editor by September 1, if not earlier. USCA Executive Director will be able to provide this information.**

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

j) **Provide a secure area for the USCA Awards and a display table at the registration area. Also, provide tables for the awards (trophies, medals and T-shirts) presentation area after each day's events.**

k) **Provide the timing for all events of the USCA Nationals. The USCA Timing Committee will serve as a consulting service for the race host. The USCA currently does not own or operate a timing system at this time. The host must provide all equipment for timing and printing of results.**

l) **<u>May</u> provide a National Canoe Triathlon at the same site. (This is optional and not required) The day will be determined by the USCA Delegates. If not able to hold this event, the USCA Triathlon Committee may select a separate existing race site.**

<u>ADDITIONAL INFORMATION:</u>

The race sponsor shall recognize that the USCA National Marathon Championships, USCA® logo and USCA® and United States Canoe Association® are the sole property of the United States Canoe Association, Inc. Also, that the USCA is a principal to any contracts for endorsements, television contracts, etc. awarded in conjunction with said Championships. No person or organization may use the name or emblem of the Association in advertising, soliciting goods or services, or promoting without the consent of the USCA Delegates. Contact person for this information is the Executive Director/USCA Nationals Coordinator.

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

The USCA Executive Director/USCA Nationals Coordinator serves as the liaison between the Association and the National Race Sponsor. He is also responsible for overseeing the on-site management of the Nationals. Anything related to USCA relations is under his authority.

Since USCA prepares the standardized forms for the Schedule of Events, day to day entry, and data information for the timing, the race sponsor shall provide the necessary information to USCA in a timely manner. This information relates to race start/finish lines, headquarters site, check in areas, and times of registration and other pertinent information necessary to develop the race registration forms and the Schedule of Events.

I. Information on Awards, Special Age Groups and Awards Presentation:

a) National Championship Awards (National Awards Chair will assist).
1. **National Marathon Championship events shall use the following 2006 rule: Award to the top 6 positions in each class regardless of the number of entries for classes of 10 year age group and to the top 3 postions for each 5 year age group class. Back of medal will reflect - year, class, place, and site name.**
2. **Championship medal (2 1/2 inch size) awarded to 1st Gold, 2nd Silver, 3rd Bronze andChampionship medal (2-1/2inch size) awarded to places 4 through 6.**
3. **Championship title and revolving USCA trophies and T-shirts will be awarded to First ALL U.S.A. Team (C-2) or C-1 Paddler regardless of position of win.**

b) National Adult Sprint Championships. Medals will be awarded to the 5th position for adults and all youth in the four Adult/Youth classes. Medals will be awarded for classes - 1st Gold, 2nd Silver, 3rd Bronze, and 4th and 5th Bronze (all 2-1/2inch size).

c) National Youth Sprint Championships.
a. **All Youth will receive medals on Thursday. Awards will be presented - 1st Gold, 2nd Silver, 3rd Bronze, and the remainder of all youth will receive Bronze medals (all 2-1/2 inch size).**
b. **The Divisional Traveling USCA Trophy is awarded to the division with most points. The USCA Youth Chair is responsible for determining the winner and making the presentation.**

d) National Canoe/Kayak Orienteering Championships. Event runs on Wednesday and awards go to 3rd place. Awards presented are Medals - 1st Gold, 2nd Silver, 3rd Bronze (2-1/2 inch size).

e) National Triathlon Championships, if offered. Events awarded to third place. Awards presented are Medals - 1st Gold, 2nd Silver, 3rd Bronze.

II. Foreign participants - Non-U.S.A. citizens or teams with a non U.S.A. citizen are not permitted to win the USCA traveling trophy nor be designated as Nationals Champions in either Sprints, Marathon, Orienteering or Triathlon events. The non-U.S.A. winner(s) shall receive the championship medal (only - no T-shirt) of their finish. There will be no position changes or U.S.A. upgrading. A foreigner is one who resides outside the U.S.A. or who has not resided in the U.S.A. for at least two years prior to a Championship event. It is imperative to determine residency and foreign status of participants at registration and/or timing sheet. Both the Timing Chair and the Awards Chair will assist.

III. Non-Championship Award.

A Special Age Groups A USCA medal (2-1/2inch size) is awarded to recognize the first team/s or individual/s in a specified age group within a championship class. The age of the younger paddler in adult events and age of older paddler in youth events determine age of team. Age should be recorded on the registration or timing sheet so winners can be determined easily.

B Trial pre-championship events are awarded to the third place with a USCA medal 1st Gold, 2nd Silver, 3rd Bronze (2-1/2 inch size).

IV. Age Group Determination

A As of January 1 of the current year: Fledgling I - 5-7; Fledgling II - 8-10;Bantam - 11-12; Juvenile - 13-14; Junior -15-17

B As of race day: Masters, 40-49; Seniors, 50-59; Veterans, 60-69; Grand Veterans, 70-79; Grandmaster Veterans, 80+. As of 2006 5 year age groups are available 60+.

C Adult over 29 as of January 1 - Youth not 15 as of January 1.

D Adult over 29 as of race date and at least 14 years older than Junior paddler.
E Proof of age is required at the time of registration. Must be publicized

V. Awards and Details

A Awards - Awards shall be ordered soon after the USCA Annual meeting of the year of theNationals. The USCA representative will contact the race sponsor.

B Awards Presentation - Awards shall be presented at the conclusion of each day's events. TheUSCA provides a traveling trophy in most Championship events and a Championship shirt for each first U.S.A. winner/s in the championship classes. The USCA Awards Chair will verify the medals for the day's events.

C Awards Ceremony - Awards presentation ceremonies are to be as impressive as possible With media coverage. The USCA Race Manual provides instructions for the building of awards stands and presentation suggestions.

D State Points - A revolving USCA Trophy is awarded to the State with the highest number of Points accumulated during the National Marathon Championships. Points are awarded in the championship events only to the States of the top ten U.S. paddlers. Each event printout shall have the list of paddlers with the States of each that have been verified by the USCA Membership Chair. U.S.A. paddlers who team up with a non-U.S.A. paddler will win State points for their position of win. Non-U.S.A. paddlers do not receive points. Trail classes and non-championships events are not included in the tabulation of points. Points are calculated as follows: 1st place - 50 points to each paddlers State; 2nd place - 45 points; 3rd place -40 points, etc., to the 10th place which receives 5 points. Points will be counted even though the position may not have received an award. Points from the National Stock Aluminum Marathon Canoe Championships are added to this list also even though this event is held at a different date and site. Daily tabulations should be made so that the winning State is presented the revolving trophy at the Sunday afternoon awards ceremony. The winning State is reported to the USCA Executive Director/USCA Nationals Coordinator.

E Manufacturer's Showcase Classes - Refer to USCA Competition Rules Book in regard to information and awards by the manufacturer. This has been inactive for several years.

VI. National Race Sponsor Responsibilities and Management Information

a. Race Promotion - Race Sponsor Information for Publication

i. Race Registration Forms, Schedule of Events

1. A separate form will be supplied to the race sponsor to request information that will be needed to prepare the race registration forms and Schedule of Events for the race sponsor.

2. Development of Race Registration Form and Schedule of Events will be made after the USCA Annual Meeting. USCA will develop all race registration forms from the information the race sponsor has supplied. Draft forms will be sent to the race sponsor and the Executive Director for approval. Following approval, the completed race registration forms and Schedule of Events will be prepared for the race sponsor's brochure and publications in the USCA Canoe News magazine and USCA Website Coordinator.

ii. Additional Race Promotional information to be provided by the race sponsor for publication includes the following:

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

2. Provide information on motels/hotels and campgrounds.

3. **Race Headquarters - Location and registration hours. Have signage posted.**
4. **USCA Membership application blank to be included. Application to USCA by mail must arrive before July 1.**
5. **Brief explanation of USCA rules and canoe/kayak specifications and age categories. The USCA Executive Director/USCA Nationals Coordinator will supply this information.**

Note: All of the above information MUST be reviewed by the USCA Executive Director/Nationals Coordinator prior to publication in USCA Canoe News magazine and Race Sponsor brochure.

VII. Publicity:

a. Pre-race publicity - Send a race brochure to all current USCA members. The USCA membership addresses are available from the USCA Secretary. A race program is useful to competitors, spectators, and local citizens. Local merchant advertising should cover the publication costs. The USCA will contact the canoe/kayak world for the National's promotion .

b. Race sponsor should publicize the event locally. It is important to announce that an individual or team can race in a Championship event by joining the USCA. Provide advanced registration information. As part of the Nationals ceremony, the cruise on Thursday serves as a further incentive to involve local participation. Refer to the USCA Canoe Race Organizational Manual for further information on publicity.

VIII. RACE HEADQUARTERS

A The Race Sponsor shall provide:

1. **A weatherproof building or enclosed tent must be available by Monday of the week of the Marathon National Championships. Sprint, Orienteering and Triathlon headquarters may be located at a different site, but have similar requirements.**
2. **Supply 4-5 tables for registration area and 10 chairs; 2 tables for display of USCA National Traveling Trophies.**
3. **Message board(s) (4foot by 8 foot) for relaying messages from USCA officials, competitors, and race sponsor updates during the week. Race results should also be posted here.**
4. **Post finish times as soon as possible after each race. All times must be verified.**
5. **Secure area for USCA Technical Inspection Committee to jig boats prior to race day.**
6. **Secure area for an impoundment area at the race finish line - no unauthorized persons permitted in this area. Flotation must be checked in the first five canoes/kayaks as soon as the boats cross the finish line. Volunteers are needed to assist for this activity.**
7. **A shuttle service during practice and each race day should be available.**
8. **Secure area for timing computers, copy machines and any additional equipment.**

B RACE REGISTRATION AND TIMING INFORMATION

Registration for the National Marathon and Sprint Championships is based on the information provided in the USCA Canoe Race Organization Manual and/or the USCA Competion Rules and Canoe and Kayak Specfiications.

a. **Pre-registration - Entries received prior to on-site registration are considered pre-registered. All entry information must be verified by USCA Membership Chair and on-site for accuracy. According to the current USCA Competition Rules. There is no day of race registration for the Adult Sprints and the Marathon Races held on Friday, Saturday, and Sunday.**

b. Pre-registration entrants and all additional entrants are recorded on a timing sheet/folder for each event. Suggested columns are boat numbers, full name of paddler/s, age, state or

foreign country, finishing time, lapsed time and position. A separate file should be made for sprint entrants and triathlon entrants.

c. A MASTER alphabetical Marathon registration book is started and should contain the name, complete address of each paddler, date of birth, age, events entered, partners, and payments. This registration or computer database will facilitate the rebate process. Have a separate master file for each championship event.

d. All pre-registered entrants must have all information verified a check-in. This includes address, age, events/partner and USCA Membership.

e. Chair will provide a current member print out upon request for that pre-registered or on site registrants can apply prior to their arrival at the race site. Any USCA membership accepted prior to arrival must be verified for accuracy by Membership Chair. Only current USCA members may receive boat numbers and awards. Copies of pre-registered entrants shall be sent to timing chair**.**

C ON-SITE REGISTRATION

Registration will require several workers to receive on-site race registration. The same person should do recording names on the event timing sheets and the master registration record each day, if possible. It is helpful if the workers have the same duties each day. STATIONS can set up on-site registration.

a. STATION 1 - FORMS -Have available on a separate table - race registration forms, USCA application forms and several pens/pencils. This area should be out of the area where lines will be forming for check-in. Also, have race schedules available at this table. An overseer may be needed to answer questions.

b. STATION 2 - CHECK IN _ PRE-REGISTERED ENTRANTS. All pre-registered entrants must pas through a verification/check-in area. Pre-registered entrants must confirm all information either from a computer prints out or their entry form they have sent in. USCA membership is verified (one worker for this activity).

c. STATION 3 - ON-SITE MEMBERSHIP _ On-site entrants should fill out a race registration form and USCA membership application, if needed to renew or join USCA, before reaching this station. USCA member's dues are paid or a race worker or USCA Membership Chair confirms current membership and the entrant goes to the next station.

d. STATION 4 - ON-SITE REGISTRATION -Complete, approved race entry forms accepted at this site. Check to make certain name, address, and age, date of birth and events entered with partner's name listed on registration form are legible. This is very important. Entrants who ADD ON events must have their USCA membership verified again. Add-on identifies that this entry is to be edited only in Master File. Payment amounts could be recorded on the form for future reference. After entrant information is manually recorded in event timing book, information is recorded in the Master File or in database. On-site entry forms should be separated according to event and recorded as follows.

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

f. A MASTER alphabetical registration book (printout) is continued from pre-registration. This master list facilitates rebate process for marathon events since entrant is listed only once no matter how many events they enter. See C.3 and a.2.

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

D DAY OF RACE REGISTATION (If offered)

a. USCA Membership and day of race registration forms are filled out.

b. Registration form checked for USCA Membership requirement.

c. Recommended method of registration -one person accepts registration monies and verifies information; one person per event records entrant in event timing sheet files and determines boat number.

d. **Entrant goes to boat number distribution area when membership and registration requirements are completed.**
e. **Day of race changes -event or change of partners that are done on race day should be made in the event timing sheet. Report changes to timers.**

E DAY OF RACE BOAT NUMBER DISTRIBUTION

a. **Have boat numbers prepared in advance for known entries - 2 stickers per boat. Boat stickers are ordered from We-no-nah Canoes, Inc. with your approved logo.**
b. **Numbers distributed on race day may be by event or master number file with copies of the event file with boat number, USCA number and name of racer(s) or a computer print out for each event with name(s), boat number, state, and age. The announcer to identify paddlers as they cross the finish line or to follow their progress on the course can use this information sheet. If any boat numbers are not picked up, determine if this is a drop out or team/individual were duplicated. Notify timers, spotters and announcer.**
c. **USCA membership must be confirmed prior to the boat number distribution. A non- member may not win an award or his/her partner. If there is any question on this matter, contact the USCA Executive Director/USCA Nationals Coordinator immediately.**

F TIMING

a. **The race sponsor provides the primary timing. The USCA Timing committee provides the resources and advice.**

b. **Manual Method of Timing - Timer starts clock as event starts. Uses this timing method to record finish times. At finish, will need spotters to identify boat event/numbers; boat number recorder; timer determines "MARK" when boat passes the line and a time is recorded. A runner is needed to supply groups of finishing times in the event timing file and establishing lapsed time and position of finisher. Foreign paddlers are not factored out and there is no "bumping up". However, non-U.S.A. paddlers shall not be declared as Champion(s). This status goes to the FIRST U.S.A. team or individual paddlers. Foreigners are awarded position of win. The posting person will post confirmed times/positions. The manual timing method is either the primary method or a buck up to a computerized timing method. The USCA has a hand held timer as a back up. It has thermofax paper and records a continuous boat sequence and time that can be used as a back up even for computer timing.**
c. **Computerized timing - An automated timing program is recommnened.**
d. **Additional timing sheets should be available to record the top ten USCA finishers for each event with the state and age of paddler recorded. The foreign finishers awarded position of win with no upgrading. This record will assist in awards determination, special age category awards and the calculation of State points to the top 10 positions for USA paddlers.**
e. **Race results - Required headings for each event are the following: boat number, name(s), State, age. Top 5 in each class should go to the jigging crew so they can be aware and jig these winners for award purposes.**
f. **Boat verification - each day, the number of boats in each event and total is recorded. The radio crew and timing crew shall determine that all boats have cleared the course. Dropouts reported to the finish should be reported to the radio crews immediately and vice-versa. Dropouts are to be recorded for Rebate purposes also.**
g. **Race sponsors are encouraged to use computer, video and manual types of recording the timing of the events.**
h. **In the event of a multi-loop course, a designed finish lane must be provided. Paddlers must be informed of this designation. It will be for finishing only. Paddles must be instructed that a finish outside the finish lane will incur a pre-determined time penalty.**

G SAFETY

a. **First aid and radio communications shall be available on the racecourse.**
b. **All race personnel shall receive an orientation in regard to their duties.**

c. **There shall be a system to account for all boats and paddlers on the water. Spotters shall receive an additional orientation in regard to their duties - recording numbers, noting course violations, shouting to a paddler who goes beyond the approved course, etc.**
d. **A chase boat and land based emergency service must be available.**
e. **A safety marshal with the assistance of the USCA Safety Chair shall check all canoes/kayaks for flotation, etc. If not in compliance, boat will not be allowed in competition. PFD's and one whistle must be readily available for each paddler.**
f. **If motorboats or sailboats or other types of watercraft are using the race course during the race, the race sponsor is responsible for providing patrol craft.**
g. **Events should not be combined when the total number of paddlers reaches an excessive number and safety of the paddler is jeopardized. The USCA Executive Director should be consulted on this matter.**
h. **The course shall be properly marked and is marshaled with radio crew to determine that all participants are on the same course in that event.**
i. **Should sever weather require an event to be suspended, official notification must be given to ALL competitors in that event. The National race committee and the race sponsor will determine resumption of the event.**

H **RACE STARTS - All-starting, whether mass or heats, will be by REACTION START. There will be no countdown given prior to the start. To start a race, the starter will say PADDLERS BR READY. Sometime following this command when the starter is satisfied that no competitor has unfair advantage, he will signal the start by using a prearranged device. This device could use sight, sound or both. The USCA will designate an official to oversee the starting line and report any infractions that may occur to the USCA Executive Director/USCA Nationals Coordinator for review by the USCA Arbitration Committee.**

a. **HEAT STARTS - In the event that heats are deemed necessary, the competitors position in the various heats will be determined by the order the entry form is received by the race sponsor. No switching of entry numbers between participants. Equal number of boats shall be run in each heat, if a all possible. There shall be at least five minutes between heats.**

b. **RACE RESULTS - Each event is listed separately - USCA Timing Committee shall prepare a print out of the race results as confirmed by the USCA Technical Inspection Committee. The results shall be official as determined by the USCA. Results to the media should designate the USCA Champion(s) if not the first place winner.**

c. **Send complete race results that have been verified to the USCA Canoe News magazine Editor and USCA Website Coordinator by September 1. Include the position of finish for each event, with full name of individual or teams, state or foreign country and lapsed time. Foreign winners are not listed as USCA Champions. Indicate the first U.S.A. team or individual as USCA Champions.**

IX. USCA Assistance

a. **The USCA can provide up to $2,000.00 seed money to a Host to run the USCA nationals. This money must be requested in writing to the USCA Treasurer and must be repaid after the event is complete.**
b. **The USCA Canoe Race Organization Manual and USCA Competition Rules Book will be**
c. **provided.**
d. **The USCA representative will inform the race sponsor the exact number of medals that willRequired for the Championship and Trial events for each day. This information will be finalized following the USCA Annual meeting of the year of your Nationals.**

e. **USCA will help in preparation of all race registration forms and the schedule of events from information that the race sponsor will provide regarding race chair, address, etc.**
f. **Publicity will appear in the USCA Canoe News magazine and on USCA Website in regard to race information and race results.**
g. **The USCA Competition Chair chairs the USCA National Race Committee. However, the USCA Executive Director/USCA Nationals Coordinator will be the official USCA liaison to the National Race Sponsor and will coordinate all pre-race information. The Executive Director will be responsible for on site decisions.**
h. **A pre-race meeting between the race officials and officials of the USCA is suggested.**
i. **The USCA Executive Director/USCA Nationals Coordinator and other USCA officials will be available for advice as needed at the registration area and the race start and finish.**
j. **Registration for the marathon championships must be by the day prior to the race. If there is a problem consult with the USCA Executive Director.**
k. **The USCA Arbitration Committee will be available to handle and all protests involving USCA canoe specifications and competition rules. The USCA Executive Director serves as a facilitator to activate this committee. Problems that involve non-USCA matters are the responsibility of the race sponsor. However, the USCA may be consulted for advice.**
l. **A USCA National Awards Chair will prepare the proper medals, championship shirts and the traveling trophies for presentation for each days events.**
m. **The USCA reserves the right to rule on any situation in regard to the race that involves jurisdiction regarding the USCA.**
n. **The USCA Safety chair shall be consulted in all matters pertaining to safety and appropriate recommendations made.**
o. **The National Timing Committee serves as a resource and supervision of the timing for the Championships. Race sponsor provides timing for all events.**

X. SUPPORTING SERVICE FOR THE RACE WEEKEND

a. **A public address system must be available during the race along with a knowledgeable individual serving as MC.**
b. **A professional sports photo service should be on site to photograph the competition.**
c. **A verified set of results should be posted as soon as possible after each event. Verified by the Technical Inspection Committee and only USA Teams or individual identified as the Champions. Foreign paddlers win position of finish.**
d. **A public address system is required for the awards area after each day's race along with platform boxes for 1st, 2nd, 3rd place winners.**
e. **Fresh water and cups should be available to all competitors at the Finnish line. If possible fresh fruit, i.e., bananas, and oranges should be available.**
f. **A pasta dinner should be available to all paddlers and their families and the community on Friday evening. Nominal fees should be charged for the dinner. This is a fund raising opportunity for a local group.**
g. **Local and regional media should be on hand to cover the event. The sponsor should provide them with results and information on the paddlers. Media packages can be provided by the USCA, if requested.**

TIME TABLE FOR THE USCA NATIONAL RACE SPONSOR

_____ 1. 24 Months prior to the Nationals
Obtain bid application and information for Hosting the USCA Marathon Nationals. Determine race course and develop plans for race events. Secure names of ten (10) USCA Members who know the river and area and confirm the race site is of national caliber.

_____ 2. 23 Months prior to the Nationals -- September 1
Submit your race bid to the USCA Executive Director

_____ 3. 19 Months prior to the Nationals - Mid January
Race bid is present to USCA Delegate at the USCA Annual Meeting. If bid is approved plans go forward. Receive Race Management Manual, updates to follow after the next Annual Meeting. This manual will assist you in the USCA requirement on Hosting a National Championship.

_____ 4. 19-12 Months prior to the Nationals
Preliminary planes are made. A brief promotional brochure is developed.

_____ 5. 13 Months prior to the Nationals - August
Attend current Nationals and observe events. Promote your race. Attend the Semiannual Meeting and make a report.

_____ 6. 7 Months prior to the Nationals - Mid January
Attend USCA Annual Meeting; give update of race plans. Obtain last minute changes in Schedule, events, awards. Provide information to USCA for race registration forms.

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

_____ 8. January 15 - 7 Months prior to the Nationals
All medals shall be ordered through the USCA.

_____ 9. March 15 - 4 Months prior to the National Race forms that have been approved will be sent to USCA Canoe News magazine editor and USCA Website coordinator by the USCA Executive Director/USCA Nationals coordinator prior to the May 1 deadline. Final approval of race USCA Executive Director/USCA Nationals Coordinator makes brochure information and Race Brochure is Prepared. Contact We-no-nah Canoes, Inc. for boat stickers-two per boat anticipated (for boat numbers).

_____10. May - 3 Months prior to the Nationals Deadline for race brochure to be submitted to USCA Executive Director/USCA Nationals Coordinator if not previously accomplished. Approved draft returned to you. Submit with any corrections to your printer. Request complimentary mailing labels of current and prior year non-renewed members from USCA Membership Chair. Mail your brochure ASAP.

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

____ 12. June - July - 1 month prior to the Nationals
Begin sending race registration information to USCA National Timing Chair.

____ 13. One week in advance of the National Marathon.
Have pre-registrations checked by USCA Membership Chair to verify if all pre-registrants are USCA current members. Timing Chair information to be updated on site.

____14. Monday Morning
Set up check-in and registration on site for afternoon check in and registration. Provide Table for revolving trophies to be displayed. USCA National Award Chair is responsible For checking in trophies. Check on location of EMS team for race site.

____15. Tuesday Morning
Final check in and registration for USCA National Adult Canoe/Kayak championships. Sprints run until finished. Sprint Chair will set up course. Provide timers and helpers for This event. This is a long day. Consider food and water for helpers during event.

____ 16. Wednesday
First day of jigging. Establish jigging area and provide assistance. Check in/Registration For Orienteering in a.m. Orienteering Chair will set up course and conduct event. Afternoon check in and registration for all.

____ 17 Thursday
Jigging. Check in. Membership. Registration. Youth Sprints. Sprint Chair will set up Course. Assistance required for timing and boats.

____ 18. Friday
First day of USCA Marathon Championship. Opening Ceremony. Boat numbers, races, check on safety, communications and spotters along course. Set up impoundment area at Finish. Assist at jigging. Pasta dinner in evening _ 7:00 p.m. Attend USCA Semiannual meeting. Registration in afternoon.

____ 19. Saturday _ Day two
Numbers. Races. Awards. Afternoon and evening registration.

____ 20. Sunday _ Day three
Last day of races. Number, races, awards.

____ 21. Rebates. Rebate check sent to Executive Director/USCA Nationals Coordinator. $5.00 entry for Marathon Championship and trial event participants who have paid the full race feel ($5.00 fee starting 2006, the old fee was $2.00). $1.00 for junior ages 15-17 who has paid only half fee and non- for those participants who are 14 and under. Rebate is per individual, not the number of times they have raced. No rebate for sprints or orienteering.

____ 22. Prior to September 1
Send complete race results to the Executive Director/USCA Nationals Coordinator. Include all participants' names with
States or countries, partners and lapsed time in descending order: Marathon and both Sprints and Orienteering. Race results should incorporate the foreign paddler's position of win.

____ 23. Mid September (8 weeks after the Nationals)
Submit a complete financial report to the USCA Executive Director/USCA Nationals Coordinator.

Thank you! Your job is now completed and USCA would like to thank you for you hard work in promoting Marathon, Sprint and Orienteering canoe and kayak paddling in the USA.

a.UNITED STATES CANOE ASSOCIATION MEMBERSHIP APPLICATION

1.(Please Print Clearly)

Organization _____ Date _____
List name and address of individual to receive the membership and USCA mail

2.Last Name _____ First Name _____MI _____

Address _____ Date of Birth _____

City _____ State _____ ZIP _____

Country (If not USA) _____ Phone ( ) _____ - _____

E-mail address _____

New ____ Renewal _____

Type of Membership		***Family Members _ other than above member**		
( ) Governing, 18+	**$20.00**	**NAME**	**BIRTH DATE**	***OFFICIAL USE ONLY***
( ) Family*	**$25.00**	_____	_____	**CK#** _____
				CASH_____
( ) Junior, 5-17	**$7.50**	_____	_____	**ADC** _____
				REG _____
( ) Race Sponsor	**$30.00**	_____	_____	**Other**_____
				_____
( ) Club Affiliate	**$30.00**	_____	_____	_____
				_____
( ) Business Affiliate	**$30.00**	**Recruited by** _____		

( ) Foreign _ remit above dues in USA Funds. Canada & Mexico add $5.00, all others add $10.00

Make check for the amount due payable to the USCA and send with application to the USCA Membership Chair Paula Thiel, 53 Ross Road, Preston, CT 06365

All participants in the USCA National marathon, Sprints and Orienteering Championships and Trial Events must be current USCA members.

ALSO, Governing members may upgrade to a FAMILY membership with an additional $5.00 payment to permit a spouse and/or children, under 19 as of living at home, to become USCA Family member.