



## Standardized Registration and Amendment Processes for All SDBA dragon boat Racing Events

### DBS Marina Regatta 2017 (DBSMR-17)

1. SDBA affiliates are required to apply the SDBA Athlete Card for their team members **first** prior to the start of any dragon boat race registration.
2. The SDBA Athlete Card issuance for DBSMR-17 will be processed from **1<sup>st</sup> to 30<sup>th</sup> April 2017**.

#### **Form F2a: Registration-Teams from Singapore**

3. When registration opens, Teams from Singapore (either SDBA affiliates or non-affiliates), are required to fill-in Form F2a Registration-Teams from Singapore.
4. In Form F2a, Teams from Singapore are required to fill-in the intended category registration, number of athletes and the total registration fee of the race.
5. The Form F2a must be submitted to SDBA before the closing of registration and will constitute as confirmation that The Team will be participating in DBSMR-17.



DBSMR2017\_Form  
F2a\_Registration-Sir

#### **Form F3a: Crew List for SDBA Affiliates**

6. SDBA Affiliates are required to fill-in Form F3a.
7. If The Team are participating in more than one(1) race category, please use separate Form F3a for each category. Conditions in Entry Rules applies
8. If The Team has two(2) racing crews participating in the same category, please use separate Form F3a for both teams. Conditions in Entry Rules applies.
9. In Form F3a, please fill-in the following:-
  - Team name (as originally registered with SDBA)
  - Select the race category & racing class
  - Each athlete's Name forming the racing crew (only)
  - Each athlete's Gender
  - SDBA Athlete Card number



DBSMR2017\_Form  
F3a\_Team-Crew List-

10. **Form F3b: Crew List for SDBA non-Affiliates & Teams from Overseas** SDBA non-Affiliates and Teams from Overseas are required to fill-in Form F3b.
11. SDBA non-Affiliates and Teams from Overseas will be issued Event Card and not the SDBA Athlete Card
12. If The Team are participating in more than one(1) race category, please use separate Form F3a for each category. Conditions in Entry Rules applies
13. If The Team has two(2) racing crews participating in the same category, please use separate Form F3b for both teams. Conditions in Entry Rules applies.
14. In Form F3b, please fill-in the following:-
  - Team name
  - Select the race category & racing class
  - Each athlete's Name forming the racing crew (only)
  - Each athlete's Gender
  - Each athlete's ID number (NRIC or Passport)

#### **Submission of Form F3a and F3b**

15. Teams from Singapore must submit Form F3a and F3b in hard copy to SDBA during the Team Manager briefing.
16. If the Team Manager or any representative could not attend the Team Manager Briefing, please **submit Form F3a and/or F3b in Hardcopy** (no softcopy!) to SDBA Office between 9-5 pm (please call office first), any day BEFORE the Team Managers Meeting.
17. Any late Form F3a and/or F3b will not be accepted after the Team Manager Briefing. SDBA will refund the registration fee to the team due to late submission of the Crew List.

#### **Amendments and/or Additions**

18. **There is no amendment week.** So, any amendments to the already submitted Form F3a and/or F3b can only be made on Friday, 2<sup>nd</sup> June 2017 between 4-8 pm at the DBSMR Race Secretary at the race site.
19. Note that the Team Manager can only amend/add athletes that already been issued with athlete cards and without any amendment penalty fee.



20. Emergency amendment or new registration on race day is only allowed subjected to Chief Official's approval. The amendment and new registration on race day will be in double charge of normal registration fee. (**\$50 for affiliate** and **\$100 for non-affiliate**)
  
21. Boat Marshall only accepts **PHYSICAL SDBA athlete card** as proof of registration. Photo copy image will not be accepted. If an athlete forgets to bring the athlete card on race day, the person needs to get an event card at \$100/-.