

Portland Rose Festival Dragon Boat Race  
Portland, Oregon

June 9 and 10, 2018

# Application Requirements



This document contains the information necessary to apply to participate in the Portland Rose Festival Dragon Boat Race hosted by the Portland- Kaohsiung Sister City Association (PKSCA) in June of each year. The Portland Rose Festival Dragon Boat Race registers only individual teams. Besides race registration, there are additional eligibility requirements in order to qualify to practice and race in the Portland Rose Festival dragon boats. Please read this document carefully. Calendar, rules and web-based application process are available on our website at [www.pkscanet.net](http://www.pkscanet.net).

This document contains:

- Registration Instructions
- Portland Rose Festival Dragon Boat Race Registration Procedures
- Requirements for Practicing in PKSCA Boats
- Requirements for Racing
- Team Captain's and Team's Responsibilities
- Refund Policy

## Application Instructions

Complete the web-based application form for one or more teams and pay by credit card or check. The web-based application is available on the PKSCA website beginning at 12:01 AM (Midnight) January 2, 2018. Teams may pay by credit card or by check.

If a team is paying with a credit card, simply enter the credit card type (e.g., Visa, Mastercard, etc) and the number when completing the web-based application form.

If a team is paying with a check, they may mail the check prior to or after completing the web-based application process. When mailing the check, include the team name and contact information with the check. Without that data, coordinating the check with the correct team's application may be difficult. Make checks payable to "PKSCA". Mail full payment to the Race Director at PKSCA, PO Box 80404, Portland, OR 97280. Please note that registration will be complete only when the web-based application is complete, full payment is received, and the team is accepted by the Race Director.

Local Adult Mixed and local Adult Women's Teams:	\$1,500.00
Local Youth Aged Mixed or Women's Teams* and all Out-of-Area teams (more than 65 miles from Portland):	\$750.00

\* All members of a Youth Aged team must be registered in an accredited middle or high school and be of age 14 (as of March 15) through 19 years.

## Portland Rose Festival Dragon Boat Race Registration Procedures

The Registrar will process Team Applications starting January 2 in the order in which they are received with full payment. The Race Director, along with the PKSCA Board, has the authority to accept or reject a team's application. The Registrar will assign teams to the requested division in the order of acceptance and will use email to communicate with team captains. These communications include notifications that applications have been accepted, the division in which the team will compete, and the team's tentative or actual assigned practice times. The Race Director may choose to expand a division that has filled and/or to reduce the size of a division that has not filled regardless of previously published division sizes. The Race Director may also assign a team to a division other than the division requested on the Team Application, but only after consultation with the team

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captain. Tent assignments will be made by the Registrar. Teams may request that their tents be located next to another team's tent (see Team Application). The Registrar will attempt to honor the request.

## Requirements for Practicing in PKSCA Boats

Eligible local-area teams may practice in PKSCA boats during the official practice season. The following rules apply:

1. Teams making application prior to the March Team Captains Meeting will be assigned tentative practice times in the order that each team's application and full payment are received.
2. Registered teams may begin practicing in PKSCA boats only after having submitted the following required practice documents and received notification of acceptance by the Registrar:
  - a. Completed and signed waivers for a minimum of 10 paddlers, 1 caller, and 1 experienced tiller. Teams using the Bonzi team management software can have their team members register for the team and complete the on-line waiver.
  - b. A written commitment to provide the registrar with signed waivers for all persons who have boarded a PKSCA boat during practices at the next regular Captain's Meeting.
  - c. For Local Area teams have 3 race volunteers register on-line with PKSCA.
3. If practice requirements (see No. 2 above) are not met on or before the March Team Captain's Meeting, the tentatively-assigned practice times will be forfeited. New practice times will be assigned after the requirements have been met.
4. Teams registering after the March team Captain's Meeting must meet practice requirements (see No. 2 above) before practice times will be assigned.

## Requirements for Racing

Teams must be registered and will not be eligible to race until they provide the following documents on or before the final Wednesday Team Captain's Meeting in June:

1. The Final Team Photo Roster, signed by each team member. For minors, signatures from guardians are not required provided the guardian has signed the Waiver Form on file with the Registrar. Volunteers do not appear on the Final Team Photo Roster.
2. Completed and signed waivers in alphabetical order by last name for all team members.
3. All other waivers, for team Race Volunteers and persons who have boarded a PKSCA boat during the practice season, including all guests, chaperones, etc.
4. The team's three Race Volunteers have been assigned tasks and shifts by the Volunteer Coordinator and all volunteers, or their replacement volunteer(s), report for their shifts on race weekend.

## Team Captain and Team Responsibilities

For administrative purposes, a team captain is responsible for being the single contact person for the team, to represent the team, and to forward information and documents to the other team members. Submission of the on-line Team Application and full registration fee constitutes agreement that the team captain and the team will adhere to all Practice and Safety Rules and all Race and Event Rules.

In order to ensure a proper and safe lookout capability during practices, the caller/coach and tiller, plus a minimum of four (4) persons located throughout the paddler's section of the boat must have vision at the level required by the Oregon Department of Transportation for a driver's license.

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Team members are required to follow all Practice and Safety Rules, Race and Event Rules, and the U.S. Coast Guard Rules for use of waterways. The minimum team makeup at any practice is 10 paddlers, 1 caller and 1 experienced tiller.

At least one responsible adult of legal age, 21 years or older, must be on a boat at all practices.

If, in the judgment of the Race Director and the PKSCA Board, a team has not followed or will not adhere to the Portland Rose Festival Dragon Boat Race Practice and Safety Rules and/or Race and Event Rules, the team may be disqualified from the event and the team's registration fee will be refunded according to the Refund Policy (see below).

If the team name changes after registration has been completed, the Portland Rose Festival Dragon Boat Registrar must be notified no later than the May team Captain's Meeting.

## Refund Policy

A 100% refund will be made if a team withdraws on or before the March team captains meeting, less a \$50 service fee. If a team withdraws from the race after the March team Captain's Meeting and on or before May 1, the refund will be 50% of the registration fee paid. No refund will be granted after May 1. The team must submit a written request for refund to the Race Director in person, by U.S. Postal Service, or by email.

**Contact information for the Portland Rose Festival Dragon Boat Race Director and Registrar:**

**US Post: PKSCA, PO Box 80404, Portland, OR 97280**

Email: [pkscadbrace@gmail.com](mailto:pkscadbrace@gmail.com)

Web Site: [www.pkscanet.net](http://www.pkscanet.net)