



## 2017 ERDBA Roster Check Procedures

### **PURPOSE**

To ensure race integrity and that all ERDBA teams racing in a particular regatta under ERDBA sanction are following the established rules: roster submission deadlines and roster changes on race-day, a -roster check procedure has been established.

This procedure was tested and implemented during the 2016 race season, and will continue to be utilized during the 2017 race season for all ERDBA-sanctioned events to qualify for the 2017 ERDBA Regional Championships at Mercer County Park, West Windsor, NJ (September 16-17, 2017).

### **ASSUMPTIONS**

1. All teams subject to roster check are ERDBA teams that are in good standing and have declared their intention to qualify for the Championship.
2. All teams shall submit complete rosters WITH original photos to ERDBA **Secretary** no later than two weeks prior to race-day. (Passport-style photos)
3. The ERDBA Secretary will verify and return club rosters with photos to the team (Final roster list). Teams will extract their race day rosters from this verified club roster. Teams are required to submit 2 printouts of this race day roster at event check-in for use by the Site Check Rep/Regatta Staff (see below).  
*Note: NOT actual seat assignments – just the 24 paddlers (plus steerer and drummer) to be used to create seating in the boat on race-day.*
4. ERDBA paddlers **are not** required to bring a Photo ID on race-day. If the required information is properly submitted on time, the setup works and all rosters are submitted with proper photos. The finalized rosters with photos from ERDBA will be the on-site ID used.
5. **Festival Organizers are responsible for the following:**
  - a. ERDBA Roster Check Site Representative: A dedicated staff person to act as on-site supervisor and facilitate roster-check.
  - b. Designated area for ERDBA Roster Check with appropriate signage, separated from Team Marshaling (adjacent works best).
  - c. Notification of each ERDBA team to appoint a designated Roster Check rep. prior to race-day, and documentation of who from each team will be the rep.



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- d. Providing pens, clipboards, and printouts of ERDBA-provided rosters with photos to be used by roster-check volunteers from each team.

### **RACE DAY PROCESS AND PROCEDURE**

ERDBA teams subject to roster-check should be briefed on the procedures and expectations after the morning Captain's Meeting to ensure all teams are familiar with process, answer questions, ensure clarity.

1. ERDBA Teams should arrive at ERDBA Roster Checkpoint approximately 10 minutes prior to their marshaling time.
2. Upon arrival the ERDBA Roster Site Check Representative should gather each team Roster Check Representative, and assign them a team roster to review (NOT THEIR OWN, obviously).
3. Using the ERDBA-finalized roster checklist, clipboard, and pen, each Peer Check Representative should check off the paddlers present for the team.. Note: not all roster members of a team may be present in lineup, but they should be able to confirm that all all paddlers in ERDBA Roster Check are on the ERDBA roster.
4. Any athletes in the marshaling area and not on the roster should be documented on the checklist and reported to the ERDBA Roster Check Site Representative. **They will not be permitted to race, NO EXCEPTIONS.** Protests should be documented and if necessary, escalated to the on-site Festival Head Official for the regatta.
5. For Mixed events: 10 male/10 female rostering will be enforced, as per the current IDBF guidelines; and following the 2017 IDBF rule change, there must be a minimum of 8 and maximum of 10 male/females in a boat for any mixed race.
6. Each completed peer-checked roster should be signed and collected by the ERDBA Roster Site Check Representative, returned the designated ERDBA rep, and retained by the ERDBA Secretary.

