



Application Requirements

This document contains the information necessary to apply for team registration in order 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.

Packet contains Application Requirements (all contained in this document):

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

Registration Instructions

Complete the web-based application form for one or more teams and pay by credit card or check. The web-based application will be available on the PKSCA website beginning at 12:00 AM (Midnight) January 2, 2012. Teams may pay by credit card or by check.

If a team pay with a credit card, then 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, then 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 directors 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 directors.

Local Mixed and local Women's divisions:	\$1,400.00
Local High School division and all out-of-area teams (more than 65 miles from Portland):	\$700.00

Portland Rose Festival Dragon Boat Race Registration Procedures

The race directors will process Team Applications starting January 2 in the order in which they are received with full payment. The race directors, along with the PKSCA Board, have the authority to accept or reject a team's Application. Race directors will assign teams to the requested division in the order of acceptance. Race directors 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 and/or actual assigned practice times. The race directors 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 directors may also assign a team to a division other than the division requested on the Team Application, but only after consultation with the team captain. Tent assignments will be made by the race directors: teams may request that their tents be located next to another team's tent (see Team Application). The race directors will attempt to honour the request.



Application Requirements

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 race directors:
 - a. Completed and signed waivers for a minimum of 8 paddlers, 1 caller, and 1 experienced tiller.
 - b. Completed and signed waivers for all persons who have boarded a PKSCA boat.
 - c. Completed Volunteer Form (local-area teams only).
3. If practice requirements (see No. 2 above) are not met on or before the March team captains meeting, then 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 captains meeting must meet practice requirements (see No. 2 above) before practice times will be assigned.

Requirements for Racing

The deadline for meeting all eligibility requirements is the date of the May team captains meeting. Teams must be registered. Registered teams will not be eligible to race until they provide the following documents on or before the final Wednesday team captains meeting in June:

1. The Final Team Photo Roster must be signed by each team member. For minors, signatures from guardians are not required provided that the guardian has signed the Waiver Form which is on file with PKSCA. Volunteers do not need a Team Photo Card or to appear on the Final Team Photo Roster.
2. Completed and signed waivers in alphabetical order by last name for any team members for which completed and signed waivers have not previously been submitted, including the team volunteers.
3. All other waivers for persons not on the Final Team Photo Roster and who have boarded a PKSCA boat, including all guests, chaperones, etc.
4. Both team volunteers have been assigned tasks and shifts by the volunteer coordinator and both volunteers, or the replacement volunteer(s), report for their shifts on race weekend.

Team Captains and Teams Responsibilities

For administrative purposes, a team captain has the responsibility to be the single contact person for the team, to represent the team, and to forward information and documents to the other team members. Submission of a signed 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.

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 8 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 directors 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, then the team

Portland Rose Festival Dragon Boat Race
Portland, Oregon
June 9 and 10, 2012



Application Requirements

may be ejected from the event and the teams' registration fee will be refunded according to the Refund Policy (see below).

If the team name changes after registration has been completed, then the Portland Rose Festival Dragon Boat race directors must be notified no later than the May team captains 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 captains meeting and on or before May 1, then 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 directors in person, by U.S. post, or by email.

Contact information for the Portland Rose Festival Dragon Boat race directors:

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

Email: pkscaracedirector@hotmail.com

Web Site: www.pkzca.net