**APPLICATION FOR AN EVENT TO BE AFFILIATED TO BRITISH ROWING**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Event Details** | | | | | | |
| Full Title of Event | |  | | | | |
| Website | |  | | | | |
| Secretary | | Name : | |  | | |
| Address : | |  | | |
| Postcode : | |  | | |
| Tel : Home : | |  | | |
| Tel : Work : | |  | | |
| Tel : Mobile : | |  | | |
| Email : | |  | | |
| Name & Address For Correspondence  (if different from above) | | | |  | | |
| Entries Secretary  (if applicable) | | Name : | |  | | |
| Address : | |  | | |
| Postcode : | |  | | |
| Tel : Home : | |  | | |
| Tel : Work : | |  | | |
| Tel : Mobile : | |  | | |
| Email : | |  | | |
| Boathouse Telephone : | | | |  | | |
| **Names of Key Officials (to be advised prior to affiliation)** | | | | | | |
| Chairman Of Organising Committee : | | | |  | | |
| Chairman Of Race Committee (Umpire) : | | | |  | | |
| Treasurer : | | | |  | | |
| Safety Adviser : | | | |  | | |
| Welfare Officer : | | | |  | | |
|  | | | |  | | |
| **Names And Addresses Of Any Other Bodies To Which Affiliated or of Clubs With Which Associated** | | | | | | |
|  | | | | | | |
|  | | | | | | |
| **Event Details** | | | | | | |
| Is this a new affiliation or a request for a date change? | | | |  | | |
| Year Of Foundation Of Event | | | |  | | |
| Description Of Event | | | |  | | |
| Purpose Of Event | | | |  | | |
| Date Requested | 1st Year | | |  | | |
|  | 2nd Year (provisional) | | |  | | |
|  | 3rd Year (provisional) | | |  | | |
| Criteria for Setting Date (e.g. 1st Sat in August, Sun of Garton week 4 etc.) | | | |  | | |
| Which Water Authority covers the location of the event (e.g. British Waterways, PLA, private lake, etc.) | | | |  | | |
| Are you planning to run adaptive events or would you like information/support to help you run adaptive events? | | | |  | | |
| **Documentation** (to be submitted with the application form) | | | | | | |
| Map of Course (showing location and length) | | | | Submitted: Yes or No? | | |
| Safety Plan | | | | Submitted: Yes or No? | | |
| Welfare Plan | | | | Submitted: Yes or No? | | |
| Risk Assessment | | | | Submitted: Yes or No? | | |
| List of events to be offered (or draft poster) | | | | Submitted: Yes or No? | | |
| **Consultation with Other Clubs/Events/Regions** (list all consulted and outcome of discussions) | | | | | | |
| **Name of Club, Event or Region** | | | | **Outcome of discussions** | | |
|  | | | |  | | |
|  | | | |  | | |
|  | | | |  | | |
|  | | | |  | | |
|  | | | |  | | |
| **Permissions and Signatures**  **Organising Committee** | | | | | | |
| I undertake that if affiliated, the above-named event will observe the Rules of British Rowing and confirm that all relevant permissions have been sought (EA, British Waterways, Police etc.).  I also confirm that the clubs, events and regions listed above have been consulted and there are no objections to this application for affiliation or date change. | | | | | | |
| **Position on Committee** | | | **Print Name** | | **Signature** | **Date** |
|  | | |  | |  |  |
| **Regional Signatures** | | | | | | |
| We support this application and have seen and approve the documents listed above. | | | | | | |
| **Position** | | | **Print Name** | | **Signature** | **Date** |
| Regional ‘Calendar of Events’ Secretary | | |  | |  |  |
| Regional Rowing Safety Adviser | | |  | |  |  |
| Regional Representative  (C/o Sub region if applicable\_\_\_\_\_\_\_ ) | | |  | |  |  |
| Regional Rowing Council Chairman | | |  | |  |  |
| Regional Umpire Chairman | | |  | |  |  |

Office use:

Region (Sub Region): \_\_\_\_\_\_\_\_\_\_

Competition Committee approved date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Records: File \_\_\_\_\_\_ D/B \_\_\_\_\_\_ A/C No. \_\_\_\_\_\_\_\_\_

Doc ref : Event Affiliation Application 2011 - V3.doc

**NOTES FOR EVENT AFFILIATION**

1. **FULL TITLE OF EVENT**

This is the name under which the Event will seek entries.

1. **ADDRESS**

The Secretary or equivalent to whom mailings will be sent. Please keep British Rowing advised of any changes.

1. **KEY OFFICIALS**

These officers should prepare the following documentation:-

* **Location and length of course**
* **Safety Plan**
* **Welfare Plan**
* **Risk Assessment**
* **List of events to be offered**
* **Provisional date requested**

Which need to be approved by:-

* **Regional ‘Calendar of Events’ Secretary**
* **Regional Water Safety Adviser**
* **Regional Representative/Regional Chairman/Regional Umpire Chairman**

and which should be submitted with the application.

Permission should also be obtained from the appropriate water authority such as the PLA or Environment Agency. Other users of the water should also be considered to ensure that heads/regattas do not clash with local events or competitions.

1. **GENERAL INFORMATION**
2. An annual affiliation fee and Civil Liability Insurance premium are payable for each event. A two-day competition comprising a regatta and sprint would be required to pay for each day. The affiliation fee for the current year (1st April 2018 – 31st March 2019) is £59.00 per event day. The Civil Liability Insurance for the current year (1st April 2018 – 31st March 2019) is £117.00 per event day and will be subject to increase on 1st April 2019.
3. Every competitor in an open event must have a valid registration number.
4. Competitors’ registration numbers have a six figure code indicating expiry date, year and month (e.g. 201218 for expiry end of December 2018) followed by a letter denoting class of member. The letter is followed by a further group of numbers, these being the unique number allocated to the member. From 01 January 2018 only numbers starting with 2018 or 2019 will be valid.
5. Coxswains are required to register and may cox at any level, providing they fulfil any other requirements.
6. Overseas club crews should be affiliated to their national association and confirm that they are covered for third party liability insurance; they need to be registered for BROE purposes.
7. Your annual affiliation and insurance fee, should be returned to British Rowing **within 14 days of the Event being held.**
8. As required by the Rules of Racing **5-5-6**, returns are to be made to British Rowing through BROE **to arrive not more than 5 days after the competition** to update competitors' ranking points and for inclusion in the British Rowing Almanack.
9. Details of Secretary, Name of Event, etc., should be carefully checked as this information will be used for the next edition of the British Rowing Almanack. Name and Address of your Entries Secretary may be included if required.

**N.B. IT IS ESSENTIAL THAT ALL REGATTA COMMITTEES HAVE A COPY OF AN UP-TO-DATE ISSUE OF THE RULES OF RACING (CONTAINED IN THE BRITISH ROWING ALMANACK). THE RULES DEFINE CLASSIFICATION OF COMPETITORS, THE PERSONAL RANKING SYSTEM, CLASSIFICATION OF EVENTS, RACE REGULATIONS, ETC.**