

Kingston Dragon Boat Festival

July 23, 2011



Team Manual

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These rules and regulations will be enforced. Any breach may result in disqualification

Section 1 – General

1.2 Management

- i) The Board of Directors of the Kingston Dragon Boat Festival Incorporated is the ultimate authority with respect to all matters pertaining in any way to the Festival. The Board's decisions and rulings shall be final and binding on all persons, groups and organizations, incorporated or unincorporated, concerned with the decision or ruling. Production and management of the 2011 Kingston Dragon Boat Festival (KDBF) is the responsibility of the Kingston Dragon Boat Festival Steering Committee, in consultation with the Board.
- ii) All racing shall be under the supervision and control of the Chief Race Officer of the Festival. The Chief Race Officer shall have the power to appoint such on-water and off-water officials, as he/she deems appropriate for the proper control and management of the heats and results.
- iii) There shall be no appeal from the decisions and rulings of the Chief Race Officer.

12 Eligibility

- i) To be eligible to compete or participate in any way in the Festival a team and all of its members must conform to the Entry and Racing Regulations of the Festival.
- ii) The KDBF Steering Committee shall decide upon the number of teams participating in the event.
- iii) The KDBF Steering Committee has the right to accept or reject any entry submitted for any reason.

1.3. Registration and Fees

- i) Each team must deliver a completed Team Registration Form to the Festival Office, by July 16, 2011 accompanied with the appropriate registration fee.
- ii) The Steering Committee reserves the right to accept or reject late entries, at its discretion.
- iii) For KDBF 2011, total entry is limited to 72 teams. Though registration closes as soon as 72 teams have registered, a waiting list will be maintained should a team withdraw after registering.
- iv) Teams entering and being accepted after July 16, 2011 will not be included in the posted racing schedule, though they will be included in the final schedule for the Festival.
- v) A team wishing to withdraw from the KDBF must do so in writing delivered to the KDBF office no later than 4:30 p.m. on July 16, 2011 requesting a refund of its registration fee. A \$100.00 administration charge will be deducted.

- vi) Normally, there are NO REFUNDS of registration fees after July 16, 2011.
- vii) A completed team list / waiver form giving the name, gender and date of birth of each team member must be delivered to the Festival no later than 8:00 am, July 23, 2011.
- viii) Teams should each have an experienced steersperson. Though private arrangements can be made, with proper notification KDBF will endeavor to arrange for a person, provided expenses are paid.
- ix) The entry fees for 2011 are as follows:
 - \$700 for a team that is a corporate team or for Not-for Profit Corporations and Community teams

14. Definitions

- i) For purposes of this Manual and the KDBF, “*heat*” refers to an individual competition among a group of teams; “*round*” refers to a series of heats; “*race*” refers to the general case, as in “*race day*” or “*Chief Race Officer*”; “*paddle*” or “*paddler*” refers to those who propel the Dragon Boat, as opposed to steering or drumming.

1.5. Team Categories for the Championship Trophy:

- i) In order to be eligible:
- ii) **All teams must race with at least 6 female paddlers; this does not include the steersperson or drummer.**
- iii) In order to be eligible to be a team member a person must be at least 14 years of age as of Saturday, July 23, 2011.

Exceptions to the above may be considered at the discretion of the Steering Committee.

1.6. Team Groupings and Advancement

- i) For scheduling purposes and particularly in the first round, the Steering Committee or its designate may place teams together as groups. For example groupings might consist of financial groups, professional firms, municipalities, all women, all men, etc.
- ii) Team groupings for each heat shall be as determined by the Chief Race Officer.
- iii) The Chief Race Officer shall have full authority to carry out the intent of the Steering committee in matters of heat groupings and team advancement.
- iv) Team representatives shall deal exclusively with the Chief Race Officer with respect to any questions regarding race event groupings or team advancement.

17. Rights, Sponsorship, Etc.

- i) Kingston Dragon Boat Festival Inc. owns all rights relating to the Festival, in particular and without limitation, the rights relating to its organization, exploitation, advertising, sponsorship, commercial representation, broadcasting and reproduction by any means whatsoever.
- ii) Representation of the organization responsible for a team and its sponsor(s) shall be limited to:

- . Competition and warm-up uniform (T-shirt, sweat suits, hats, headbands, swim trunks or shorts);
- One team flag not exceeding six feet in any direction
- Any other items as deemed appropriate and approved by the Steering Committee of the Festival.

1.8. Practices

- i) Each team shall be entitled to two practice sessions, approximately one hour in length, as arranged under the auspices of the Festival office.
- ii) Teams that fail to show up for a booked practice session forfeit their entitlement to that practice session.
- iii) Teams whose members are not located in the Kingston area are entitled to their two practice sessions if they arrive in Kingston in time to engage in two practice sessions within the times offered, and there are two practice sessions available for them within the times they request the sessions.
- iv) For additional practice sessions, please contact info@dragonboats.org

Section 2 – Racing

2.1. Team Membership

- i) Each individual team member is required to comply with the Festival Rules and Regulations and is responsible to act, on and off the water in a manner that is fair and respectful of him or herself, all other race participants, officials, volunteers, spectators and all other persons associated with the Festival.
- ii) Except as provided in the foregoing, a person may register with and paddle only for one team.
- iii) Any team, which allows a person not registered with that team to participate as a crewmember may be subject to immediate disqualification from the heat and from further participation in the Festival.
- iv) For races, each boat shall have a steersperson, a drummer and a maximum of 20 paddlers (22 members in all). Except in the case of gender specific events, each crew must consist of a mixed gender with a minimum of 6 persons paddling of each gender. Except as allowed by the Chief Race Officer, the name of each person in the boat must be on the team's roster sheet.
- v) Teams are limited to a **maximum of 30 members**, including the Team Manager/Captain. A team must select the **22 actual participants** for any heat from those it has duly registered.
- vi) Each team is responsible for providing an experienced and qualified steersperson, or to identify to the KDBF their requirements for one, in which case the KDBF will provide a steersperson for the race/heat. A fee may be applied.
- vii) No team member under the age of 18 will be allowed to practice or race without written consent and a waiver signed by a parent or legal guardian. (See Parent's Waiver)
- viii) A final team roster must be submitted to the registration desk by 8:00 am on July 23, 2011. Roster Forms are available on www.dragonboats.org.
- ix) A team must designate a team Manager/Captain. In certain cases, teams identify two individuals, a team Captain and a team Manager. These people may or may not be crew members.
- x) The team will identify its spokesperson.
- xi) The Team Manager/Captain shall be responsible for the conduct for his or her team and for communicating and distributing all information to the team. She/he is responsible for collecting and submitting all forms and waivers and for liaison with the Chief Race Officer and/or her/his designate, and attending the Team Manager/Captain briefing prior to the commencement of races on race day
- xii) Each individual team member is required to comply with the Festival Rules and Regulations and is responsible to act, on and off the water in a manner that is fair and respectful of him or herself, all other race participants, officials, volunteers, spectators and all other persons associated with the Festival.

- xiii) Any on-water or off-water KDBF official may at any time require a Dragon Boat Team to identify the names, genders and ages of its members.

2.2. Waivers

- i) All persons practicing for or racing in the Kingston Dragon Boat Festival must sign a waiver, and in the case of persons under the age of 18, submit an appropriate form signed by their parent(s) or guardian(s), accepting the risks associated with their participation in the Festival (including preparation and practice as well as actual competition) and waiving any rights they may have to any cause of action against any person, corporation or organization in any way associated with the Festival.
- ii) The Team Manager/Captain shall deliver all signed waiver forms to the Festival Office or registration desk no later than 8:00 am on Saturday, July 23, 2011. A participant **MUST** have signed and submitted a waiver form prior to participation in any practice session or race.
- iii) Waiver forms are available at www.dragonboats.org. The team is responsible for duplicating, distributing and submitting all signed waivers prior to the first practice session.

2.3. Safety

- i) The waters of Kingston's Inner Harbour are protected but all paddlers are encouraged to wear the Personal Flotation Device (PFD) provided.
- ii) In addition, aquatic weeds, though cleared for the Festival, grow throughout the harbour, providing a potential safety hazard.
- iii) Practices may be cancelled due to hazardous weather or marine conditions.
- iv) Though teams are specifically responsible for their own safety; the Practice Supervisor may, at his/her discretion, suspend or cancel practices due to failure to observe safety rules, hazardous weather or marine conditions. Should this happen, attempts will be made to re-schedule the practice based on availability.
- v) A safety boat and a referee will follow each heat. If a dragon boat veers off course or becomes swamped, the crew shall remain with the boat and wait for the referee and/or safety boat to arrive. Instructions from these officials must be followed.
- vi) Personal Flotation Devices (PFDs) will be provided for each crew member. In accordance with KDBF rules and Canadian Coast Guard regulations, these must be in the Dragon Boat at all times.
- vii) Each team member is solely responsible for his or her own safety at all times while engaging in activities related to practicing and racing in the Kingston Dragon Boat Festival.
- viii) Dragon boat racing is an intense physical activity. Each participant is solely responsible to ensure that s/he is in adequate physical condition to compete.
- ix) Weather conditions in early June vary greatly. In hot and sunny weather participants are encouraged to hydrate prior to the event, take a water bottle in the boat, wear a hat and use sunscreen. In cold and/or wet weather, participants are encouraged to dress appropriately. The air temperature over the water may be considerably cooler than the air temperature over land.

- x) The KDBF is an ‘on-water’ based event, bringing the inherent risks of such events. To that end, it is the responsibility of each team member to wear or carry appropriate personal floatation. It is the responsibility of the Team Manager/Captain to ensure that this provision is implemented.

2.4. Dragon Boats and Equipment (The FESTIVAL BOATS)

- i) The boats and drums supplied by the Festival, the festival boats, used during the Kingston Dragon Boat Festival will be Hong Kong style, epoxy composite dragon boats.
- ii) Each boat is fully equipped with Dragon Head and Tail, paddles, steering oar and drum.
- iii) The festival boats may be used in any practice session organized by the KDBF. Other dragon boats are permitted.
- iv) The festival boats only will be used in the races.
- v) Personal Flotation Devices will be available.
- vi) Paddles and PFDs may be provided by the teams, providing that they are approved under Coast Guard regulations and that they are endorsed by the Chief Race Officer.
- vii) The drum and drumstick provided (or the “drummer’s” voice) shall be used exclusively to signal the stroke rate. Whistles, rattles, air horns or any other noise making devices are prohibited.
- viii) No additional equipment of any kind may be used and there can be no alternation to the festival boats.
- ix) The Steering Committee of the Festival may at its sole and absolute discretion permit any team with special needs to use equipment necessary to reasonably accommodate its special needs.
- x) Each team is responsible for any damage to a festival boat, damage to or loss of paddles, drums, related boat equipment and PFDs in their use.
- xi) Electronic devices, radio, signaling devices, bilge pumps or bailing devices other than those provided, shall not be used during races.

2.5. Race Venue and Logistics

- i) KDBF is hosted at Douglas Fluhner Park located on Kingston’s Inner Harbour.
- ii) The racing area is subject to local water levels though depths are not generally an issue.
- iii) Races are conducted on a closed course marked clearly with buoys.
- iv) The referee will direct the teams to within 20 meters of the start line (pre-start position). Once each boat is in the pre-start position the referee will hand the heat over to the Starter.
- v) The Starter will then direct each boat, using lane numbers, to the start line. As soon as all boats are aligned and stationary the Starter will announce "ATTENTION PLEASE" and within 2 seconds the starting gunfire will fire.
- vi) A false start will be credited to any team that begins paddling, in a whole or in a part, prior to the gun. A false start will be signified by two short blasts from an air horn or a second blast from the starting cannon.

- vii) A restart will include a warning to the team(s) credited with the 'false start'; a second false start by a team in a given heat will result in disqualification from that heat.
- viii) In all cases, the Starter has the right to call back the heat for a re-start.
- ix) Once a heat has begun each team is responsible for remaining within its respective lane until the end of the race course.
- x) A team that enters another team's lane may be disqualified from that heat.
- xi) A team must cross the finish line in its own lane.
- xii) The referee, whose decision is final and without appeal, will decide whether or not interference has occurred.
- xiii) A team that is interfering or is about to interfere with another may be told to stop their boat by a race official. If the team does not stop, their boat they will be disqualified from that heat.
- xiv) Any team that does not have an experienced steersperson for a heat must use an experienced steersperson. The Dock Master, or designate, will arrange for a steersperson. (See fees) An 'experienced' steersperson is one who is able to consistently steer the boat straight in the given weather conditions.
- xv) The finish line is marked with buoys. The finish of each boat is recorded as the nose of the dragon breaks the plane of a sight line between these buoys.
- xvi) All crewmembers must be on board at the completion of the heat or the boat will be recorded as 'Did Not Finish'.
- xvii) Any decision of the judge(s) is final, except as provided in Section 3.6, Protests.
- xviii) In order to follow the planned schedule as nearly as possible, upon completion of any heat, teams must return immediately to the mooring area and follow the instructions of the Dock Master.
- xix) Official times and finishing positions will be posted at the Scoring Area near the team marshalling area. This information may be announced as well.
- xx) Team advancement into subsequent rounds will be announced as soon as possible and may be posted near the team marshalling area.

2.6. Race Schedule Format

- i) The race schedule will be posted on the Kingston Dragon Boat Festival site www.dragonboats.org. The schedule will be posted as soon as possible after July 16, 2011.
- ii) Except as scheduled, all participating teams will be considered to be “*mixed teams*” (See Section 1.5).
- iii) Heat Schedules will also be posted at the team marshalling areas.
- iv) Each team will be scheduled to race a minimum of 2 heats.
- v) There will be a mandatory meeting of officials and team representatives at 8:00 am on Saturday July 23, 2011.
- vi) Racing will begin at approximately 9:00 am on Saturday July 23, 2011.
- vii) Organizers will place teams for the first round. Some ‘seeding’ may be done.
- viii) Organizers will place teams for the second round. As much as possible for the second round, teams will be assigned a different lane and different heat mates.

- ix) The top teams from the first two rounds, as outlined in the Race Schedule and based upon a team's total time for those heats, will proceed to the event Semi-Final Rounds.
- x) Lane assignments in the Semi-Final Round will be seeded based on total time in the first two rounds.
- xi) Teams with the best six times in the Semi-Final Round will qualify to participate in the Final Heat.
- xii) The crew finishing first in the final round shall be declared the *CHAMPION OF THE KINGSTON DRAGON BOAT FESTIVAL*.

2.7. Conduct of Races

- i) Teams and team members shall immediately follow and comply with all instructions of the Dock Master, the Starter and the Referee before, during and after a heat while on the water.
- ii) Failure to do so may result in disqualification of the team from the heat by any of these officials, as applicable. Flagrant disregard of such instructions may result in disqualification from further participation in heats by the Chief Race Officer.
- iii) Each team shall keep to its own lane and endeavor to avoid contact with or interference with other teams.
- iv) When a boat is in a position to overtake another boat during a heat, it is the duty of the boat overtaking to keep clear, at all times, of the boat being overtaken. Equally, the boat being overtaken is not allowed to alter course to make difficulties for the overtaking boat.
- v) Any team that leaves its own lane and contacts or otherwise interferes with any other team may be disqualified by the Referee particularly when the contact or interference is such as to affect the outcome of the heat.
- vi) A Referee may stop any heat after its start by whistle sounds or multiple sounds from an air horn. The heat may be re-started in the event the Referee is of the opinion to do so is necessary to ensure a fair race and result.
- vii) Any team or team members committing fouls that give rise to the re-start of a heat may, at the discretion of the Referee, be disqualified from the re-start of the heat.
- viii) Upon disqualification during the course of a heat, a team shall to stop their Dragon Boat and wait until the remainder of the racers pass. They shall then return to the mooring area.
- ix) A Referee may tell a team to stop paddling without disqualifying the team for the purpose of race control. In such a case, the team shall stop paddling until advised by the Referee to start paddling once again.
- x) The bow of each participating Dragon Boat must cross the finish line in its proper lane in order to count as having finished the heat.
- xi) Any boat crossing the finish line out of its lane is automatically disqualified.
- xii) A heat shall be officially completed when the Referee(s) raises either a white flag signaling the heat was 'OK, as run', or a red flag, signaling that a foul was committed by a team during the course of the heat. The Referee(s) shall raise

the appropriate flag as soon as all boats still in the heat have crossed the finish line.

- xiii) Any of the Dock Master, the Starter, the Referee or the Chief Race Officer may disqualify any team on shore or on the water prior to the start of a heat, at the start of a heat or during racing for failure to abide by the Festival Rules and Regulations.

2.8. Protests

- i) A team may protest any decision or action of the Starter or the Referee, or another aspect of racing provided the Team Manager/Captain notifies the Chief Race Officer verbally within 10 minutes of the heat in protest.
- ii) The Team Manager/Captain will file, with the Chief Race Officer, in writing and including a Protest fee of \$25.00, particulars of the protest within 20 minutes of completion of the heat.
- iii) The Chief Race Officer shall consider the protest and allow it or disallow it.
- iv) If the Chief Race Officer allows the protest he or she may order a heat re-run or take such other corrective action, as considered appropriate.
- v) If the protest is allowed the protest fee of \$25.00 shall be refunded to the team.

2.9. Scoring and Prizes

- i) It is the responsibility of the Chief Race Officer to confirm and announce the order of finish in each heat and to record the heat time of each boat in the heat. Finish orders and times may also be announced.
- ii) Recipients of awards and prizes to be awarded shall be determined by the Steering Committee of the Festival. Currently, there are Team awards for the Breast Cancer Challenge and Best Performance by a Kingston based team. Others may to be presented. If possible, they will be posted on the KDBF Website (www.dragonboats.org) as they are received.
- iii) Any perpetual trophies awarded are the permanent property of the KDBF. Should a perpetual trophy be awarded, the winning team may keep the trophy for a year provided it is returned in good condition to the KDBF office no later than May 1st following year.