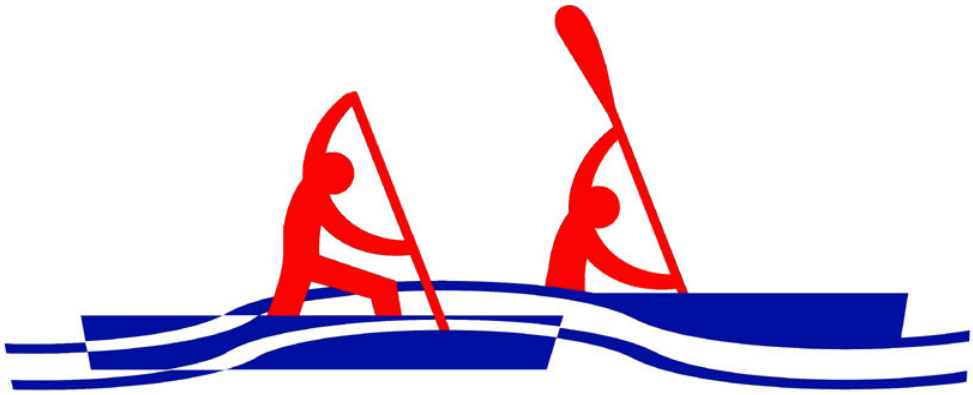
INVITATION

7th SENIOR & 5th JUNIOR

SEACC 2008



SOUTH EAST ASIA CANOE CHAMPIONSHIPS

SINGAPORE

12th to 14th December 2008

MacRitchie Reservoir

Mailing Address : c/o 32 River Valley Close #18-32
Singapore 238436
Republic of Singapore

Email : seaccoc@scf.org.sg

Fax : +(65) 6344 3915
Tel : +(65) 6344 6337

7th SENIOR & 5th JUNIOR
SOUTH EAST ASIA CANOE CHAMPIONSHIPS 2008

MacRitchie Reservoir, Singapore
12-14 December

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7th SENIOR & 5th JUNIOR
SOUTH EAST ASIA CANOE CHAMPIONSHIPS 2008

MacRitchie Reservoir, Singapore
12-14 December

Dear friends of Canoeing,

Please find here the information for the upcoming 7th SENIOR and 5th JUNIOR SOUTH EAST ASIA CANOE CHAMPIONSHIPS 2008.

We look forward meeting you in Singapore.

South East Asia Canoe Championships 2008
Organising Committee
(SEACCOC)

Useful Information

Contact Numbers

999 POLICE
995 AMBULANCE / FIRE
1777 NON-EMERGENCY AMBULANCE

Singapore Canoe Federation

www.scf.org.sg Website
info@scf.org.sg Email
(+65) 6344 6337 Administrative Office
(+65) 6344 3915 Fax
(+65) 6258 0057 The Paddle Lodge

National University Hospital

5 Lower Kent Ridge Road
Singapore 119074

(+65) 677 25000 Emergency
(+65) 6779 5678 Main Line (24hr General Enquiries)

Taxi

(+65) 63425222 Taxi Booking Hotline

Bus Services to NACLI

Along South Bouna Vista Rd SBS Transit 200
Along Pasir Panjang Rd SBS Transit 10, 30, 51, 143
Along Pasir Panjang Rd SMRT Bus 176, 188

Weather

Singapore is hot and humid all year-round, with an average temperature ranges from 28 to 33 degrees Celsius, humidity of 80 – 100%.

I. Competition Information

1. Date & Place

The 7th Senior and 5th Junior South East Asia Canoe Championships will be held in Singapore from 12th to 14th December 2008. All SEACAF members are invited.

2. Championships Venue

MacRitchie Reservoir, 6 lanes regatta course.

3. Events

Women:	K1	200 m; 500 m; 1000 m	Junior	500 m; 1000 m
	K2	200 m; 500 m; 1000 m	Junior	500 m; 1000 m
	K4	200 m; 500 m; 1000 m	Junior	500 m; 1000 m
Men:	K1	200 m; 500 m; 1000 m	Junior	500 m; 1000 m
	K2	200 m; 500 m; 1000 m	Junior	500 m; 1000 m
	K4	200 m; 500 m; 1000 m	Junior	500 m; 1000 m
	C1	200 m; 500 m; 1000 m	Junior	500 m; 1000 m
	C2	200 m; 500 m; 1000 m	Junior	500 m; 1000 m

4. Competition Programme

11 December	Arrival & Accreditation / Boat Control / Training
11 December	15:00 - Team Leaders' Meeting 16:30 - Race Officials' Meeting 18:00 - Opening Ceremony
12~14 December	Competition in accordance with ICF Rules
14 December	18:00 - Farewell Dinner
15 December	Sightseeing / Departure

5. Rules and Regulations

1. The championships will be conducted in accordance with the ICF Rules of Flatwater Racing.
2. All races will be conducted on a six lanes course. For races with less than six entries will be considered as a direct Final. If there are more than six entries entered, the necessary heats and semifinal(s) will be held.
3. An event with less than three entries may be cancelled, the SEACCOC may at their discretion may invite an entry from Singapore National School Team to compete.
4. Wearing of personal flotation device (PFD) is compulsory for all participants. PFDs will be provided.

6. Eligibility

Eligibility is according to the requirements of ICF Rules of Flatwater Racing.

7. Important Dates for Entries

Preliminary entry:	before 1st September, 2008
Accomodation reservation:	before 1st September, 2008
Boat rental reservation:	before 1st November, 2008
Numerical entry:	before 1st November, 2008
Nominal entry:	before 11th November, 2008
Travel arrangement:	before 11th November, 2008

Please use the relevant forms found at the later part of this bulletin.
Please send the completed forms to the South East Asia Canoe Championships 2008 Organising Committee by mail / email to the Singapore Canoe Federation:

Mailing Address : **South East Asia Canoe Championships Organising Committee 2008**

Singapore Canoe Federation

c/o 32 River Valley Close #18-32
Singapore 238436
Republic of Singapore

Email : **seaccoc@scf.org.sg**
Fax : **(+65) 6344 3915**
Tel : **(+65) 6344 6337**

Website: **www.scf.org.sg**

We seek the cooperation of all visiting teams to send in your entries early, as it will help us in the logistics preparations to ensure a pleasant stay for all participants.

8. Race Schedule

10th December 2008	Course Officially Opens for Practice
11th December 2008	Training/Team Managers Meeting & Draw
12th December 2008	1000m Heats - Finals
13th December 2008	200m Heats - Finals / 500m Heats
	Victory Ceremony for 1000m events
14th December 2008	500m Semifinals, Finals
	Victory Ceremony for 200m and 500m events
15th December 2008	Sightseeing / Team Departure

(Note: This schedule is preliminary and some items may be subject to change.)

9. Accreditation

All participants in the 7th Senior and 5th Junior South East Asia Canoe Championships will receive an accreditation card after the accreditation at the accreditation centre for access to race venue. This card is for identification and access to races.

The accreditation fee is S$60 per person per day.
It is inclusive of the following:

- Accommodation at NACLI from 11th to 15th December
- Breakfast lunch and dinner during the accommodation at NACLI
- Transfer for arrival and departure
- Schedule shuttle service to and from NACLI to MacRitchie Reservoir
- One boat of each boat type, based on participation of events by countries.
- Sightseeing, excluding any entrance fee of attraction
- Medical care at the race course
- Bottled water during competition days
- Accreditation card

The accreditation fee for visiting teams that do not require lodging and transportation arrangement is S$40 per person per day.

It is inclusive of the following:

- Transfer on arrival date and departure date between port of arrival / departure and accommodation.
- One boat of each boat type, based on participation of events by countries.
- Meals (Lunch) at the race site only, during the days of competition.
- Farewell Dinner at NACLI
- Medical care at the MacRitchie Reservoir
- Bottled water during competition days
- Accreditation card

10. Accommodation

All officials and athletes will be housed in an athlete village environment at National Community Leadership Institute (NACLI) located at 70 South Buona Vista Road Singapore 118176. (website : www.nacli.pa.gov.sg)

Check in date : 11th December, after 2 pm
Check out date : 15th December, before 10 am

Arrangements will be made for teams arriving earlier than 2 pm to take care of their luggage before the rooms are made available.

Accommodation location is about 30 - 45 minutes by shuttle-bus to the race venue.

For teams that wish to arrive earlier and check in on 10th December, or to stay on 15th December and check out on 16th December, are kindly to indicate in the Accommodation Reservation form. This is subject to availability of rooms on the 10th December and 15th December respectively.

In the event that rooms are not available at NACLI due to overwhelming number of participants. The SEACCOC will assist to look for other suitable accommodation facilities. Arriving teams will be communicated on the cost before booking is confirmed.

Please make your reservation by filling up the attached Accommodation Reservation Form must be sent to SEACCOC by mail/ fax /e-mail on or before 1st September 2008.

Note to all visiting teams on NACLI accommodation :

NACLI is a venue where local and overseas students do their camp programmes. Smoking and alcohol is not permitted within the premise. A fine of S$300 will be imposed if smoke detectors of respective rooms are activated.

As NACLI does not provide toiletries and towels and stay-in residents are to bring their own towels and toiletries, SEACCOC will provide one shower towel and toiletries for all athletes and officials staying at NACLI. Visiting Teams are advised to bring along the necessary towels and toiletries for your stay at NACLI.

There will be no housekeeping during the stay at NACLI. Housekeeping is only available at check out. Visiting Teams are also requested to maintain the cleanliness of their room during your stay.

11. Terms of Payment

The payment for accommodation is to be paid by bank transfer and must be made in Singapore dollars in the following installments:

- 30 % of the total amount to be paid by 11th November
- All remaining amount upon arrival in Singapore

Payable to:	**Singapore Canoe Federation**
Bank:	**DBS Bank Ltd.**
Account:	**001-038371-0**

All transaction fee and relevant bank charges involved with the transfer of payment to the above bank account is the responsibility of visiting teams.

12. Transportation

SEACCOC provides airport transfer for arriving teams and officials at the day of arrival and day of departure and chartered shuttle service between NACLI to MacRitchie Reservoir is provided from 11th December to 14th December. Teams are advise to refer to the bus schedule upon arrival.

Participating teams may make other transport arrangements at their own expense. It is important that arriving teams to indicate their date / time and details of arrival clearly in order for transport arrangements to be made for pick up.

13. Boat Transportation

All boats and equipment must comply with ICF Rules of Flatwater Racing. Please contact your Chamber of Commerce or Custom Office to obtain the accurate information regarding the documents necessary for boat transportation from your country to Singapore.

14. Additional Boat / Boat Rental

The SEACCOC will provide all participating team free of charge with at least one of each type of boat, up to a maximum of two depending on the participation of category and the number of events. For additional boat rental, please fill in the boat rental form.

SEACCOC has limited number of boats available to rent. Availability will be made on a first come first served basis. You may request for additional rental boats and sending in the additional boat rental form before 1st November

The boat rental rates are as follows:

K1 or C1	S$ 10 per day
K2 or C2	S$ 20 per day
K4	S$ 40 per day

15. Race Officials

The Jury / Race Officials for the SEACAF Canoeing Championships will be appointed by the SEACAF and the SEACCOC. SEACAF National Federations are to nominate their race official. SEACCOC will cover the lodging expenses for the ICF Umpires only.

16. Photo

Participating Teams are to send in the portrait photos in digital format of every members (athletes, coaches, officials) to SEACCOC, indicating their full name by email not later than 11th November 2008 (Nominal Entry deadline). This is for the preparation of the accreditation card. Each photo file is to be of 400 by 514 pixels, JPEG format.

17. **National Flag and National Anthem**

The national anthem of the winning crew will be played and the national flags of the medal-winning crews will be raised at the medal award ceremonies. Teams are advised to bring their respective national anthem and flags in CD or MP3 format.

18. **Visa Requirements**

All participants are kindly requested to contact the Singapore Immigration and Checkpoint Authority (ICA) or consulate in their respective countries in time regarding visa requirements. The official ICA website, www.ica.gov.sg

19. **Insurance**

All official participants of the Championships are advised to take out a medical insurance policy in their respective countries.

20. **Appeals**

All appeals shall be dealt with in accordance with the ICF Rules.

21. **Uniform**

During the competition, competitors must wear the official competition uniform of their National Federation.

22. **Prizes**

Medals will be presented to the first three placed winners in each event.

II. Competition Forms

1. Preliminary Entry
2. Accommodation Reservation
3. Additional Boat Rental
4. Numerical Entry
5. Nominal Entry – Complete list of Names

5A. Nominal Entry – Senior Men
5B. Nominal Entry – Senior Women
5C. Nominal Entry – Junior Men
5D. Nominal Entry – Junior Women

6. Travel Arrangement

1. PRELIMINARY ENTRY

To be submitted to SEACCOC by 1st September, 2008

E-mail : seaccoc@scf.org.sg **Website : www.scf.org.sg**

Fax : (+65) 63443915 **Phone : (+65) 63446337**

Please fill in the form in type or block letter

Name of Federation	
Fax Number	
Phone	
Email	

Our Federation intends to participate in the 7th SEACC and 5th Junior SEACC to be held in Singapore with the following preliminary number of team members.

	Women	**Men**	**Total**
Athletes			
Team Leaders			
Coaches			
ICF Umpires			
Others			
Total			

Estimate of Date of Arrival: _____

Estimate Date of Departure: _____

PLEASE UPDATE SEACCOC ON YOUR ARRIVAL AND DEPARTURE DATE WITH UPON CONFIRMATION OF YOUR TRAVEL DETAILS.

Name: ..... Signature: .....

Date: .....

2. ACCOMMODATION RESERVATION

To be submitted to SEACCOC by 1st September, 2008

E-mail : seaccoc@scf.org.sg **Website : www.scf.org.sg**

Fax : (+65) 63443915 **Phone : (+65) 63446337**

Please fill in the form in block letter (or type in the details)

Name of Federation	
Fax Number	
Phone	
Email	

Please indicate number of room required for your delegation

	5 pax room	**7 pax room**
Quantity required		

Estimate Date of Arrival: _____

Estimate Date of Departure: _____

PLEASE UPDATE SEACCOC ON YOUR ARRIVAL AND DEPARTURE DATES AND DETAILS WITH UPON CONFIRMATION.

Name: _____ Signature: _____

Date: _____

3. ADDITIONAL BOAT RENTAL

To be submitted to SEACCOC by 1st November, 2008

E-mail : seaccoc@scf.org.sg **Website : www.scf.org.sg**

Fax : (+65) 63443915 **Phone : (+65) 63446337**

Please fill in the form in block letter (or type in the details)

Name of Federation	
Fax Number	
Phone	
Email	

The number of boats for rental is very limited. Subject to availability.

K1/C1: S$10 K2/C2: S$20 K4: S$40

Type of Boat	Requested Number	Period Required
K1		December -
K2		December -
K4		December -
C1		December -
C2		December -

Name: _____ Signature: _____

Date: _____

4. NUMERICAL ENTRY

To be submitted to SEACCOC by 1st November, 2008

E-mail : seaccoc@scf.org.sg **Website : www.scf.org.sg**

Fax : (+65) 63443915 **Phone : (+65) 63446337**

Please fill in the form in block letter (or type in the details)

Name of Federation	
Fax Number	
Phone	
Email	

	Number of Women	Number of Men	Total
Athletes			
Team Leaders			
Coaches			
ICF Umpires			
Others			
Total			

[[Please **circle** the events your team will participate]]

	1000m					500m					200m				
Senior Men	**K1**	**K2**	**K4**	**C1**	**C2**	**K1**	**K2**	**K4**	**C1**	**C2**	**K1**	**K2**	**K4**	**C1**	**C2**
Senior Women	**K1**	**K2**	**K4**	**-**	**-**	**K1**	**K2**	**K4**	**-**	**-**	**K1**	**K2**	**K4**	**-**	**-**
Junior Men	**K1**	**K2**	**K4**	**C1**	**C2**	**K1**	**K2**	**K4**	**C1**	**C2**	**-**	**-**	**-**	**-**	**-**
Junior Women	**K1**	**K2**	**K4**	**-**	**-**	**K1**	**K2**	**K4**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Name: _____ Signature: _____

Date: _____

5. NOMINAL ENTRY – Complete List of Names

To be submitted to SEACCOC by 11th November, 2008

E-mail : seaccoc@scf.org.sg **Website : www.scf.org.sg**

Fax : (+65) 63443915 **Phone : (+65) 63446337**

Please fill in the form in block letter (or type in the details)

Name of Federation	
Fax Number	
Phone	
Email	

Please make copy if you need more blanks

No.	Name	Function (Athlete, Coach)	Gender M/F	Passport Number	Date of Birth DD/MM/YYYY
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Name: _____ Signature: _____

Date: _____

5A. NOMINAL ENTRY

SENIOR MEN

To be submitted to SEACCOC by 11th November, 2008

E-mail : seaccoc@scf.org.sg **Website : www.scf.org.sg**

Fax : (+65) 63443915 **Phone : (+65) 63446337**

Please fill in the form in block letter (or type in the details)

Name of Federation	
Fax Number	
Phone	
Email	

Category: SENIOR MEN

1000m	Name of Athlete	500m	Name of Athlete
K1		K1	
K2		K2	
K4		K4	
C1		C1	
C2		C2	
200m	Name of Athlete	200m	Name of Athlete
K1		C1	
K2		C2	
K4			

Name: _____ Signature: _____

Date: _____

5B. NOMINAL ENTRY

SENIOR WOMEN

To be submitted to SEACCOC by 11th November, 2008

E-mail : seaccoc@scf.org.sg **Website : www.scf.org.sg**

Fax : (+65) 63443915 **Phone : (+65) 63446337**

Please fill in the form in block letter (or type in the details)

Name of Federation	
Fax Number	
Phone	
Email	

Category: SENIOR WOMEN

1000m	Name of Athlete	500m	Name of Athlete
K1		K1	
K2		K2	
K4		K4	

200m	Name of Athlete
K1	
K2	
K4	

Name: _____ Signature: _____

Date: _____

5C. NOMINAL ENTRY

JUNIOR MEN

To be submitted to SEACCOC by 11th November, 2008

E-mail : seaccoc@scf.org.sg **Website : www.scf.org.sg**

Fax : (+65) 63443915 **Phone : (+65) 63446337**

Please fill in the form in block letter (or type in the details)

Name of Federation	
Fax Number	
Phone	
Email	

Category: JUNIOR MEN

1000m	Name of Athlete	500m	Name of Athlete
K1		K1	
K2		K2	
K4		K4	
C1		C1	
C2		C2	

Name: _____ Signature: _____

Date: _____

5D. NOMINAL ENTRY

JUNIOR WOMEN

To be submitted to SEACCOC by 11th November, 2008

E-mail : seaccoc@scf.org.sg **Website : www.scf.org.sg**

Fax : (+65) 63443915 **Phone : (+65) 63446337**

Please fill in the form in block letter (or type in the details)

Name of Federation	
Fax Number	
Phone	
Email	

Category: JUNIOR WOMEN

1000m	Name of Athlete	500m	Name of Athlete
K1		K1	
K2		K2	
K4		K4	

Name: _____ Signature: _____

Date: _____

6. TRAVEL ARRANGEMENT

To be submitted to SEACCOC by 11th November, 2008

E-mail : seaccoc@scf.org.sg **Website : www.scf.org.sg**

Fax : (+65) 63443915 **Phone : (+65) 63446337**

Please fill in the form in block letter (or type in the details)

Name of Federation	
Team Leader	
Mobile number	
Fax Number	
Telephone Number	
Email	

Please fill in your travel information:

Arrival Singapore

Port of Arrival _____

Airline/Train/Bus	Flight/Bus No.	Date	Time	No. of persons

Departure Singapore

Port of Departure _____

Airline/Train/Bus	Flight/Bus No.	Date	Time	No. of persons

PLEASE UPDATE SEACCOC ON YOUR ARRIVAL AND DEPARTURE DATES AND DETAILS UPON CONFIRMATION. KINDLY ENSURE ACCURACY.

Name: _____ Signature: _____

Date: _____