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SANCTION AND INSURANCE INSTRUCTIONS

SANCTIONS – Adding your race date to the calendar

1. Go to – **APBA website** – www.apba.org
2. Click “Add/Edit Sanction” in the top right-hand corner
3. Click on “Submit a New Sanction”
4. Next the “Request Sanction” page comes up – enter your event information. Contact Name, Regatta Name, Contact Email, Race Location (City / State), Region, Body of Water, Race dates in mm/dd/yyyy format.
5. Next pick the category/categories you will be running at your event. When you click on a category a line comes up – World, Divisional, National, NAC click on the box in front of the title if applicable.
6. When you are finished click on “Submit Sanction Request” at the bottom.
7. This puts your date on the race calendar. The program will automatically send an email to APBA and the email address you entered with your sanction number and password.
8. You will need this info to go back into the sanction program and complete the sanction online when you are ready to do so.

SANCTIONS – Entering your event information

1. The complete sanction must be entered and submitted 45 days before the event. Entering the race calendar information **DOES NOT** fulfill the 45-day deadline. Late fees may be applied.
2. When you are ready to fill out the sanction go back to the **APBA website** – www.apba.org
3. Click “Add/Edit Sanction” in the top right-hand corner
4. Enter your sanction # and password then click on “Login”. The Sanction program will come up.
5. You have 2 options:
 - a. At the top you will see where you can enter the sanction number from one of your previous sanctions and click on copy. This will fill in most of the fields with the information from that previous sanction number. Then all you have to do is go through and update any info that needs it and fill in the info that does not transfer.
 - b. Go through and fill in your information.
6. **CLUB DUES:** Must be paid for current membership year for your club to be listed as active.
7. **OFFICIALS:** If you know their member number enter it in the box after the word “Officials”. That person will come up on the screen with a drop box of titles after their name. Use the drop box to pick the correct title for that person. If you don’t know their member number you can find them by last name. You have to spell their last name correctly or it won’t come up. If they have Jr., Sr., or III after their name you have to enter that as well. Everyone with that last name will come up. Look for the correct person and again use the drop-down menu for their title. After you have chosen their title click “attach”. Repeat until you have all of your officials listed.
8. Check with the Region Chairman of your race site to determine whether any region fees may be due.
9. When you are done click on save at the bottom. If you have not filled in all required fields, it will not save until you do. It will show what field needs to be filled in (the field will be in pink). Do not go out of the program until it saves or you will lose what you have entered. If you don’t know what to fill in the required field just put a space in it and try to save again. Keep doing this until you are sure it has saved.
10. When you have successfully entered all information and it’s saved go to the bottom and you will see Approvals: [Click to send approval request\(s\)](#) . Click on this and check the boxes in front of Region Chairman, Any Category you wish, APBA HQ and if you wish the contact person then click on send. This will notify every person you have checked you are ready for their approval. This is how APBA is notified you have entered the sanction info and meet your 45-day deadline.
11. APBA no longer mails circulars. All circulars will be emailed.
12. Once you have completed your Sanction online you are ready for the insurance application.

INSURANCE APPLICATION

1. Participant Accident and Liability Insurance is required for all APBA sanctioned events.
2. APBA is insured through **Hawk Race Consultants**.
3. The application can be downloaded from the website. Click on the Resources tab, in Title Search enter "Insurance Application" click on apply. The Insurance Application link will come up.
4. Be sure to list all categories and days of the event on the insurance application.
5. The authorized Club Official applying for insurance must sign application.
6. Pictures are required for every event before the Sanction can be approved. New Pictures are required every 3 years.
7. The insurance application needs to be filed at least 45 days in advance. It's acceptable to mail, fax or email. Before the sanction is approved all insurance requirements must be met and an OK received from the insurance company.

WHERE TO FIND INSURANCE AND SANCTION FEES

On our website ~ the Resource page. In the Title Search type – "Sanction Fees" or "Insurance Event Rates" then click on apply.

WHEN YOU ARE DONE WITH BOTH THE SANCTION AND INSURANCE

Mail ONE check payable to APBA for both sanction and insurance fees to *APBA Headquarters*. *Fees can be paid by credit card however they will be an additional 3.5% fee to cover the credit card charge.*

RECORDS - (Competition or Kilo) - A Chart of the Course prepared by a licensed surveyor must be filed with National Headquarters not less than six (6) weeks prior to the race date. Charts of the Course for all record attempts must be prepared in accordance with APBA rules and requirements and be approved by APBA's Chief Surveyor prior to the event. For Kilo events, an approved Time Trial Representative must be named on the sanction.

FIRST AID - In addition to providing at least two patrol boats and two designated Rescue boats and supervision of the pits, the Race Committee will have available a properly equipped ambulance and either a doctor, registered nurse, paramedic or EMT to render medical aid. This is mentioned on page 1 of the insurance application. **FIRST AID AND AMBULANCE ARE TO BE FURNISHED AT THE EXPENSE OF THE RACE SPONSOR/SPONSORING CLUB.**

REGISTRATION - For the purpose of taking entries and supervision of the signing of the Release & Waiver form, a registration area must be set up. All drivers must produce a Racing Membership Card and Club Affiliation Card for the current membership year, or other proof of current membership. **SCORER IS HELD RESPONSIBLE FOR ALL APBA MEMBERSHIP FEES PAID AT THE RACE.**

HOSPITAL-DOCTOR - The Race Committee shall notify the local hospital in advance of the race that emergency treatment of drivers may be required during race time.

SCORERS' HANDBOOK - In order to assure an orderly event, it is recommended that you have a copy of this booklet on hand. It can be downloaded from the web site. Resource –in the Title Search type – Scorers Handbook - click on apply.

SPONSOR AGREEMENTS - As a condition of this sanction the applicant agrees that the American Power Boat Association has various obligations under sponsorship agreements which the applicant agrees to honor and be bound by.

SUBMISSION OF PLANS TO US COAST GUARD - Organizations planning to hold power boat races shall submit detailed plans of such events to the Commander of the U.S. Coast Guard District in which the event will be held as required by the USCG.

STATE-LOCAL REQUIREMENTS - Many State and local governments also require notice of and approval for power boat events. Race Committee Chairmen should investigate these requirements, if any, in their respective areas well in advance of the race date.

APBA Region Chairmen, Region Officials and National Headquarters will be pleased to assist the Race Committee to assure a successful race. Contact the Region Chairman for your area or use the contact information above to contact APBA directly.