



HOSTING THE UNITED STATES CANOE ASSOCIATION

National Stock Aluminum Canoe Marathon Championships

Part II

Requirements and Instructions to Host the Stock Aluminum Canoe Marathon Championships

This Race Management information has been specifically prepared for the USCA National Race Sponsor hosting the USCA National Stock Aluminum Marathon Championships. Information identifies responsibilities, requirements and an interpretation of the USCA Competition Rules governing the Stock Aluminum Marathon Championships. Please read this document before you fill out the Bid Application.

Part I

A separate Bid Application is available from USCA President, Rebecca Davis.

Submit Bid Application for the 2019 Nationals no later than December 1, 2017

For further information contact:

USCA President: Rebecca Davis, 22940 H Dr. S, Homer, MI 49245

Phone: 517-227-4794 Email: canoe_run_ski@hotmail.com

The bid information may be submitted electronically, if possible. If help is needed to scan the bid, pictures, or signatures pages please contact the above mentioned email address.

Revised on 10/15/17

PART II
USCA REQUIREMENTS TO HOST THE NATIONAL STOCK ALUMINUM CANOE
MARATHON CHAMPIONSHIPS

A. Instructions to complete the Bid to Host the USCA National Aluminum Championships.

1. Bid applications are to be obtained from the USCA Nationals Coordinator, Executive Director or the USCA President.
2. Race Sponsor or Club Affiliate must have sponsored USCA races at least two years prior to the bid date. Exceptions to this requirement will be made by the recommendations of the USCA Competition Committee.
3. Applications to host the National Aluminum Championships must be sent to the Executive Director/Nationals Coordinator, President, Vice President, Competition Committee Chair, and Core Group Site Selection Chair by December 1 or sooner for presentation at the next Annual Meeting. If no bids have been received for the Annual Meeting, April 1 is the deadline to submit a bid for review at the USCA Semiannual meeting in August. The Core Group Site Selection Committee or the Nationals Coordinator will evaluate the race site and report its findings to the USCA Delegates at the USCA Semiannual or Annual Meeting. Normally the site of the race is awarded one and one-half (1-1/2) years prior to the race date. However, since the Stock Aluminum Nationals have been separated from the major marathon schedule, the date process has been altered.
4. A signed petition of ten (10) current USCA members who are familiar with the river and the area must accompany the application.
5. USCA Stock Aluminum Canoe Marathon Championships may be held on any date when water conditions are favorable at the site selected. The USCA Delegates must approve the date and location when the bid is submitted.
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 or Semiannual Meeting. After the Delegates award the bid the proposed entry fees will be binding and no changes can be made without approval of the Executive Committee.
7. Site Selection Requirements
 - a. The race course 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 the starting line can accommodate 25-50 canoes in a line abreast. Recommendation: There shall be at least a minimum width of 100 feet having a minimum depth of three feet.
 - d. There shall be no river constrictions or portages within one-half mile 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. Current at the start line should flow straight downstream (not angling across the start line).
 - f. After the start, there must be approximately one mile (minimum) of paddling before any turn around.
 - g. The course will not contain rapids 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. The host should inform the delegates at the bid presentation whether there is a possibility of portages due to seasonal low water. 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. Good spectator and media viewing points should exist along the race course.
8. The length of the race should fall within the following time limits – Men, Women and Mixed events – 2 to 2 ½ hours. The junior events – 1 to 1-1/2 hours, if held. Time is used rather than distance due to variable race course conditions and river flow.
9. There should be up to 10-20 campsites and approximately 25-40 motel/hotel rooms available to competitors and their families within 30 minutes of the race course. Provide list of motels and campgrounds in race brochure.
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 start and finish line for at least 40-75 vehicles. Safe unloading areas should be provided if parking is limited at the race start.
12. The race sponsor is required to use the USCA Competition Rules and Canoe Specifications and the list of USCA events approved by the USCA Delegates for this Championship. List and the abbreviations for the events must be as they appear below. Any changes in the list of events made by the USCA Delegates at the USCA Annual Meeting or Semiannual meeting become effective immediately or as determined by the Delegates.

Effective in 2018, the events to be offered are listed below.

- A. C2 Stock Aluminum Men Open (18-50) [C2 Stk Al M]
 - B. C2 Stock Aluminum Men Masters (50 +) [C2 Stk Al MMA]
 - C. C2 Stock Aluminum Women Open (18-50) [C2 Stk Al W]
 - D. C2 Stock Aluminum Women Masters (50 +) [C2 Stk Al WMa]
 - E. C2 Stock Aluminum Men Jr (under 18 on 1/1/current year) [C2 Stk Al MJr]
 - F. C2 Stock Aluminum Women Jr (under 18 on 1/1/current year) [C2 Stk Al WJr]
 - G. C2 Stock Aluminum Mixed Open (18-50) [C2 Stk Al Mx]
 - H. C2 Stock Aluminum Mixed Masters (50+) [C2 Stk Al MxMa]
 - I. Special Age Group Recognition for the following: As of 2014, medals are awarded to first team under 25 years if age in C2 Men Open, C2 Women Open, and C2 Mixed Open. (1st team 80+ in any adult event.)
(Ages for adults are as of race day; Ages for juniors are as of January 1 of the current year.)
13. USCA Championship medals shall be awarded in all USCA Championship events. Adult Marathon events shall be awarded to the top 3 places. Medals are 1st – Gold; 2nd – Silver; 3rd - Bronze. A National Championship Shirt and a revolving trophy shall be awarded to all 1st place winners.
Junior Marathon events are awarded to the 6th place. A National Championship Shirt and a revolving trophy is awarded to the 1st place winners.
If Trial events are offered, medals are presented as follows: 1st Gold; 2nd Silver; 3rd Bronze.
All medals shall be ordered and purchased through the USCA. The host only pays for the medals used.
 14. Race sponsor shall rebate to the USCA \$5.00 per adult participant and \$1.00 per junior participant (15-17) in the USCA Stock Aluminum Canoe Championships. (Rebates are for Marathon championships only, and is *per person*, not the number of times an individual competes.) Total rebate amount is payable to the USCA. The USCA Nationals Coordinator shall work with the Race Sponsor to obtain and verify the number of participants and the amount of rebate due to the USCA no later than *two weeks* after the championships. The information will be provided to the USCA Treasurer who will invoice the race sponsor for the amount of rebate that is due to USCA.
 15. Information for race registration forms and schedule of events must be submitted to USCA Nationals Coordinator / USCA President no later than seven (7) months prior to the date of the USCA Stock Aluminum Nationals or earlier – check date with Nationals Coordinator. All other information must be submitted to the USCA Nationals Coordinator for approval five (5) months prior to the Nationals or earlier (check with Nationals Coordinator.) Only approved copy shall be submitted to the USCA’s *Canoe News* magazine editor. The editor will establish the copy deadline. The Nationals Coordinator must also approve the race brochure information and layout for accuracy prior to publication. *All race registration forms should be prepared by or approved by the USCA. Information will be requested prior to or just after the Annual meeting in January in order to prepare the registration forms and include the supporting safety information. The dates will vary depending on the date of the event and the meeting dates and the deadlines for the Canoe News.*

B. Race Sponsor Requirements

1. The race sponsor shall:
 - a. Provide a competitor’s participation award, such as a singlet, patch, hat, tee shirt, or a comparable item for each competitor.
 - b. Prior to the registration forms being prepared, contact the USCA Membership Chair to determine the best way to verify/confirm USCA membership for pre-registered participants. Establish deadline to mail in membership application or join online at Sign me up at www.uscanoe.com. USCA membership is required for all participants in championship or trial events.

- c. **Onsite check-in, membership verification/application and race registration.** Membership Chair must verify membership status of all participants before race application is accepted. Pre-registered participants will have membership verified at checked-in on site as well. Once the membership is verified, the applicants proceed to the race registration table and complete the process. Consult the Nationals Coordinator, if needed.
- d. 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, Competition Chair or Nationals Coordinator will assist.
- e. Provide an area for the USCA Technical Inspection Committee to measure canoes before race day. Helpers should be available for this committee to assist in measuring or ‘jigging’ boats both before and after the races. *(These requirements are generally for the Marathon Nationals in August. The Competition Chair will advise the race sponsor on the need for the pre and post-race jigging and the need for an impoundment area for the Aluminum Championships.)*
- f. Provide the timing for the USCA Nationals. The USCA Timing rules are to be followed. Required categories are for each event timing sheet: Name of Event, boat number, names of team, and states. Start time, finish time and lapsed time. The host shall provide the timer and other equipment needed. Video for race finish should be available. Spotters, recorders and runners are needed. The Nationals Coordinator will assist the race host as needed
- g. The Host shall post all results, subject to protests, immediately following the competition after the results are verified by the Nationals Coordinator and/or Executive Director. Provide complete race results for each championship event. Include names of the teams with state and ages with the finish times. Provide a set of the verified results to the Awards Chair in order to prepare the medals. A set will go to the person announcing the results and handing out the awards. A set of results will go to *Canoe News* magazine editor and USCA webmaster.
- h. Provide a full financial disclosure to the USCA Nationals Coordinator and/ or USCA Executive Director within four weeks after the Nationals. The disclosure shall include an itemized list of expenses and income related to hosting the Nationals. This will assist future race sponsors and the USCA in preparing for and securing financial support for the Nationals.

C. Additional Host Requirements Information:

1. The race sponsor shall recognize that the USCA National Stock Aluminum Canoe 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 USCA President in the absence of the USCA Executive Director.
2. If canoe registration is required in Host State, a waiver, an exemption or reciprocity for out-of-state canoes shall be obtained for USCA members during the entire Nationals from one to two days prior to the Nationals.
3. The USCA Nationals Coordinator/President or Executive Director will serve as the liaison between the Association and the National Race Sponsor. They are responsible for overseeing the on-site management of the Nationals. Anything related to USCA rules or boat specifications is under the authority of the USCA.
4. USCA will help prepare the standardized forms for the List of Events, registration forms and the race sponsor should provide the necessary information to the USCA Nationals Coordinator no later than six to eight (6-8) months prior to the event. This information relates to race start/finish lines, headquarters site, check in areas, times of registration and other pertinent information necessary to develop the race registration forms and the List of Events and include lodging and camping sites
5. As a Sanctioned USCA Race, liability insurance coverage is required. If the Race Sponsor acquires insurance from other than the USCA Insurance Program, an Additional Insured certificate must be obtained and list the USCA Directors and Officers as Additional Insureds for this event and a copy of the certificate and/or policy must be sent to the USCA President at least thirty (30) days prior to the event. Coverage must be equal to USCA’s.

D. Overview of the USCA requirements that must be observed.

1. National Events to be offered as approved by the USCA Delegates January 15, 2017.
 - a. The Championship events are C-2 Stock Aluminum Men Open (18-50), C-2 Stock Aluminum Men Masters (50+) , C2 Stock Aluminum Women Open (18-50), C2 Stock Aluminum Women Masters (50+), C2 Stock Aluminum Mixed Open (18-50), C2 Stock Aluminum Mixed Master (50+) C2 Stock Aluminum Men Junior, C2 Stock Aluminum Women Junior.
 - b. Designations for these events are the following: C2 Stk Al M Open, C2 Stk Al MMA, C2 Stk Al W Open, C2 Stk Al WMa, C2 Stk Al Mx Open, C2 StkAl MxMa, C2 Stk Al M Jr, C2 Stk Al W Jr, The registration form should use full name and abbreviations of these classes.
2. Supply information for the USCA Race Registration form that can be prepared for you. Include fee, site of race registration, race start/finish areas, times for registration, times for race start, pre-registration forms to be sent to whom and by when, and to whom the checks are to be made payable.
3. The Nationals Coordinator must approve the Race flyer prior to publication.
4. Include the safety information listed on Page 6 of these Hosting Requirements with the registration form or as directed by the USCA Safety Chair and/or the USCA Nationals Coordinator.
5. The Race flyer with the Race Registration form and USCA Membership application should be sent to all the non-renewed members and all the current members at least one month before the race. You may request a list of members from a specific region. Contact the membership chair for this information.
6. Registration – All entrants’ ages should be noted. In the master’s event, both paddlers must be 50+ years of age or older as of race day. Junior paddlers may not be older than 18 on January 1 of the current year.
7. USCA membership is required for all Championship and Trial Events. Do not print membership application back-to-back with the race application forms.
8. Check on insurance for the event. USCA insurance coverage is available. Contact USCA Insurance Agency. If not using USCA Insurance Program, must have coverage equal to USCA’s and provide an additional insured certificate to cover USCA officers and Delegates and sent to the USCA President at least 30 days prior to event.. Additional information will be the organizations or groups to be included in the liability waiver form. USCA Insurance Waivers are to be signed by each participant. One waiver per person covers all events.
9. Any vendor must have at least \$1,000,000 liability insurance and must show the policy to the Race Director.
10. The Membership Chair must verify USCA membership for all pre-registered applicants prior to event.
11. On-site registration will process through membership first for membership application and verification.
12. The Nationals Coordinator will assist with course development and in all other matters related to the event.
13. Boat numbers should be on **both sides of canoe** with designation for each event. Number series are easier to identify and to communicate to the person recording the times.. Example: (100, 101, 102, etc. for C-2 Stk Al M; and 200, 201, 202 for C-2 Stk Al MMA). (Do not use letters.) Numbers on white contact blanks 4” high x 7” long. Use wide black magic marker to make numbers.
14. Timing – results of each event are to be posted after the race after verified by Nationals Coordinator. Top 5 boats are reported to jiggging crew, if boats are being jiggged. Primary and back-up timing is required.
15. Jiggging – top 5 canoes in each Championship event must be checked, if necessary.
16. After verification of boat jiggging, official times are posted. Provide a copy to the Awards Chair.
17. Awards – USCA Championship medals for the top three finishers in Championship event (US and Non-US) and top three in trial event. A sticker on the back of the medals will state year, event, position, and site. The first place teams are awarded Championships shirts and a traveling trophy. Trophy awarded to a Non-US winner at the discretion of the Awards chair.
18. After the race – results will be reviewed by the Nationals Coordinator and Membership Chair to confirm correct states, ages and the spelling of the names before they are posted online by the USCA webmaster and provided to the *Canoe News* magazine editor and the Historian.
19. USCA insurance requirements: return all signed waiver forms to the Insurance Agency as soon as possible.
20. A rebate to USCA is \$5.00 per adult and \$1.00 for juniors in the marathon events. The Nationals Coordinator will verify the number of participants and report this number to the treasurer who will send an invoice to the race sponsor. Payment is due within two weeks
21. The USCA Awards Chair will report to the USCA Treasurer how many championship medals were used. The USCA Treasurer will invoice the race sponsor for the medals used and payment is due within two weeks.
22. USCA requires that the race sponsoring organization submit a full financial disclosure to the USCA Nationals Coordinator within 4 weeks following the Nationals. The disclosure shall include an itemized list of expenses and income related to hosting the Nationals.
23. USCA will post the application and information about your event on the USCA website as soon as the information is available and verified. Webmaster will post the official results after the event.

Thank you for Hosting the USCA National Stock Aluminum Canoe Marathon Championships

USCA NATIONAL STOCK ALUMINUM CANOE MARATHON CHAMPIONSHIPS

Date and location _____

Fill in the blanks and provide this information to Nationals Coordinator or as directed

Send completed registration form to: _____

Make checks payable to: _____

Check In and On-Site Registration: Starting at _____ (time) Race day at _____ (Where?)

Entry Fee: _____ per adult. Entry fee for Juniors: _____ Pre-register by (date): _____
(Is this fee per day or for both days?)

Start/Finish Line: _____

Or Start and

Finish line: _____

ALL COMPETITORS MUST check in by _____ on race day. Race will start at (time) _____
Pre-registration is appreciated or is required. (Your choice) Establish deadline date or pre-register on site on Friday at?
Attendance at a pre-race meeting is mandatory. A USCG approved PFD must be in possession of each entrant and one
peapless whistle per boat or a time penalty will be assessed to course time. Ages 14 and under must wear approved PFD.
Note: USCA WAIVER/RELEASE OF LIABILITY form to be signed on site.

CURRENT U.S.C.A. MEMBERSHIP REQUIRED in USCA Championship and Trial events.

Current Member number is _____ Paid for membership online web receipt # _____ Pay onsite. _____

USCA Membership Chair for 2018: Lynne McDuffie, 410 Cockman Rd, Robbins, NC 27325. Go to www.uscanoe.com
for applications, pay online at SignMeUp or pay onsite. (Deadline date to send in dues to Membership Chair is _____ ?

AWARDS: Championship: Top three teams in each championship class will be awarded the USCA Champion medals.
First place teams in each championship event will receive a USCA National Championship Shirt and trophy. Juniors
will receive medals to 6 places. First place teams will receive USCA National Championship shirts and traveling trophy.

USCA CHAMPIONSHIP EVENTS

Saturday Events*

____ C2 Stock Aluminum Mixed Open (18-50) [C2 Stk Al Mx]

____ C2 Stock Aluminum Mixed Masters (50+) [C2 Stk Al MxM]

Sunday Events

____ C2 Stock Aluminum Men Open (18-50) [C2 Stk Al M]

____ C2 Stock Aluminum Men Masters (50+) [C2 Stk Al MMa]

____ C2 Stock Aluminum Women Open (18-50) [C2 Stk Al W]

____ C2 Stock Aluminum Women Masters (50+) [C2 Stk Al WMa]

____ C2 Stock Aluminum Men Junior (<18) [C2 Stk Al M Jr]

____ C2 Stock Aluminum Women Junior (<18) [C2 Stk Al W Jr]

* May be a one day event with morning and afternoon start times. Check with USCA Coordinator or President.

NAME: _____

ADDRESS: _____ Date of Birth: _____ Age: ** _____

CITY: _____ STATE: _____ ZIP: _____ Country: _____

(Other than U.S.A.)

PHONE: _____ Email: _____

PARTNER'S NAME: _____ AMOUNT PAID: _____

CITY: _____ STATE: _____ ALSO ENTERED: _____

Note: This is a sample registration form. Make a copy, fill in the blanks and send to USCA Nationals Coordinator or USCA President.

Safety Rules and requirements to be included in the Race Registration Information

Failure to observe the following safety requirements will result in a disqualification in that event or a time penalty may be assessed to the violators' finish time as determined by the Competition Chair or designee.

Safety Rules: Attendance at pre-race meetings is mandatory. A *US Coast Guard* approved PFD must be in the possession of each contestant, and properly worn if wearing it is required in accordance with the *PFDs Owner's Manual* and what is stated on the label attached to the PFD (if there is not a manufacturer's instruction label on the PFD then the PFD is not *US Coast Guard* approved). If there are any questions pertaining to PFDs consult with the Nationals Coordinator or Competition Chair **BEFORE YOU ARE ON THE START LINE**. A sound producing device (such as a pealess whistle rated with the ability to create a sound of 110 decibels or a portable air horn) must be in each boat and easily accessible. A *US Coast Guard* approved PFD must be worn by all non-swimmers and by persons ages 5 through 14 at all times on the water, and by all contestants. Inflatable PFDs shall NOT be worn by non-swimmers and by all persons under the age of 16.

Lightning: Before a race has started, if thunder is heard and/or lightning is seen, or a lightning detector indicates an approaching thunderstorm, the racers, race helpers, and spectators shall take proper shelter and wait at least 30 minutes after hearing the last thunder. Once a race has started, if lightning is seen, you count the time until you hear thunder. If this time is 30 seconds (6 miles) or less, or if you do not see the lightning, but hear loud thunder; get off the water immediately and seek proper shelter. The race is considered officially stopped at that moment in time. **This is a weather emergency and race clocks will be stopped.** The order of the paddlers on the race course at that instance will be considered their placement in the finishing order, based upon discussion with the racers and race officials at the finishing area. Thirty minutes after hearing the last thunder the racers may proceed down the race course. Detailed information will be provided at the pre-race meeting.

Paddlers may elect to "paddle down". Winners will be awarded only in the class in which they register to compete. No duplication of awards except for Special Age Recognition Awards.

Note: List lodging and camping suggestions on this page.

A copy of the registration form is on the next page. Fill in the blanks. Be sure to include the safety and lodging information on a separate page when sending to the Nationals Coordinator or USCA President.

USCA NATIONAL STOCK ALUMINUM CANOE MARATHON CHAMPIONSHIPS

Date and location _____

Send completed registration form to: _____

Make checks payable to: _____

Check In and On-Site Registration: Starting at _____ (time) Race day at _____ (Where?)

Entry Fee: _____ per adult. Entry fee for Juniors: _____ Pre-register by (date): _____
(Is this fee per day or for both days?)

Start/Finish Line: _____

Or Start and

Finish line: _____

ALL COMPETITORS MUST check in by _____ **List date, time and location.**

Race will start on Saturday at (time) _____: Sunday at _____

Pre-registration is appreciated or is required. (Your choice) Establish deadline date or pre-register on site on Friday at?

Attendance at a pre-race meeting is mandatory. A USCG approved PFD must be in possession of each entrant and one peapless whistle per boat or a time penalty will be assessed to course time. Ages 14 and under must wear approved PFD.

Note: USCA WAIVER/RELEASE OF LIABILITY form to be signed on site.

CURRENT U.S.C.A. MEMBERSHIP REQUIRED in USCA Championship and Trial events.

Current Member number is _____ Paid for membership online web receipt # _____ Pay onsite. _____

USCA Membership Chair for 2018: Lynne McDuffie, 410 Cockman Rd, Robbins, NC 27325. Go to www.uscanoe.com for applications, pay online at SignMeUp or pay onsite. (Deadline date to send in dues to Membership Chair is _____ ?

AWARDS: Championship: Top three teams in each championship class will be awarded the USCA Champion medals. First place teams in each championship event will receive a USCA National Championship Shirt and trophy. Juniors will receive medals to 6 places. First place teams will receive USCA National Championship shirts and traveling trophy.

USCA CHAMPIONSHIP EVENTS

Saturday Events*

____ C2 Stock Aluminum Mixed Open (18-50) [C2 Stk Al Mx]

____ C2 Stock Aluminum Mixed Masters (50+) [C2 Stk Al MxM]

Sunday Events

____ C2 Stock Aluminum Men Open (18-50) [C2 Stk Al M]

____ C2 Stock Aluminum Men Masters (50+) [C2 Stk Al MMa]

____ C2 Stock Aluminum Women Open (18-50) [C2 Stk Al W]

____ C2 Stock Aluminum Women Masters (50+) [C2 Stk Al WMa]

____ C2 Stock Aluminum Men Junior (<18) [C2 Stk Al M Jr]

____ C2 Stock Aluminum Women Junior (<18) [C2 Stk Al W Jr]

* May be a one day event with morning and afternoon start times. Check with USCA Coordinator or President.

NAME: _____

ADDRESS: _____ Date of Birth: _____ Age: ** _____

**Adults: Age on race day - Junior : Age on 1/1/current year

CITY: _____ STATE: _____ ZIP: _____ Country: _____

(Other than U.S.A.)

PHONE: _____ Email: _____

PARTNER'S NAME: _____ AMOUNT PAID: _____

CITY: _____ STATE: _____ ALSO ENTERED: _____