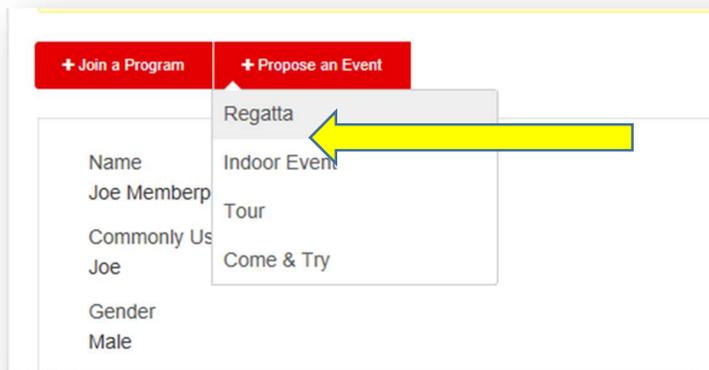


# REGATTA ORGANIZER

## COMPLETING THE ONLINE SANCTION FORM

In order for your event to be officially sanctioned and posted to RegattaCentral, you must complete the online sanction form. All notifications, such as to the provincial Sanction Officer and RegattaCentral, are handled automatically by the Web Registration System (WRS). You only need to complete the online sanction form and let WRS send out all the necessary emails. You will receive a copy of the messages so you will know what is happening to your form.

1. Log into your Web Registration Account (WRS) at: <https://membership.rowingcanada.org>
2. From your "MY ACCOUNT" page, click on the "Propose an Event" tab and select "Regatta" from the drop down menu.



3. The online sanction form will now appear. To start, select the Province and Organization hosting the event. If you are not sure what is needed when completing a specific field, additional information is available via a mouseover on the small, "i" next to the field name.

A screenshot of the "Propose Event" form. At the top left, there is a red button labeled "<< Back". Below it, a note states: "Additional information on completing specific fields is available via a mouseover on the ⓘ symbol next to the field header." The form is titled "General Details" and contains several fields: "Province / State" with a dropdown menu showing "- Select One -"; "Organization" with a dropdown menu showing "- Select One -"; a checkbox labeled "Check if previously listed with RegattaCentral ⓘ"; a checkbox labeled "Check if a National Event (e.g. NRC) ⓘ"; and "Event Name ⓘ" with a text input field.

4. Check the box for RegattaCentral if you wish to have the previous year’s events copied over when RegattaCentral creates your regatta or tour. A “copy” message will be added to the email sent to RegattaCentral. Leave this box blank if your regatta or tour has never been posted with RegattaCentral or if you don’t want the previous events copied. A message will still be sent to RegattaCentral but without the “copy” addition.
5. If you are completing the sanction form for a National Event such as the NRCs, you should check the National Event box. By checking that box, RCA will be notified that a sanction form has been submitted for a National Event.

6. Included as part of the sanction form is an area to enter the Chief Umpire details. Depending on the province, the Chief Umpire may be assigned by the Provincial Rowing Association or the regatta organizer may know the name of the umpire. If you know the name of the Chief Umpire, click on the “Person Search” button.

7. Enter in the last name of the Chief Umpire and click the red search button. The name of the Chief Umpire should appear in the box below. Note that only those individuals who have been given the role of “umpire” in WRS will be listed. “Select” your Chief Umpire and then click “Okay”.

Last Name	First Name	Member Number	Username	Email	Gender	Status
bagshawe	mike	[redacted]	bagshawe	[redacted]	[redacted]	Active

8. The information for the selected Chief Umpire will automatically be entered into the appropriate boxes.

Chief Umpire Information

**Person Search**

Note : In some provinces this will be assigned by the provincial rowing association.

Name  
mike bagshawe

Address  
1234 Somewhere Str

Email  
[Redacted]

Phone  
+1 (123) 4567890

9. Continue completing the form. Once you come to the “Mandatory Items” be aware that these items **MUST** be entered. You will not be allowed to save or submit your form if any of the fields are left blank. Additional information on completing these mandatory items is available via the mouseover but is also available via a linked PDF called “Information to Support Event Details”.

Event Details

The Host Club/Organization will complete the following in compliance with the supplementary document entitled: [Information to Support Event Details](#)

Mandatory Items

1. Boat Drivers (number of certified boat drivers)
2. Bow Markers
3. Communication Tools
4. Contact for Emergency Services Organization and Phone Number(s)
5. Contact / Internet for Weather
6. Control Commission Infrastructure
7. Course Markings

10. You will have the opportunity to either upload files with maps, the regatta package etc., or enter a link to the online location. Please read and follow the “File upload instructions” available on the form.

8. Course and Land Traffic Maps (Training & Racing) ⓘ

None on file

File upload instructions: Use the "Select files..." to upload files one at a time. Before you save, you can cancel an upload by clicking the "x". When editing this form after saving, you will need to upload your document again if you wish to replace it; when replacing a document among multiple uploaded files, each file will have to be uploaded again.

Select Files...

Link to online Course and Land Traffic Maps if available

Link to online Course and Land Traffic Maps

11. Once your form is complete, or at least all the mandatory items have a value, you are given the option to “Save” your form or to “Submit” it. If you “Save” your form, you can come back later and edit it. Once you click “Submit” an email is sent to the Sanction Officer for your province saying the sanction form is ready for review. You will NOT be able to edit the form unless your form is not approved for some reason. If your form has not been approved, you’ll be able to see the comments made by the Sanction Officer and be given the opportunity to edit your form and resubmit it.

**Additional Considerations for Head Regattas:**

Head Regatta organizers must include information on the following items:

- A list of local traffic or racing rules, including procedures for overtaking
- Publication of penalties that will be incurred for violation of local traffic/racing rules
- Where feasible, seeding of faster crews to start ahead of slower crews
- To minimize overtaking, consider longer intervals between different shell types.
- As Head Races are essentially timed events, organizers should have a backup timing system in place.

I understand that by pressing the “Submit” button that I am also agreeing to advise the appropriate sanctioning bodies should there be any significant changes to the information contained in this application prior to the event.

Save Submit

12. Once you have completed your sanction form and saved or submitted it, you can return to your MY ACCOUNT page and see all your events. All your events are listed under the “Proposed Events” header on your MY ACCOUNT page. The “State” column allows you to see the current state of your proposed event, whether it be:

- “Pending” - Saved but not submitted. You can still edit this form.
- “Submitted” – The form has been submitted to the Sanction Officer. You can only view the form, not edit it.
- “PostedToRegattaCentral” – The Sanction Officer has determined your event can be posted by RegattaCentral.
- “Approved” – Your sanction form has been approved.
- “Not Approved” – Your sanction form has not been approved. The Sanction Officer will have entered comments to help you understand the issues. You can go back and edit the form.
- “Cancelled” – You can cancel the sanction form if you desire.

[Program Membership](#)  
[Organization Membership](#)  
[Participant](#)  
[Proposed Events](#)

Name	Type	State	Created	
Feb10 Test Event - RCA & RC	Regatta	Submitted	2018-02-11	<a href="#">View</a>
Feb10 Test Event	Regatta	Submitted	2018-02-10	<a href="#">View</a>
Green Gables February 10				<a href="#">View</a>

13. When you submit your sanction form for review by the Sanction Officer, both you and the Sanction Officer will receive a message similar to the one below. In fact, you will receive a notification each time you or the Sanction Officer change the “state” of your event. In other words when being sent to RegattaCentral, approved, not approved and so on.

