

The following is section III from the Race Rules:

III. FINAL TEAM PHOTO ROSTER

- A. Each team shall consist of a maximum of 25 members. The racing crew for a heat will consist of 19 members included on the team's Final Team Photo Roster: 16 paddlers, 1 caller, 1 flag catcher and 1 tiller.
- B. PKSCA will provide each registered team with two (2) plastic pocket pages into which team captains will place the following:
 1. One team-identification card for each pocket page and individual photo-identification cards for each team member who is eligible to paddle (in alphabetical order, by last name).
 2. The team-identification cards will contain the team name (printed,) team captain's name (printed), and team captain's signature. That card is to be placed into the bottom right-hand pocket of both of the team's pocket pages.
 3. Each individual photo-identification card will contain the team member's name, team member's signature, and a photo of the team member. Callers, tillers, and flag catchers need to provide photo-identification cards for one team only. If a team is borrowing a caller, tiller, and/or flag catcher from another team's Final Team Photo Roster, then you need to include an individual photo identification card with that borrowed person's name and the team they are officially rostered on. No picture or signature of that borrowed person is required. **All participants must have an individual photo-identification card with a picture and signature on one Final Team Photo Roster only. See Final Team Photo Roster instructions in the race rules for more details.**
 4. Photo identification cards need to be arranged alphabetically by last name in alphabetical order on each team's pocket pages.
 5. The pictures must be a current passport-type photo that closely represents the way the participants will appear on race weekend.
- C. After the Final Team Photo Roster is received and examined for completeness, the pages will be sealed and race officials will verify the photo roster against the team's waivers on file with the race directors.
- D. If, during race weekend, a team has an emergency and needs to borrow a caller, tiller, or flag catcher, approval must be obtained from a race director.
- E. At the discretion of the race directors, Final Team Photo Rosters will be used on race weekend to verify paddlers immediately after heats.

The following are instructions on how to prepare the Final Team Photo Roster:

Captains will receive the following:

- Envelope for submitting the Final Team Photo Roster.
- Preparation Instructions.
- Two plastic pocket pages, each with nine (9) pockets. Each pocket page has room for eight (8) team members on the front and nine (9) team members on the back.
- Four (4) sheets containing eight (8) individual photo-identification cards and one team-identification card. **You will need to cut these cards apart using the cut lines provided.**

Team-identification cards:

- Prepare one team-identification card for each pocket page.
- Clearly print team name on both cards.
- Clearly print captain's name on both cards.
- Captain must sign both cards.

Place a team-identification card in the bottom right front pocket of each sheet protector. The top of the sheet protector has holes for a three-ring notebook and pockets will open on the right.

Individual photo-identification card:

- Prepare one individual photo identification card for each member of your team, including paddlers, callers, tillers, and flag catchers. Callers, tillers, and flag catchers can have an individual photo-identification card with a photo and signature on one Final Team Photo Roster only (their primary team) and paddlers may paddle only on that team.
- Clearly print a team member's name on each individual photo identification card.
- Circle the roles the team member will serve on the team; paddler, caller, tiller, or flag catcher. More than one role may be circled for each team member.
- Have the team member sign their own card as their name appears on the card.
- Obtain a picture of the team member that is 1 1/8" by 1 1/2 ". The face of the team member must substantially fill the picture. The picture should be a current passport or drivers license-quality photo closely resembling the way the team member will appear on race weekend. Photos must not have hats or sunglasses, and must not be digitally distorted. Unacceptable photos will be rejected.
- Firmly attach the picture to the individual photo-identification card with glue or clear tape.
- **Borrowed Team Members:** If you are borrowing callers, tillers, and/or flag catchers who are officially registered on another team (their primary team), you need to include on your roster an individual photo identification card with their name on the Team Member name line and the name of the team they are officially registered on (their primary team)

on the Team Member's Signature line. Circle whether they are a caller, tiller, and/or flag catcher. **No signature or picture is required on these cards.** They may not paddle on your team. **Your Final Team Photo Roster may have no more than 25 individual photo-identification cards, including these cards.**

- Just prior to turning in your Final Team Photo Roster, insert the individual photo identification cards including cards of borrowed callers, tillers, or flag catchers into the pocket pages alphabetically by last name. With the binder holes at the top of the pocket page and the open side of the pockets facing right, insert the first eight (8) individual photo-identification cards alphabetically by last name from left to right starting with the top row. A team identification card must be placed into the lower right pocket. Turn the sheet protector over so the holes for a three-ring notebook are on the bottom, pocket openings still facing right and insert the next nine (9) individual photo identification cards so that they appear on the back of the first pocket page alphabetically from left to right starting with the top row. Insert the remainder of your individual photo-identification cards (up to 8) on the front of the second pocket page with a team identification card in the lower right hand pocket.

Turning in Final Team Photo Roster:

- Place the pocket pages containing team identification cards and individual photo-identification cards in the envelope provided. Complete the top part of the 2010 Photo Roster Checklist provided to indicate what roster checkers will be looking for. **Also include a typed list of team members in alphabetic order.**
- **Final Team Photo Rosters may be turned in at either the May 19th Captain's Meeting or at the final Wednesday Captain's Meeting, June 9, 2010.** We encourage captains to bring their Final Team Photo Roster to the May 19th Captain's Meeting to be checked for compliance.
- A registration assistant at the May or June Captain's Meeting will examine the roster for the following:
 - Team name, captain, and team member names printed clearly and legibly.
 - All individual photo-identification cards signed.
 - Pictures are the correct size and faces in the photos substantially fill the picture. Pictures must not have hats, or sun glasses, and not be digitally distorted.
 - There are no more than 25 team members, including callers, tillers and flag catchers.
- If errors are found in the Final Team Photo Roster, it will be returned to the team captain for immediate correction.
- Once the Final Team Photo Roster is deemed complete, it will be sealed with clear tape in the presence of the captain and placed in the Race Directors' division notebooks.