



**PAN AMERICAN
CLUB CREW CHAMPIONSHIPS**
PONCE • PUERTO RICO • 2017

BULLETIN #3

**PAN AMERICAN
CLUB CREW
CHAMPIONSHIPS**

Ponce • Puerto Rico • March 17th - 19th, 2017

CERILLOS RESERVOIR, PONCE - PUERTO RICO



TO: ALL PADBF MEMBERS AND NON-MEMBER DRAGON BOAT ORGANIZATIONS FROM WITHIN THE PAN AMERICAN REGION

Racing for the 2017 Pan American Club Crews Championships will take place from the 17th – 19th inclusive, of March 2017 covering distances of 200, 500 and 2000 meters. **All races will take place in Small Boats.** The Opening Ceremony will be on Thursday March 16th, 2017. Competing teams for the PACCC are expected to arrive in Puerto Rico no later than Wednesday, March 15th, 2017.

The Championships will be conducted under IDBF Competitions and Rules of Racing.

Provisional entries to compete were received by the following Clubs:

Club Name	Club Country	Club Name	Club Country
Fort Langley Canoe Club	Canada	Red Dragons Miami	USA
Prairie Dragons Paddling Club	Canada	Tampa Bay Dragon Boat Club	USA
Pickering Dragon Boat Club	Canada	Seattle SAKE Dragon Boat Club	USA
Thames River Paddling Club	Canada	Charlotte Harbor Paddlers	USA
Rusty Dragons Adventures	Canada	Pittsburgh Paddlefish	USA
22Dragons	Canada	Dragon Boat Charleston	USA
Themes River Paddling Club	Canada	Boston 1 Dragon Boat Team	USA
Trident Dragon Boat Team	Trinidad & Tobago	Grand Masters Dragon Boat Club	USA
St. Joseph's Convent Port of Spain	Trinidad & Tobago	National Capital Area Women's Paddling Organization (NCAWPA)	USA
Wasabi Paddling Club	USA	Jacksonville DragonBoatClub	USA
O.N.E Racing	USA	Florida Tarpons	USA
Ithaca Gorges Dragons	USA	Panyao Dragons	Panama
Charleton Paddle Club	USA	San Juan Dragonborn Club	Puerto Rico

*** All Clubs must use the link below for your Crews registration. The system is developed for the IDBF Championships mainly so not all elements are mandatory for Pan Am Champs.

Link to Confirmed Entries: https://idbfchamps.org/login_panam.php

All team managers must use the PACCC registration system. Failure to register using the system will result in your credentials / IDs not been generated.

Event List

EVENT OUTLINE: This outline is provisional and is provided to assist crews in planning. Please note that changes may take place as necessary. Any required changes will be communicated immediately.

ARRIVAL: Competing Crews are advised to arrive in the Ponce Region no later than Wednesday, March 15th, 2017. Crews are however invited to arrive earlier.

Wednesday, March 15th, 2017

Crews Arrive, Registration and Training at the Cerrillos Reservoir, Ponce, PR

Thursday, March 16th, 2017

Crew Registration and Training at the Cerrillos Reservoir, Ponce, PR.
Evening - Opening ceremonies and Eye Dotting Ceremony

Friday, March 17th, 2017

Race Day

500m - Mixed including BCS
2000m - Mixed including BCS

Saturday, March 18th, 2017

Race Day

500m - Open and Women
2000m - Open and Women

Sunday, March 19th, 2017

Race Day

200m – Open, Women and Mixed
Closing Ceremony

ENTRIES

- **FINAL NAMED ENTRIES** are now called for from all PADBF Members and Non-Members in the Pan American Region by **January 31th, 2017**.

- **FINAL NAMED ENTRIES MUST BE SUBMITTED USING THE FOLLOWING LINK:**

https://idbfchamps.org/login_panam.php

A password must be requested to access the system. Please, request the required password to access the system as soon as possible using the same link.

- Entry revisions, and confirmed entries must be made on the online registration system (https://idbfchamps.org/login_panam.php).
- All entries to the 2017 PACCC must be sanctioned by the PADBF member organization to which the crew belongs, where one exists. Clubs from countries within the Pan American Region where there is not a PADBF member may compete, subject to the agreement of the PADBF.

If you need assistance with any of your arrangements, please do not hesitate to contact the 2017 PACCC Organizing Committee. Administration: info@prdbf.com

FEES AND CHARGES

ENTRY FEES:

The Entry Fees are payable for every individual participant attending the 2017 Pan American Club Crew Championships. This includes, but is not limited to, supporters, coaches, staff, team leaders, and athletes: everyone included on the Final Named Entry Form and wishing access to athlete areas.

Regatta fees, that is, the PACCC Administration Fee AND the PADBF Registration Fee are required.

- A fee of **USD \$60.00** per person is to be paid by all racers.
- All supporters (coaches, support staff and others wishing to have access to athlete village) are required to pay a fee of **USD \$45.00** per person. Supporters will have access to the grandstand for the duration of the PACCC only.

LOCAL TRANSPORTATION FEES:

Event transportation is only being provided for persons using Official Accommodations.

Bus transfer for crews from their accommodations to the venue and from the venue to their accommodations will be coordinated by the Organization. Because of the limited parking space at the venue, we strongly recommend that crews use this transportation. There will be multiple trips/schedule to make sure we satisfy your needs.

THERE WILL BE NO CHARGE FOR CREW TRANSPORTATION. This includes transfers from the accommodations to the venue and to their accommodations from Wednesday March 15, 2017 through Sunday March 19, 2017. It also includes transportation from the accommodations to the Opening and Closing Ceremonies. There will be a schedule with a minimum of **3 trips** to the venue and back to the accommodations per day.

Crews that will need transportation from their accommodations to the venue and from the venue to their accommodations on Monday March 13, 2017 and/or Tuesday March 14, 2017, should contact the Organizing Committee to coordinate your transportation.

Local transfers requests must be submitted through this link <https://goo.gl/forms/tRnQTVmo1NrbviOf1> by January 31st, 2017.

PARKING AT THE VENUE CHARGES:

The space parking at the venue is limited and the charge to park individual cars, vans is USD \$15 per day and UDS \$60 per day for busses. Charges include practice days. It is strongly recommended to use the transportation provided by the organization.

BOATS, PFDS AND PADDLES RENTAL FEES:

Boats will be provided by the championships organization. PFDs will be available at the venue. Availability may be limited so it is recommended to book in advance if a PFD is desired (through online registration). Pricing for paddles and PFDs will be provided per request.

LUNCH FEES:

Lunch packages are available for purchase at the venue for Training and Racing Days (from the 17th – 19th of March 2017). Lunches are a healthy choice, with a minimum 1,500 calories. Options will vary daily. Lunches

will be delivered directly to your athlete village tent at a predetermined time. Price for lunches will USD\$12.00 per person per day. Lunches will contain (as an example):

Thursday March 16:

- Grilled chicken or Roasted vegetable wrap with baked bag of chips, whole fruit, nutritional bar and a bottle of water or juice

Friday March 17:

- Grilled chicken or salmon burger with pickled slaw, baked bag of chips, whole fruit, nutritional bar and bottle of water or juice

Saturday March 18:

- Vegetable Primavera or chicken alfredo pasta with garlic toast, whole fruit and bottle of water or juice.

Sunday March 19:

- Shredded chicken or pork carnitas burrito with baked bag of chips, whole fruit, nutritional bar and a bottle of water or juice

Lunch orders must be submitted through this link <https://goo.gl/forms/tRnQTVmo1NrbviOf1> by January 31st, 2017.

Note: Lunches will be available for various dietary needs, upon request

****Crews are encouraged to make their own arrangements for other meals (breakfast and dinner).

PAYMENTS

All payments should be made by wire/bank transfers to the following accounts:

Administration Fee Payments

PACCC/PRDBF Bank Account Information:

BANK NAME:	Banco Popular de Puerto Rico
BANK BRANCH:	Plaza Las Americas
BANK ADDRESS:	PO Box 362708 San Juan, PR 00936-2708
ACCOUNT NAME:	Puerto Rico Dragon Boat Federation
ACCOUNT NUMBER:	019-619774
ROUTING NUMBER:	021502011
SWIFT CODE:	BPPRPRSX

Payments to be sent to PACCC Bank Account:

- PACCC Administration Fee (USD \$45.00 paid by each racer and USD \$30.00 paid by each supporter and any person wishing access to athlete areas.)
- ~~Local Transportation Fee (USD \$12.00 per person per day)~~ **THERE WILL BE NO CHARGE FOR CREW TRANSPORTATION**
- Lunch fee (USD \$12 per person per day.)
- Every wire/bank transfer must include the transaction fee of USD \$21.00 per wire/bank transfer. If you do not do so, PACCC Organizing Committee will be invoicing you the charges prior racing days.

Registration Fee Payments

PADBF Bank Account Information: See Appendix - Wire/Bank Transfers for instructions.

Payments to be sent to PADBF Bank Account:

- PADBF Registration fee (USD \$15.00 for each person shown on their Final Named Entry Form and wishing access to athlete areas)

Only in exceptional circumstances will Administration Fee Deposits be refundable, for example in the case of visa problems or refusals. **The balance of the Entry Fees are to be paid with the Final Named Entries no later than January 31st, 2017.**

Deadlines For Entries And Fees

REQUIREMENT	DEADLINE DATE
Accommodations - Work directly with the Hotels	On going
Final Named Entries and Outstanding Registration Fees Due USD \$60.00 per person less deposit paid. Due USD \$45 per supporter. Late entries may be accepted at the discretion of the Organizing Committee. Any requests for late entry must include a late entry levy of USD \$100 per Crew in addition to individual racer fees.	January 31 st , 2017
Final Numerative Local Transportation and Payment Final Numerative Lunch Request and Payment (Link: https://goo.gl/forms/tRnQTvmo1NrbviOf1) Airport Transfers - (List of trusted agencies provided on this Bulletin 2)	January 31 st , 2017

**Confirmed Numerative Entries and Registration Deposit – If you are passed the deadline to submit your deposit, please contact info@prdbf.com so we can coordinate the final payment.

CANCELLATION TERMS

Please, review the cancelation terms with each agency you contact for transportation, accommodation and/or meal arrangements. PADBF, nor the PACCC Organizing Committee or the PRDBF are responsible for cancelation fees.

VISAS

Passport and visa requirements for entering Puerto Rico are the same as for entering the USA. US travellers visiting Puerto Rico do not require a passport, but must carry a piece of government-issued photo ID.

Please visit the following website to obtain visa requirement information about your specific country:
<https://goo.gl/Uz8Dfj>

An Official Letter of Invitation will be sent via email to each Crew. Do not delay in beginning your visa process. Official Letter of Invitation requests can be made to the 2017 PACCC Organizing Committee at: info@prdbf.com. Once a request is made, a member of the 2017 PACCC will contact you and an invitation letter will be provided for the entire crew.

Note: Visas must be obtained before travel to Puerto Rico.

ACCOMMODATIONS

The 2017 PACCC Organizing Committee is working in partnership with various hotels and tourism operators throughout the Ponce Area to offer participants the best experience possible, on and off the waterway.

A variety of hotel accommodations have been arranged with special pricing. Below is the list of Official Accommodations for the 2017 PACCC. Detailed descriptions of accommodations and prices will be available

online beginning December 2016. All prices are subject to applicable taxes.

Event transportation is only being provided for persons using Official Accommodations.

Hotel	Location	Minutes to Venue	Meal Plan Availability
Ponce Plaza msanantonio@ponceplazahotelandcasino.com	Downtown Ponce	29 mints	<input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Dinner
Hilton Ponce Golf and Casino Resort 787-259-7777	Bucaná, Ponce	29 mins	<input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Dinner
Hotel Meliá 787-842-0260 ext. 522 787-842-7122 direct	Downtown Ponce	29 mins	<input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Dinner
Holiday Inn Ponce & Tropical Casino 787-844-1200	Sabaneta, Ponce	30 mins	<input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Dinner
Howard Johnson 787-841-1000		22 mins	<input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Dinner

The only method for booking at one of the official hotels is directly with the hotels and reference Pan American Dragon Boat Club Crew Championships 2017. The hotels will assist in ensuring each Club has reliable and personalized service. Accommodation requests will only be secured and fulfilled based on the hotels terms and conditions. The Officials Hotels will do its best to place participants at requested accommodations, based on availability.

Hotel Rates

Ponce Plaza Hotel & Casino

Send your rooming list to: msanantonio@ponceplazahotelandcasino.com

Tel. 787-813-5050

Room Type	Room Rate	Tax	Total
Colonial (1 or 2 persons)	\$135.00	\$14.85	\$149.85
Standard King (1 or 2 persons)	\$99.00	\$10.89	\$109.89
Standard Double beds (max. 4 persons)	\$119.00	\$13.09	\$132.09
Junior Suite (1 or 2 persons)	\$135.00	\$14.85	\$149.85
Junior Suite, Standard Double (2 adults, 2 kids under 13)	\$145.00	\$15.95	\$160.95
Plaza Suite (2, 3 or 4 persons)	\$199.00	\$21.89	\$220.89
*Self parking per car per room	\$10.00	\$1.15	\$11.15

Hilton Ponce Golf & Casino

Tel. 787 259 7777

Room Type	Room Rate	Tax	Triple Rate
Standard King/Double - Single	\$149.00	\$37.25	\$186.25
Standard King/Double - Double	\$149.00	\$37.25	\$186.25
Standard King/Double - Triple	\$189.00	\$47.25	\$236.25
Standard King/Double - Quad	\$229.00	\$57.25	\$286.25

*Occupancy Rate = 11%

*Daily resort charge = 14%

Hotel Melia

Tel. 787-842-0260 ext.522 // tel. 787-842-7122

Room type	Room Rate	Tax	Total
Standard 1 Full Bed or Queen Bed	\$90.00	\$8.10	\$98.10
Standard 1 King Bed	\$95.00	\$8.55	\$103.55
Standard 2 Full Beds	\$120.00	\$10.80	\$130.80
Deluxe 1 Queen or King Bed	\$135.00	\$12.15	\$147.15
Deluxe 2 Queen Beds	\$150.00	\$13.50	\$163.50
*Self parking per car per room	\$6.00	\$0.69	\$6.69

HOLIDAY INN PONCE & TROPICAL CASINO

Tel. 787-844-1200

Room Type	Room Rate	Tax	Total
Single	\$135.00	\$14.85	\$149.85
Double	\$135.00	\$14.85	\$149.85
Triple	\$160.00	\$17.60	\$177.60
Quadruple	\$185.00	\$20.35	\$205.35
*Bell man Services Charge (Optional) - in/out per person	\$3.00		

Howard Johnson

Tel. 787-841-1000

Room Type	Room Rate	Tax	Total
Standard Room	\$119.90	\$10.79	\$130.69

MEALS

Meal packages are available for purchase through the official hotels (breakfast & dinner). Concierges at the hotels will be more than happy to present reasonable options for your crews.

Lunch will be provided at the venue. (Link: <https://goo.gl/forms/tRnQTVmo1NrbviOf1>)

AIRPORT AND LOCAL TRANSFERS:

The 2017 PACCC Organizing Committee is offering a list of shuttle services companies that you should contact to arrange your transportation.

Charter Coach / Grayline PR

[787-766-0789](tel:787-766-0789)

info@chartercoachpr.com

Contact: Sasha Trilla

Gomez Bus Line

[787-843-6257](tel:787-843-6257) // [787-259-1246](tel:787-259-1246)

info@gomezbusline.com

Contacts: Luz Barbosa, Luis Gomez and/or Damaris Garcia

Transporte Alexander

[787-486-4751](tel:787-486-4751)

transportealexander@gmail.com

Contacts: Alexander Lopez and/or Myriam Velez

TOURISM EXCURSIONS

The 2017 PACCC Organizing Committee is organizing various tourism excursions and packages for participants to purchase in advance, in order to explore and discover the Ponce Region in advance, after and/or during competition. A variety of tours and activities, from 90 minutes to full day adventures will be made available for participants to book. Details of the excursions, prices, and booking information will be available in Bulletin 3.

OPENING AND CLOSING CEREMONIES:

Opening and closing ceremonies will take place at different locations from the race site. The opening ceremonies will include a welcome from local dignitaries and an athlete parade. It will take place at the Parque Ecológico Urbano de Ponce. The closing ceremony will be a Caribbean style outdoor celebration for all ages and it will take place at Paseo Tablado La Guancha in Ponce.

Transportation to the Opening and Closing Ceremonies are included as part of your package of USD \$12.00 per day.

Appendix A- Wire/Bank Transfers

Process Steps - Incoming Wire Transfers – 2017 Pan American Club Crew Championships

Pan American Dragon Boat Federation	Payment Routing Instructions:
Incoming Wire Payments in U.S. funds from ANY country, including USA .	Beneficiary Bank: Bank of Montreal (no address required) <ul style="list-style-type: none">• Swift Code: BOFMCAM2• Beneficiary: Transit # 37302-001 Account # 3730 8981 326• Full Name of Beneficiary: Pan American Dragon Boat Federation Intermediary Bank: Wells Fargo Bank (FKA Wachovia Bank) (no address required)

Please debit the account _____ (name and account number) and send funds via wire to the following:

- Full Beneficiary Name: **Pan American Dragon Boat Federation**
- Full Beneficiary's Address: **2255B Queen Street East, Unit #331, Toronto ON M4E 1G3 CANADA**
- Full Beneficiary's Account number: **3730 8981 326**
- Full Beneficiary's Bank Name: **BMO Bank of Montreal**
- Full Beneficiary's Bank Address: **Queen and Hambly Branch, 2072 Queen Street East, Toronto ON M4E 1E1 CANADA**
- Beneficiary's Bank Code:
 - Swift: **BOFMCAM2**
 - Transit: **37302-001**
- Reason for wire/Remittance Purpose (be very specific): **Pan American Club Crew Championships Registration Fee**
- Amount (please specify USD):

PER:

Print Name/Title:

CONTACT PHONE: _____

Appendix B – How to calculate your fees.

Example on how to calculate your fees and charges for:

- 35 persons = 2 Crew; 30 racers and 5 supporters
- Local transportation for 5 days (Wednesday – Sunday)
- Lunch at the venue for 4 days (Thursday – Sunday)

	Amount	Qty	Total USD
PACCC Administration Fee Deposit of USD \$300.00 per Crew	USD \$300.00	2	\$600.00
PADBF Registration fee (USD \$15.00 for each person shown on their Final Named Entry Form = Racers and Supporters)	USD \$15.00 Per person	35	\$525.00
PACCC Administration Fee (USD \$45.00 paid by each racer and USD \$30.00 paid by each supporter)	USD \$45.00 Per racer	30	\$1,350.00
	USD \$30.00 Per supporter	5	\$150.00
Local Transportation From accommodation to the venue and to accommodations	USD \$12.00 Per person/day	(35 people X 5 days) = 175	\$2,100.00
Lunch at the venue	USD \$12.00 Per person per day	(35 people X 4 days) = 140	\$1,680.00
PFDS AND PADDLES – Per request			