## CRNZ REGATTAS - ENTRIES PROCEDURE

17 August 2012

After consultation with Clubs the following procedures have been put in place regarding entries into CRNZ regattas. **Note:** All entries will be done using the new CRNZ online event entry system which will commence with Blue Lakes 1. Any club experiencing difficulty should contact the Business Manager for assistance.

**1.** Online entries will close two weeks prior to the regatta. Any entrants that withdraw from the regatta after this time will still be charged the full price of the entry fee with the exception of those providing a doctors certificate as proof of illness or injury. Clubs will be invoiced the week following closure and must pay all entry fees prior to the commencement of the regatta.

**2**. Alterations to individual entries will be permitted up to the **first** Managers meeting of the regatta. Team boat alterations may be made according to the 50% rule up until the first Manager's meeting (i.e. K2 – one member change, K4 = 2 member change) and a greater change will only be considered upon providing a doctors certificate as proof of illness or injury. Any scratchings made after this time will constitute a withdrawal from the regatta.

**NOTE:** It is imperative that Clubs make every attempt to get their entries right by the close of online entries. Alterations at the Managers meeting should be kept to an absolute minimum. We ask that Clubs not abuse the goodwill of the Officials in this regard.

**3.** Late entries **may** be considered at the discretion of the Event Manager and **only where the addition does not affect the programme** (i.e. does not require an extra heat to be run). A $20 late entry fee (on top of the normal entry fee) will apply. No late entries will be accepted 5 days prior to the regatta.

**4.** A draft programme will be published once entries open. This programme is indicative only and changes may be made once entries are finalized. Clubs should consider carefully what races they enter members into to avoid clashes.

The final programme and the draw will be made available to Team Managers five days prior to the regatta to enable Team Managers to check entries are correct. Any alterations to the draw due to changes made at the first Managers meeting will made available prior to the start of the regatta.

**5.** The Event Manager will no longer assist in putting together team boats. Clubs must take responsibility for entering their teams. Where a team is made up of mixed clubs it is important that only ONE of the clubs enter the team boat online with a minimum of 50% of the paddlers registered. The 50% alteration rule will continue to apply up until the first managers meeting of the regatta. **This will require a good level of communication between clubs!**

**6.** Only the Club Administrator will be set up to process online entries for the Club. It is imperative that Team Managers give them plenty of time to do this. Only the Club which the paddler is competing for should register the paddler (i.e. where a paddler is training away from home they should be registered by the Club they are competing for only).

**7.** Non-affiliated paddlers who wish to enter CRNZ regattas are able to enter online via the CRNZ website. The fees for regattas are higher for these entrants than for affiliated members.



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