

2005 National Waka Ama Sprint Championships
PANUI 1

27 October 2004

Tamamutu, Tuwharetoa

Kia ora koutou katoa

NATIONALS 2005

Date: 17 – 22 January 2005

Venue: Lake Karapiro

Course:

- 500m straight course for W1, W6 and W12 500m (8 lanes).
- 250m course for turn races - W6 1000m and 1500m events (8 lanes).

Canoe Type: W6 – Mahi Mahi
W12 – Moananui 1990
W1 – Any design (Due to storage space in the loading bay area, **Regions** will be responsible for supplying waka for their W1 competitors. Each region may bring in a maximum of 8 waka to be used by their W1 paddlers.)

Events: W1, W6 and W12

Categories: Men and Women only
NB: NO MIXED CATEGORY

REGISTRATIONS

Registrations will be completed via the NKOA website, www.wakaama.co.nz - forms will be accessible from 1 November 2004.

Nominated Club and Regional Reps will complete the following:

- Club reps will register W6 and W12 entries.
- Regional Reps will register W1 entries.

Nominated persons will be supplied a password and will have access to register and work on their entries up until the 15 January 2005. Any changes after the closing date 12 December 2004 will incur penalty fees.

Clubs and Regions are required to nominate a person to complete the registration forms for W6/W12 and W1 entries respectively. What you enter is what you get, so check them before the close off date. Only one person per club will be given access to the database.

To complete entries:

- Clubs must be financial members of NKOA. Regional Fees 2004/2005 season will be due by 27 December 2004, the amount will be set at the NKOA AGM on 27 November 2004.
- Paddlers must have an NKOA ID card.

Eligibility and Fees W6 and W12 Events

DIVISION	AGE	COST
Midgets	7 – 10 years	20.00
Intermediate	11 – 13 years	30.00
Jnr 16	14 – 16 years	40.00
Jnr 19	17 – 19 years	50.00
Open 23	20 – 23 years	60.00
Open	24 years and over	60.00
M Women	35 years and over	60.00
M Men	40 years and over	60.00
SM Women	45 years and over	60.00
SM Men	50 years and over	60.00
Kuia	55 years and over	60.00
Kaumatuia	60 years and over	60.00

Eligibility

Rule 8.2 – To recognise that paddlers competing in the J19 division for 2005 may be competing in the Open division at the 2006 World Sprints, a dispensation is given to allow J19 to enter the Open division for 2005 Nationals.

Rule 9.1 – Age is taken as reaching the specified age in the year of competition. Check age eligibility using Category Check on the website – www.wakaama.co.nz
Remember: it is the age you will be turning during 2005 that determines the category you are eligible for.

Midgets/Intermediates/Junior 16

Entry in two [2] divisions – higher fee applies

Junior 19/Open/Masters/Snr Masters

Entry in 2 or more age divisions – \$10 per division
i.e. Open and Masters \$70 – Open/Masters/Senior Master \$80 – J19/O23/Open \$70

W1 Division

An entry fee of \$10 for this division is payable (see below)
i.e. Open and Master W6 and W1 = \$80

Penalty Fees

Will be payable for changes after the closing date.

Eligibility and Fees W1

Entry Fee: \$10 per paddler – all categories.

Quota: Regional quota is determined on a percentage of W1 entries per region based on the 2004 W1 entries from each region. Your regional rep is responsible for loading the W1 entries. Any unused quota will be cancelled out – no passing on to other regions. No extra quota will be allocated to any region.

Payment of Fees

Fees owing will be automatically calculated on your club roster. Only Club Cheques will be accepted for the TOTAL amount owing at closing date. NO team/personal cheques.

We have adopted the MYOB accounting system and clubs can no longer deposit directly into NKOA account without a reference code. If your club wishes to make electronic transfers you will need to e-mail Maggie for a code.

Your clubs entry will be confirmed once the cheque has been cleared.

W1 QUOTA PER REGION

CATEGORY	TTPCA	AROCA	TPOTI	TUOTR	HTPWAA	SIRWAA
Int Men	2	4	3	11	2	2
Int Women	2	3	2	5	2	2
Junior 16 Men	7	5	5	11	2	2
Junior 16 Women	6	6	4	12	2	2
Junior 19 Men	4	4	5	13	3	3
Junior 19 Women	3	3	3	11	2	2
Junior 23 Men	2	4	7	7	2	2
Junior 23 Women	2	2	2	6	2	2
Open Men	7	12	11	7	6	5
Open Women	6	10	7	6	8	3
Master Men	9	11	11	9	5	3
Master Women	8	14	3	8	4	3
Snr Master Men	6	7	5	8	3	3
Snr Master Women	3	4	2	3	2	2
Kaumatuā	1	1	1	1	1	1
Kuia	1	1	1	1	1	1

Timeframes

PROGRAMME

The race schedule has been finalised and will be posted on the website by 1 November 2003.

The format for 2004 National Sprints will be W1, W6 and W12 events.

ID CARDS Cost \$4.00

The process for applications from 1 November 2003: Clubs will be able to apply directly using the website database to enter the new paddler's details. These applications will be confirmed when verification documents, photo and payment are received. See the website for an application form. All applications are to be e-mailed to idcards@wakaama.co.nz

CHECKLIST:

IMPORTANT DATES

- **Online Registration begins** 1 November 2004
- **Payment date** 30 November 2004, Clubs have until midnight to register online entries and send payment.
- **Closing date** 12 December 2004, for FREE changes and withdrawals – Entries can be changed until midnight on closing date.
- **Withdrawals of teams** from 13 December 2004 will incur a fee of \$100 per withdrawal.
- **Paddler Fees are non-refundable.** Paddlers can be changed up to 15 January. If a paddler is withdrawn their fee may be transferred to a replacement paddler. Any outstanding amount must be paid by 15 January 2005.

1 November 2004

- ▶ Clubs to e-mail the nominated persons details for W6-W12 registrations.
- ▶ Regions to e-mail the nominated persons details for W1 registrations.
- ▶ E-mail details to maggiagreening@xtra.co.nz

Passwords will be forwarded to the nominated persons by e-mail.

VENDORS

Sites are available for vendors. The costs are as follows:

Waka Clubs **\$50 per day**
(must be affiliated to a region)

Others **\$100 per day**

Promotional **Free** i.e. health, education

No merchandise for sale can display any reference to the official event.

Complete the attached form and send to Maggie.

REGIONAL AREA

Regional Tent Areas

The area for regions will be allocated based on the total number of paddlers in your region. The area will be marked. Please be considerate to your neighbours and setup within your allocated area. Regions are responsible for their allocated area and ensuring that clubs set up within the regional boundary.

Tents may erected from Sunday, 16 January 2005 to 11 am on Monday, 17 January 2005. No further activity until after the powhiri.

Region Car Passes

The total number of paddlers entered for each region will determine the number of car passes per region. Regions will be responsible for issuing passes for disabled members from their allocation.

KEY DATES:

- ▶ **30/11/04** Payment Date
 - ▶ **12/12/04** Closing date for FREE changes
 - ▶ **20/12/04** Race Programme produced
 - ▶ **27/12/04** Regional Affiliation Fees Due
 - ▶ **15/1/05** Cutoff for club roster changes
-

ELECTRONIC TIMING

Poprunner Promotions will be operating the photo finish at the event. A manual backup system will also be used.

RACE RULES

These are posted on the website.

PROCEDURES AT THE EVENT

Administration

Head Official – Debs McClutchie

- ☞ Clubs must register a co-ordinator. Withdrawals, changes and protests, during the event will only be received from this person.
- ☞ Withdrawal during the event is permitted for medical reasons and a medical certificate must be furnished. Any other withdrawal will incur a fee of \$50.
- ☞ Protests – a protest area has been set up to receive/record protests. This room is located at the corner of the registration complex, opposite the admin tower. Protests will be received from designated club/regional reps.

Cost:

- ☞ Protests \$100
- ☞ Appeals \$200

Refer to rule 28 and in particular rule 28.5 for DQ process.

- ☞ An updated daily programme will be available at admin at the end of each days racing - to be collected by club reps only.

Announcing

Head Official – John Herbert

Calling to Registration:

- 1st Call- Make your way to registration.
- 2nd Call- Team/Individual should be entering or inside the marshalling area.
- 3rd Call- Teams begin entering registration hall.

Three calls for the one event will be completed before moving to the next event.

Registration

Head Official – Lyn Parekura

Teams/Individuals will be checked for ID cards, uniforms and personal flotation jackets. You will only be allowed entry into the marshalling area as a complete crew.

Only the coach OR the manager (not both) will be permitted entry into the marshalling area with Midget and Intermediate crews.

Close of Race:

The race will close when teams have entered into the registration hall and have been processed through the computer. The Head of Registration will have the facility to record the close of the race on the computer. Please don't abuse officials if you are locked out – take responsibility and ensure that you are at the marshalling area by at least the second call.

Teams/Individuals who do not present to the registration hall will be recorded as a 'did not show' on the computer system and a fine of \$50 will be **payable by the club** for any team that breaches this rule.

Once recorded in the computer any team/individual that presents to registration will have an error message popup screen that will direct them to administration – this will remain in force until the club has either paid the fine or made arrangements to do so. If the club has not attended to this by the end of the days racing the club will be unable to compete on the following day.

Proceeding to Loading Bay:

Once through registration, teams/individuals will be directed to loading bay. Refer to site map for details route from registration to loading.

There will be at least two - four races in the loading bay at any one time.

Double Registrations – Back-to-Back Races

As there will be at any one time up to 5/6 races in the marshalling/registration/loading bay areas – team/individual will be responsible for advising the officials upon entry into the marshalling area that they will need to double register.

Once you have completed your race you will remain in the loading bay and join your team/event that will be processed through registration.

Should you be in a position where you are in three different events that will be in the registration area (i.e. Races 3, 6 and 9, you will need to register for the three events. Generally there will be at least seven events spread throughout the Marshalling/ Registration/ Loading Bay areas.

Loading Bay

Head Official – Louise Henderson

- ☞ You will be lined up in races. The loading bay area will have marquees to accommodate up to four races.
- ☞ To ensure the efficiency of loading on and off canoes, once instructed, you are required to proceed directly to your canoe and head to the start line.
- ☞ On finishing your race you must go directly back to the loading pontoons. Please refrain from jumping from the canoes, clubs may be penalised if teams/individuals persist in doing this as it holds up the loading of the next race.
- ☞ You will be asked to leave the loading bay area once you have docked your canoe. Please clear the pontoons immediately to allow the next race to load.
- ☞ Portaloos will be located at the loading bay area.

Head Course Judge

Head Official – Graeme Godbehere

Graeme will supervise the following:

- ☞ Ensure the course is marked clearly.
- ☞ Monitor safety of waka on the course.
- ☞ Checks the interpretation of the rules is consistent.
- ☞ Confirm disqualifications.
- ☞ Receiving protests.
- ☞ Head the protest committee.
- ☞ Monitor recording and reporting of DQ's.

A protest administration area will operate in the main complex (see site map).

On The Water

A team of starters have been organised – (information on start procedures will be out in the next panui – watch this space)

Course setup (see site map):

- 👉 **False start line** (10m back from the official start line) – canoes will line up on this false start line and proceed to the official start line for the start. The flags on the **false start line** will be **LARGE** and used for sighting your lane. **They are NOT the turn flags.**
- 👉 **Start/Finish for turn races 1000m/1500m** – This is the official start/finish line. **The flags on the start/finish line will be SMALL and these are the TURN FLAGS.**
- 👉 **Turn flags** – the turn races are on a 250m course. The turn flags on the finish line will be smaller, so they do not interfere with the photo finish.

Turns

- 👉 Ama must completely round the flag.
- 👉 Start, finish and turn in your own lane.
- 👉 If you go outside your lane - DQ.

Lanes (see site map)

Straight 500m

- 👉 Flags mark the centre of a lane. Waka must stay in your designated lane for the entire race.
- 👉 The team responsible for any contact with another waka will be disqualified.

W1 Support Paddlers

Any W1 paddler on the course supporting W1 or W6 crews:

- 👉 Must remain in the designated lane of the paddler/crew they are supporting.
- 👉 Must not interfere with the race in any way.
- 👉 Must **stop** before the 15m line at the finish. Support paddlers who travel over this line will cause the lane they are supporting to be disqualified.

Start Procedure

Starting procedures will be as follows:

- 1) Immediately prior to race start time, the starter will raise a red flag signaling waka to come to the false start line. The race will start within two minutes of the raising of the red flag.
- 2) As soon as the waka are lined up on the false start line, the aligner will raise a white flag signaling the waka to line up evenly on the start line.
- 3) As soon as the waka are lined up evenly, the aligner will communicate to the starter by radio to start the race.
- 4) Instantaneously upon radio communication, the starter will simultaneously lower the red flag and raise a green flag signaling the start of the race. The green flag is the official start.
- 5) At the start of a race, no waka shall have an illegal advantage. All waka have the responsibility to line up correctly. You will not be told to come forward or back up. If you are across the start line when the red flag is raised you will be automatically disqualified.
- 6) If the aligner, after communicating to the flag person to start the race, sees an unfair situation not previously noticed, a rerun must be immediately called.
- 7) If the aligner sees any reason to immediately halt the race for a restart, they will communicate to the course boats to wave a red flag. This will signal a false start.

Starter's Verbal Instructions to waka will be:

- a) Red Flag – move up to the false start line (large flags).and hold.
- b) White Flag – move up to the start line (small flags) and hold.
- c) Stop all waka, paddles up.

It is your crew's responsibility to follow the instructions of the starter. Any crew's over the startline before the green flag is raised must back up and reposition. However, the starter may start the race while you are in this process, if all other crews are ready. Your crew will be disqualified for being over the start if the green flag is raised.

2005 NATIONALS PROGRAMME

Sunday 16/1/04	NKOA Section Setup Midday – W6 Arrive 1.00pm Weigh Waka Set up regional areas
Monday 17/1/04	9.00am Weigh Waka – Officials Briefing 12.30 Powhiri – Assemble at entrance to Karapiro 1.45pm Continue setup of regional tents 3.00pm Club Managers' Meeting
Tuesday 18/1/04 8.00am	Programme commences .W6 Midget, Intermediate, J16, J19
Wednesday 19/1/04 8.00am	W6/W12 Midget, Intermediate, J16, J19, O23 <i>Rangatahi Function at Lake Karapiro.</i>
Thursday 20/1/04 8.00am	Programme continues. W1 All Categories W6 Masters 1000m Heats, J16M 1000m Final J19W 500M Final
Friday 21/1/04 8.00am	Programme continues. W6 O23, Open, Masters, Snr Masters W12 Open, Masters, Snr Masters
Saturday 22/1/04 8.00am	Programme continues. W6 O23, Open, Masters, Snr Masters <i>Senior Function – Venue to be advised.</i>

OFFICIALS/VOLUNTEERS

To ensure the efficient operation of key areas at the event, REGIONS have been allocated timeframes to supply officials (see table at the end of this panui).

It is essential that there are enough officials. The Race Director will have the discretion to prevent clubs racing, if that club's region has not provided their quota of officials.

Regions are to identify a co-ordinator for their officials. This person will liaise with Debra McClutchie at the venue to allocate officials out to areas. Please e-mail maggiereening@xtra.co.nz with the name of your regions officials' co-ordinator.

We are also looking for KEY OFFICIALS who are available for the five [5] days. We are specifically looking for people with the following skills:

- ☞ Computer skills
- ☞ Administration
- ☞ Timing

Officials available for the five [5] days will be supplied with accommodation and meals.

Please e-mail Maggie – maggiereening@xtra.co.nz with contact names and details by 30/12/04.

ALLOCATED TIMES FOR REGIONS TO SUPPLY OFFICIALS

<u>DAY</u>	REGION	TIME	NUMBER OF OFFICIALS
1	AROCA	7.30am-12.30pm	24
1	TUOTR	12.00pm – 5.30pm	24
2	TTPCA	7.30am-12.30pm	24
2	TPOTI	12.00pm – 5.30pm	24
3	HOE TONGA/SIRWAA	7.30am-12.30pm	24
3	TTPCA	12.00pm – 5.30pm	24
4	AROCA	7.30am-12.30pm	24
4	TPOTI	12.00pm – 5.30pm	24
5	TUOTR	7.30am-10.30am	24
5	HOE TONGA/SIRWAA	10.00am – 3.00pm	24

TASKS

Loading Bay [10] – Loading/Unloading waka

On the Water [4] – Starter Admin – Recording

Finish Line [6] – backup timing

Results [2] – posting results

Announcer [1] – Recording

Admin [2] – Admin duties (computer skills desirable)

- Officials will be supplied with food/drink during their allocated timeframes. All officials will be issued with passes for their respective area of operation.
- Please report to Administration for assignment to allocated areas at the start time above.