Application for a competition to be affiliated to British Rowing

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| **Competition Name and Contacts** |
| **Full name of competition** |  |
| **Competition run by** *(Name of club or independent)* |  |
| **Competition location** *(Name of waterway/stretch with address and postcode of base)*  |  |
| **Secretary** | **Name**  |  |
| **Email** |  |
| **Entries Secretary** | **Name** |  |
| **Email** |  |

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| **Names of Key Officials** |
| **Chair of Organising Committee** |  |
| **Race Committee Chair (Umpire)** |  |
| **Treasurer** |  |
| **Safety Adviser** |  |
| **Welfare Officer** |  |

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| **Names of any other bodies that are affiliated or associated with this competition e.g. a club** |
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| **Competition Details** |
| **Founding year of competition** |  |
| **Description of competition** |  |
| **Purpose of competition** |  |
| **Date requested** | **1st Year** |  |
| **2nd Year (provisional)** |  |
| **3rd Year (provisional)** |  |
| **Criteria for setting date***(e.g. 1st Saturday in August, Sunday of Garton\* week 4 etc.)* |  |
| **Which Water Authority covers the location of the competition***(e.g. Canal and River Trust, Environment Agency, PLA, private lake, etc.)* |  |
| **Adaptive events?***(Are you planning to run adaptive events or would you like information/support to help you run adaptive events?)* |  |
| *\*Sunday of Garton refers to Henley Royal Regatta, so if the date of your competition relates to this then please explain your time frame relative to this* |
| **Documentation** *(to be submitted with the application form)* |
| **Map of course** *(showing location and length)* | Submitted: Yes or No? |
| **List of events to be offered** *(or draft poster)* | Submitted: Yes or No? |
| **Statement on how you plan to recruit volunteers/ umpires initially and in the longer term.** *(See:* [*https://www.britishrowing.org/wp-content/uploads/2024/03/British-Rowing-Competition-Organisers-Manual-March2024.pdf*](https://www.britishrowing.org/wp-content/uploads/2024/03/British-Rowing-Competition-Organisers-Manual-March2024.pdf) *Volunteers - including umpires section)* | Submitted: Yes or No? |

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| **Consultation with other Clubs/Competition/Regions** *(list all consulted and outcome of discussions)* |
| **Name of Club, Competitions or Region** | **Outcome of discussions** |
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| *There is space for more discussion at the end of this document* |

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| **Signatures and comments: Organising Committee** |
| I undertake that if affiliated, the above-named competition 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 all relevant clubs, competitions and regions have been consulted and listed above. |
| **Position on Committee** | **Print Name** | **Signature** | **Date** |
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| **Comment on outcome of discussions:** |

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| **Regional comments** *(Enter name of position holder and comments received)* |
| **Regional Competition Secretary:** |
| **Regional Rowing Safety Adviser:** |
| **Regional Umpire Committee Chair:** |
| **Regional Rowing Council Chair:** |
| **Regional Representative (c/o Sub region if applicable\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_):** |

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| **Consultation with other Clubs/Competition/Regions – continued from earlier section***(list all consulted and outcome of discussions)* |
| **Name of Club, Competitions or Region** | **Outcome of discussions** |
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| **British Rowing office use** |  |
| Region(sub Region) |

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| File: |  |
| D/B: |  |
| A/C No: |  |

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**NOTES FOR COMPETITION AFFILIATION**

1. **FULL TITLE OF COMPETITION**

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

1. **ADDRESS**

The Secretary or equivalent to whom mailings will be sent;

Entries Secretary who will administer entries on BROE for this competition.

Please keep British Rowing advised of any changes.

1. **KEY OFFICIALS**

The names of the proposed officials for the competition should be provided.

The Race Committee Chair must be a qualified umpire.

1. **DATE REQUESTED**

Please provide date requested for year 1 of the competition, and provisional dates for the second and third years of the competition.

To help administer the British Rowing Competition Calendar please provide the criteria for setting the date
*(e.g. 1st Sat in August, Sun of Garton week 4, Sat two weeks before HWR etc.)*

1. **WATER AUTHORITY**

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. **DOCUMENTATION**

The proposed organising committee shouldprepare and supply the following documentation: -

* **Map of Course** *(showing location and length)*
* **List of Events to be offered** *(or draft poster)*
* **Statement on how you plan to recruit volunteers/ umpires initially and in the longer term.** (Maximum 1 page of A4)**.***(See:* [*https://www.britishrowing.org/wp-content/uploads/2024/03/British-Rowing-Competition-Organisers-Manual-March2024.pdf*](https://www.britishrowing.org/wp-content/uploads/2024/03/British-Rowing-Competition-Organisers-Manual-March2024.pdf) *Volunteers - including umpires section)*

These officers should also prepare and supply the following documentation to the Regional Rowing Safety Adviser 3 months before the approved date: -

* **Safety Plan**
* **Welfare Plan**
* **Risk Assessment**
1. **CONSULTATION WITH OTHER CLUBS/COMPETITIONS/REGIONS**

Please list all clubs, competitions and regions that you have consulted with; enter the name of the contact(s) for each and the outcome of discussions. You can also attach emails with the application. You can also attach supporting documentation with the application.

1. **REGIONAL COMMENTS**

Please provide the officials’ name and their comments. This may be long text or simple statements of “Recommended”, a conditional recommendation or reason for not supporting the application. You can also attach supporting documentation with the application.

1. **GENERAL INFORMATION**
2. An annual affiliation fee is payable for each competition and is calculated per day the competition is held over.
3. Event insurance in included as a benefit of affiliation.
4. BROE2 must be used for entries. Fees will be charged per rowing seat for use of BROE2.
5. 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 with a Scottish and Overseas and Race Licence.
6. Your annual affiliation fee should be returned to British Rowing **within 14 days of the Competition being held.** This fee can be deducted from your BROE payment if your competition accepts online payments.
7. 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.
8. Details of Secretary, Name of Competition, 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 in the Almanack if required.

**N.B. IT IS ESSENTIAL THAT ALL REGATTA/HEAD RACE COMMITTEES HAVE A COPY OF AN UP-TO-DATE ISSUE OF THE RULES OF RACING EFFECTIVE FOR FIRST DAY OF RACING** *(Contained in The British Rowing Almanack and at* [*https://www.britishrowing.org/events/entering-competitons/rules-of-racing/*](https://www.britishrowing.org/events/entering-competitons/rules-of-racing/) *)* **THE RULES DEFINE CLASSIFICATION OF COMPETITORS, THE PERSONAL RANKING SYSTEM, CLASSIFICATION OF EVENTS, RACE REGULATIONS, ETC.**