

# The 8<sup>th</sup> Rotary Dragon Boat Challenge



To be held at Pugneys Country Park, Wakefield  
Saturday 9<sup>th</sup> July 2016  
Organised by the Rotary Clubs of Huddersfield and Wakefield Chantry



## CREW MANAGERS INFORMATION PACK

Thank you for entering a team in the 8<sup>th</sup> Rotary Dragon Boat Challenge event. Please read all of the notes below and also the detailed explanations in the additional sheets.

### 1. PARKING.

**TO ENSURE THAT TEAM MEMBERS AND VISITORS DO NOT FALL FOUL OF LOCAL AUTHORITY PARKING ENFORCEMENT PLEASE NOTE:-**

- A. Each team will be issued with 1 parking permit prior to the event, which must be prominently displayed in the windscreen of each team vehicle AT ALL TIMES. These permits will allow free parking, after unloading equipment at Team Bases, in the designated parking areas on the lakeside at Pugneys.
- B. To ensure availability, there will be a reserved parking area for team vehicles, but the permit will apply in all designated parking areas.
- C. Free parking for all other vehicles bringing crews and spectators will be available, and well signposted, in a field off Asdale Road directly opposite Pugneys.
- D. ALL VEHICLES, with the exception of A above, who choose to park within Pugneys, must display a valid ticket purchased from the official parking machines on site.

**Warning. Failure to display a valid ticket, whether issued free or purchased at the ticket machines, will almost certainly result in the issue of a fixed penalty notice by the local authority warden.**

### 2. ARRIVAL SET UP AND REGISTRATION.

Teams should arrive between 8.00am and 9.00am.

- A. On arrival, Team Vehicles will be directed to their designated Team Base.
- B. Team Vehicles may deliver marquees, gazebos, BBQ's etc. To their team base, but as soon as the vehicle is unloaded **must** return to the main parking area, and park in the reserved area for Team Vehicles, making sure that the permit is clearly displayed.
- C. Each Team Captain must register on arrival with the Organisers in the Rotary marquee adjacent to Pugneys Clubhouse. **IMPORTANT – Please ensure you have completed and had signed by all crew members the “Combined Crew List and Acknowledgement of Risk Form” and have this with you when you register.**
- D. On the Team Base, a small marquee/tent or gazebo may be erected. BBQ;s are permissible, (gas preferred) but if charcoal burning, the BBQ MUST be raised off the ground. All teams are responsible for their safe usage.

### 3. SAFETY.

- A. All crew managers must attend the general and safety briefing before the competition commences. All crew members must attend a safety briefing before their teams first race (even if they are not competing until a later heat) and will be issued with a wristband. No competitor will be allowed on the water unless they are wearing the wristband issued at the briefing.
- B. Safety Boats will be deployed at all times during racing.

### 4. SPONSORSHIP.

- A. Each team will pre-select a Charity it wishes to support.
- B. It is a condition of entry to this event that each team member raises a minimum of £50.00 personal sponsorship, with a Team target of £1000.00
- C. Sponsorship money will be split 70/30 between your Charity of choice and Rotary Charities. All money raised by sponsorship will be given to Charities, and NONE will be used for administration of the event, or any other purpose.

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- D. It is also a condition of entry that ALL Sponsorship money raised by team members must be sent **IN FULL, TO THE EVENT TREASURER** and **NOT** direct to the chosen Charity. **THIS IS A CONDITION OF ENTRY AND CANNOT BE VARIED.** This will ensure that maximum benefit is obtained from the Gift Aid element of the Fund Raising.
- E. On receipt of your sponsorship money, and the paper Sponsorship forms where used, The Event Treasurer will, within 48 hours, return to you a cheque for 70% of your total, made out to the Charity of your choice. It is then your responsibility to hand over that cheque to your Charity
- F. Team Captains will be expected to advise approx. value of anticipated Sponsorship for each boat at the time of Registration.

## 5. OBTAINING SPONSORSHIP.

There are 2 ways of raising sponsorship monies:-

### A. E-Sponsorship

A1. Our preferred method is on line giving, operated for us very successfully last year by Virgin Money Giving. Used properly the benefits to you are that you can keep an eye on the amount you team members are raising and if it is not up to your expectation, increase your fund raising to benefit your charity. It also removes from you the responsibility of collecting the money after the event and allows your friends, who were not able to contribute before the event, to contribute afterwards.

A2. Detailed instructions on how to access and use the Virgin Money Giving website are enclosed as a separate attachment.

### B. Cash Sponsorship

B1. Team members can use the sponsorship form enclosed, along with its own set of instructions.

B2. We strongly recommend that money is collected at the time of asking to ensure it is paid.

## 6. RACING & RACE CONTROL AND EQUIPMENT.

- A. Racing is controlled by the Professionals, (Gable Events Ltd.) and all decisions regarding racing, safety, suitability of competitors, etc. will be made by them and are final.
- B. Racing will commence at around 10.00am, but it will not be possible to announce any team start times in advance.
- C. Boats, paddles, life jackets and helmsmen will be provided by the professionals.

**DETAILED NOTES ON ALL THE ABOVE, PLUS OTHER IMPORTANT INFORMATION/ADVICE IS CONTAINED IN THE APPENDIX ATTACHED. TEAM CAPTAINS ARE ENCOURAGED TO READ THEM TO ENSURE THAT THEY ARE FULLY AWARE OF THE CONDITIONS OF ENTRY TO THE EVENT.**

**MOST IMPORTANTLY OF ALL --- ENJOY THE DAY!!**

**WHAT WE MEAN BY:-**

**TEAM VEHICLE(S).** The vehicle(s) issued with a parking permit, and allowed to offload equipment at team base. Maximum 1 vehicle per team.

**PARKING PERMIT.** Issued by the Organisers in advance to be displayed in windscreens of TEAM VEHICLES AT ALL TIMES, and allows free parking at Pugneys for the duration of the event.

**TEAM BASE.** The area allocated to each team for their gazebo, BBQ etc.

**THE ORGANISERS.** Huddersfield & Wakefield Chantry Rotary Clubs

**THE PROFESSIONALS.** Gable Events Ltd.

**Organised by the Rotary Clubs of Huddersfield and Wakefield Chantry  
The Rotary Club of Huddersfield Registered Charity No 501416  
The Rotary Club of Wakefield Chantry Registered Charity no 515199**

**ALSO IN THIS INFORMATION PACK:-** Disabled Waiver Form, Team Registration and Waiver Form, Virgin Giving set-up details, Cash sponsorship form, Team details for Commentary.

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## Location & Parking

### Address

Pugney's Country Park  
Asdale Road  
off Denby Dale Road  
Wakefield  
WF2 7EQ

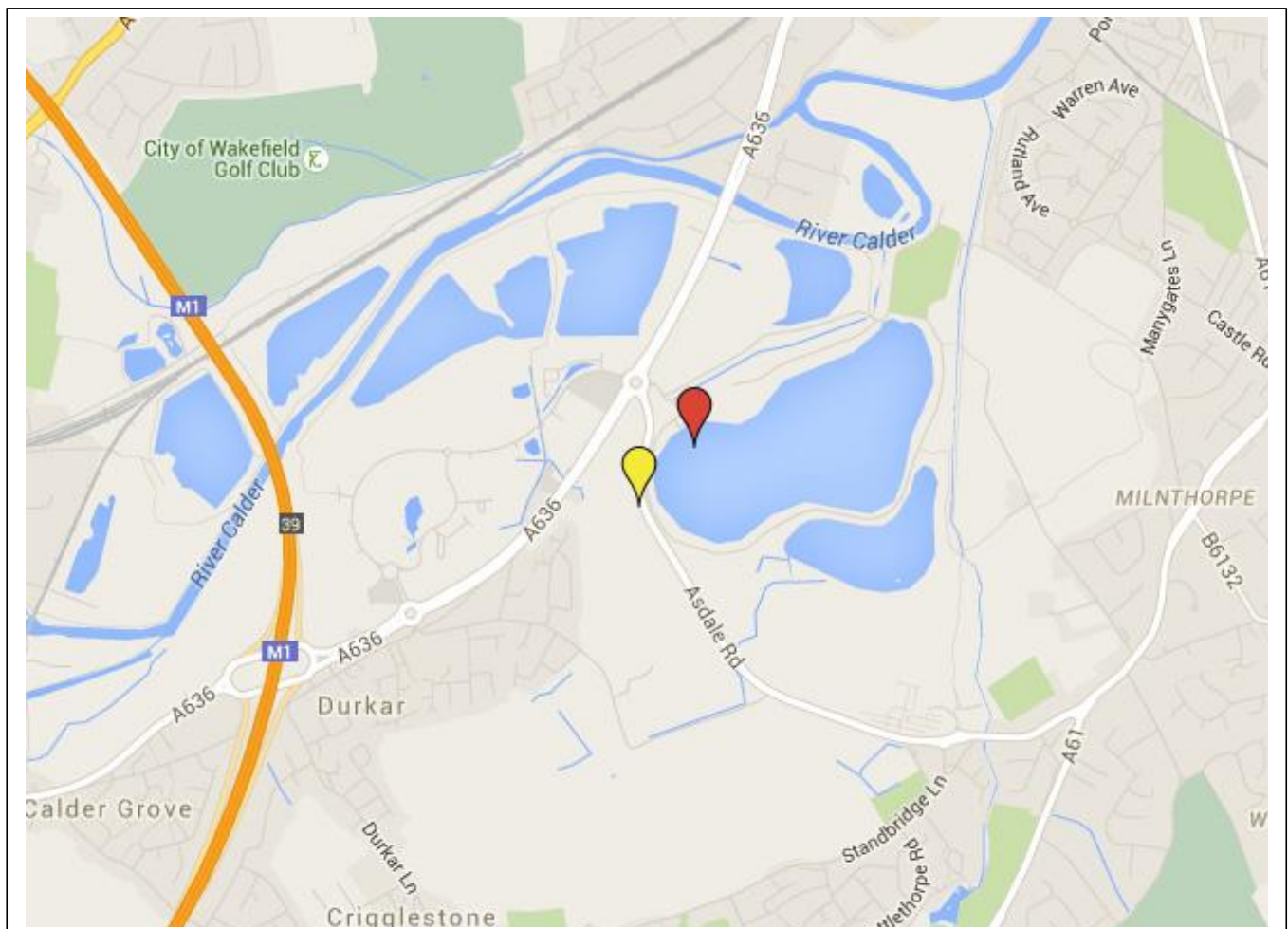
### Map



This shows the location of the Dragon Boat Challenge at Pugney's Country Park.



This shows where competitors and spectators can park **FREE OF CHARGE** in the area on the opposite side of Asdale Road to the park itself. Parking within the Park however is not free for either competitors or spectators.



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## SETTING UP YOUR TEAM VIRGIN MONEY GIVING (VMG) PAGE

We have been using VMG for a number of years now and it has proved to be very successful, both in the collection of sponsorship funds and the reclaim of Gift Aid on those donations. We are using it again this year.

Team Captains should set up a page following the instructions below, and then give the web site address for their page to all team members so that they can put all donation onto the site. Although hard copy sponsorship forms may still be used (and a copy is included in this pack) we do encourage all teams and paddlers to use the VMG method of collection sponsorship.

## INSTRUCTIONS FOR SETTING UP A VMG PAGE FOR YOUR TEAM

- a. *Copy and paste the following link or type it into your web browser:*  
<http://uk.virginmoneygiving.com/fundraiser-web/fundraiser/fundraiserEventsDeepLink.action?eventId=24297&charityId=1006804>  
question "how much are you planning to raise" – leave blank  
question "have you contributed to the event cost" – select no  
question "how long after the event ....." – select 6 months  
question "fundraising with ....." – select with others  
select NEXT, then REGISTER
- b. *Complete the requested details including all tick boxes then select NEXT*
- c. *Complete your date of birth and a password then select NEXT*
- d. *Check the web site address for your name then select NEXT*
- e. *Select your teams name and use that name for the web site address then select NEXT*
- f. *Enter your own email address as the fundraiser and then select NEXT*
- g. *The next page gives details of the organiser of the event so select NEXT*
- h. *The next page allows you to create your page. So select create my page.*
- i. *Have a look at the page preview and if you are happy select SAVE then NEXT*
- j. *You may now personalise your page if you so wish.*

**NOW** – contact your team members and give them the web site address of your team (see d above) and ask them to channel all sponsorship money through this page. You will get updates on how the fundraising is going and all members can see how much has been raised.



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## Disabled Acknowledgement of Risk Form

This Disabled Acknowledgment of Risk form **MUST** be completed and handed in to Race Control **BEFORE** your crew's first race of the competition. By signing this form, I agree to the conditions of the Acknowledgment of Risk Form below and participate completely at my own risk. I accept that failure to comply with any of the following will result in me being refused access to the competition on grounds of safety

Dragon Boat Team Name .....  
 Participant's Name .....Age .....  
 Helper Name & Qualifications (if appropriate) .....Age.....  
 .....Mobile.....

**Please complete all parts:**

	YES	NO
1. I understand that this is a water based activity and that, whilst all the normal and appropriate precautions for a water sport will be taken by the Organisers, such as the use of buoyancy aids, qualified staff and the provision of rescue craft, each Crew Member has a duty of care to themselves and each other whilst on the water	<input type="checkbox"/>	<input type="checkbox"/>
2. Dragon boating is a physical activity and I consider myself to be medically and physically fit to take part irrespective of my declared disabilities	<input type="checkbox"/>	<input type="checkbox"/>
3. I confirm that I can swim and/or am confident in cold water conditions when wearing a buoyancy aid and can remain in an upright position with my head above water unaided. If I am in anyway unsure I will advise the Helm of my boat or Chief Boat Marshal before each race.	<input type="checkbox"/>	<input type="checkbox"/>
4. I confirm that I am able to sit unaided in the boat and that I or my Helper confirm that you have a suitable Buoyancy Aid that correctly fits me.	<input type="checkbox"/>	<input type="checkbox"/>
5. I confirm that to the best of my knowledge (other than my declared disabilities), I do not have any present or previous medical conditions which may affect my ability to take part in Dragon Boat Racing. If in any doubt please consult the Event Medic before signing. <i>* (If NO, please notify the Chief Official of the condition, e.g. asthma, back problems, reoccurring injuries or pregnancy)</i>	<input type="checkbox"/>	<input type="checkbox"/>
6. I agree to follow all the instructions given by the Event Organisers, their Staff and Officials and to act in a responsible manner during the races, especially whilst on the water	<input type="checkbox"/>	<input type="checkbox"/>
7. I am over 18 years of age. (Minimum age permitted is 16 years) <i>* (If NO, a countersignature is required from a parent or guardian)</i>	<input type="checkbox"/>	<input type="checkbox"/>
8. I understand that, as this is a water sport, there is a risk of getting wet or possibly capsizing and for these reasons I will not have on my person any valuables i.e. wallet, mobile phone, medication, keys etc.	<input type="checkbox"/>	<input type="checkbox"/>
9. I acknowledge that (if required) the above named Helper will have to be briefed and approved before being permitted to act as my Buddy and will be required to be seated next to me at all times during the races	<input type="checkbox"/>	<input type="checkbox"/>
10. I declare that I have read the rules of participation and confirm that I am able to communicate, receive, understand, and respond to instructions which may be given to me by an event staff member whether directly or through an interpreting Helper over the age of 18	<input type="checkbox"/>	<input type="checkbox"/>

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Signature of competitor .....

Signature of parent/guardian..... Date .....

(See 7 above)

**By signing this form I do not release the Event Organiser from any obligations towards me nor does the signing affect my statutory legal rights. I accept that during the day the organisers Official Photographer may take photographs of the crew for promotional purposes and may be used in marketing or press.**

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## Combined Crew List and Acknowledgement of Risk Form

This acknowledgment of risk form and crew list MUST be handed in to Race Control BEFORE the crew's first race of the competition. By signing the crew list (overleaf), all individuals agree to the conditions of the Acknowledgment of Risk Form below. A crew will not be permitted to race if a fully completed crew list has not been submitted.

Dragon Boat Team Name.....

Representing.....

Crew Manager.....

**Please complete all parts:**

		YES	NO
1	I understand that this is a water based activity and that, whilst all the normal and appropriate precautions for a water sport will be taken by the Organisers, such as the use of buoyancy aids, qualified staff and the provision of rescue craft, each Crew Member has a duty of care to themselves and each other whilst on the water	<input type="checkbox"/>	<input type="checkbox"/>
2	Dragon boating is a physical activity and I consider myself to medically and physically fit to take part	<input type="checkbox"/>	<input type="checkbox"/>
3	I confirm that I can swim and/or am confident in cold water conditions when wearing a buoyancy aid. If I am in anyway unsure I will advise the Helm of my boat or Chief Boat Marshal before each race	<input type="checkbox"/>	<input type="checkbox"/>
4	I confirm that to the best of my knowledge, I do not have any present or previous medical conditions which may affect my ability to take part in Dragon Boat Racing. If in doubt, please ask the Event Medic. <i>* (If NO, please notify the Chief Official of the condition, e.g. asthma, back problems, reoccurring injuries or pregnancy)</i>	<input type="checkbox"/>	<input type="checkbox"/>
5	I agree to follow all the instructions given by the Event Organisers, their Staff and Officials and to act in a responsible manner during the races, especially whilst on the water.	<input type="checkbox"/>	<input type="checkbox"/>
6	I am over 18 years of age. (Minimum age permitted is 16 years) <i>* (If NO, a countersignature is required from a parent or guardian)</i> <i>For Youth teams of 14/15 all members MUST have a counter signature from a parent or guardian.</i>	<input type="checkbox"/>	<input type="checkbox"/>
7	I understand that, as this is a water sport, there is a risk of getting wet or possibly capsizing and for these reasons I will not have on my person any valuables i.e. wallet, mobile phone, keys etc.	<input type="checkbox"/>	<input type="checkbox"/>

**Crew Managers Declaration**

I certify that the crew members named overleaf are the only people who will take part in the races. No others will be substituted without them being added to this list. I accept that an incorrect crew list may invalidate my crew's public liability insurance cover.

Signature

Date





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## Dragon Boat Race

### CREW INFORMATION SHEET

The information requested below is required for the following two reasons:

- to give to the race commentator so that when you are racing they have some light-hearted background on your crew
- to assist us in making Press Releases and to give correct information on the crews to the media should they require it

Crew Name .....

Representing .....

Town .....

Crew Manager .....

Type of Business .....

1) Interesting information on Crew members.....

2) Race Strategy.....

3) Background on the Company .....

4) Other interesting facts .....

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## APPENDIX TO THE CREW MANAGERS INFORMATION PACK

### Competition Format

**1) The Rotary Dragon Boat challenge** is open to all. Previous experience of Dragon Boat Racing is not necessary to enter a crew but all crew members MUST BE WATER CONFIDENT WHILST WEARING A BUOYANCY AID IN COLD WATER. **The minimum age for competitors in teams is 16 years, and everyone under 18 years must supply parental consent in writing to the Race Organisers before they compete.** Any youth teams (14 & 15 year olds) must have at least one responsible adult with the team at all times. All competitors must wear a buoyancy aid (provided by the event organisers), be entered on a Crew List, signed an Acknowledgement of Risk Form and had a safety briefing before they race, to validate their crew's public liability insurance cover.

**2) Equipment** - All boats, necessary equipment for racing and buoyancy vests are supplied. Competitors can only use the paddles provided by the organisers. **Wax or similar substances are not permitted to be used on paddles, gloves and/or boat seats or parts.**

**3) Race Results** - All race results, apart from the semi-finals and final, will normally be based on times. Each crew will receive three races, conditions permitting, and their fastest two times will count. The crews with the fastest times go through to the semi-finals. From the semi-finals, the winning crews and the fastest loser(s) will proceed to the Grand Final in three boat races.

**4) Boats & Race Course** - Each crew will get the opportunity to race in a different boat and racing lane in each heat to ensure complete fairness. The race distance will usually be approximately 250m.

**5) Prizes** - The Rotary Dragon Boat Challenge trophy will be awarded to the overall winning crew and medals will be presented to the top three crews. There will also be a prize for the "Best Dressed" team.

### Racing Rules & Regulations

**6) Crews** - Although squads may be larger, when racing crews are not to exceed 17 persons including the drummer. Crews may race with 17 but the number in the boat must be the same at the finish of the race as at the start. You can reduce the number of paddlers to a minimum of 12 but you must always have a drummer.

**7) Crew Manager** - Every crew must nominate a Crew Manager on their crew list. The Crew Manager has overall responsibility for the conduct and actions of the crew both on and off the water. The Chief Official and other Race Officials will only communicate on 'official matters' with the Crew Manager.

**8) Crew Composition** - Crews may be mixed, all female or all male.

**9) The Drummer** - The Drummer must sit on the seat provided and actively beat the drum throughout the race.

**10) Embarking** - Crews must report to the Boat Marshalling Area, when called forward by the Chief Boat Marshall or over the PA. This will normally be 20 minutes before a race start time. Crews failing to report on time may be barred from the competition. It is paramount to the smooth running of the event that crews report to the Boat Marshalling Area in plenty of time. Crew Managers assistance with this is greatly appreciated.

**11) Starts** - Crews must be in their correct Dragon Boats and be in the start area, at least 5 minutes before their start time. All races will be started without reference to absentees.

**12) Starting Position** - The position of the dragon boats on the Start line shall be that the foremost part of each boat (including the head) is on the Start Line and that all the boats are aligned.

**13) Starting Signal** - When the Starter is satisfied that all the boats are correctly aligned, the Starter shall alert the crews by saying 'Are you ready'. IF THE CREW IS NOT READY, the Helm is to indicate this situation by raising a hand clearly above head height and keeping it there, until the Starter acknowledges the situation.

**14) Start** - When the starter is satisfied that all crews 'are ready' the starter shall give the starting signal by shouting 'Attention' followed by the word 'Go'. The time between Attention and Go, shall not exceed 5 seconds. A Helm who raises a hand after the word Attention and before Go, will be ignored if, in the opinion of the Starter, the boats are correctly aligned.

**15) False Starts** - If a crew starts after the word Attention but before Go, it has made a False Start. The Starter shall determine if a False Start has been made and will immediately recall the crews by shouting STOP, STOP, STOP.

**16) Re-Call** - Once all crews have returned to the Start Line, the Starter will identify the crew or crews responsible for the False Start and warn them of their offence. If the same crew causes two False starts in the same race the Starter shall exclude them from that race. Any crew that fails to return to the Start Line immediately after a False Start, may be excluded from the race, or get a time penalty, of up to five seconds, which will be added to their race time.

**17) Finishes** - After finishing a race, each participating crew must return immediately to the Embarking area by paddling outside the Racing Course.

**18) Disembarking** - After disembarking from the boat the crew is responsible for immediately returning the paddles and buoyancy aids used to the correct boat marshalling area or storage bins, if supplied.

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- 19) Race Conduct** - Crews must paddle a straight line and keep within their allotted lane from the start to the finish of their race. It is forbidden to knowingly impede other boats. Helms must order their paddlers to 'stop paddling' if a collision is imminent. CREWS THAT DO NOT STOP PADDLING AND, BY SO DOING CAUSE A COLLISION, RISK BEING DISQUALIFIED FROM THE COMPETITION.
- 20) Collisions** - Any crew that causes a boat to collide with another one, or that damages the boat or paddles of another crew, risks disqualification from the competition.
- 21) Capsizing** - Any crew that deliberately causes their boat to capsize or that deliberately swamps or causes another boat to capsize, risks disqualification from the competition.
- 22) Officials** - All Race Officials are responsible to the Chief Official for the conduct of the races and for ensuring that these Festival Rules & Regulations are fully complied with. Crews must follow directions of the Race Officials at all times. The Chief Official's decision is final and will be made in accordance with these Festival Rules & Regulations and any safety issues that might have arisen.
- Competitors Code of Conduct**
- 23) Code of Conduct** - Crew Managers are requested to bring to the attention of all their team members that although this is a fun event, safety is paramount and the instructions of the officials must be adhered to at all times.
- 24) Crew Managers** - The Race Organiser, Chief Official and Race Officials will only deal with the Crew Manager in all aspects of race conduct and disputes.
- Race Administration**
- 25) Crew Lists** - A Combined 'Crew List' and 'Acknowledgement of Risk' form certifying that all crew members are water confident and listing all the crew members by name must be signed by EACH individual crew member and handed to the Race Organiser before the crew competes in its first race. Only those named on the crew list will be allowed to compete additions can be made during the day for newcomers etc. Failure to complete the Crew List correctly and in full may invalidate the insurance cover provided for crews.
- 26) Entry Fees** - All outstanding Entry Fees must be in the hands of the Event Organiser before the crew races. A crew will not be allowed to race unless all fees have been paid.
- 27) Crew Managers Meeting** - A Crew Managers meeting will usually be held 45 minutes before the first race of the day and it is imperative that ALL CREWS are represented, irrespective of their first race time or whether they have done the event before, as this is also a Safety Briefing. The exact time will be notified to the Crew Manager with the final Race Schedule.
- 28) Arrival/Check In Times** - Crews should ensure that they arrive at the competition site **at least one hour before their first race** of the day. Crew Managers or their representatives, should check in with Race Control as soon as they arrive (see note 27) and also again once their complete team is on site and hand in all necessary paperwork before their first race.
- Event and Race Organisers**
- 33) Gable Events** are the Race Organisers for the day and all questions relating to the dragon boat racing element of the programme should be directed to them. All questions relating to the set-up and organisation of the event should be directed to the Rotary Clubs of Huddersfield or Wakefield Chantry who are the Event Organiser, and are present in the registration marquee .
- 34) Boat Helms (Steerers)** - All crews will be allocated a Helm for each race by the Chief Boat Marshall. The Helm will automatically become the Boat Captain once the crew is ready for loading and all crew members should take instruction from the Helm and NOT their own Crew Manager whilst racing.
- 35) Qualifications** - All Helms/Steerers and Race Officials will be provided by the Race Organisers and are fully qualified for this type of event and registered with the British Dragon Boat Racing Association (BDA).
- Safety on the Water**
- 36) Fit to Race** - The safety of a Dragon Boat Crew on the water is of prime concern to everyone associated with the event, not least the crew itself, who have a responsibility to conduct themselves properly, in both a competitive and social sense. Crew Managers are to ensure that their crews are fully briefed on the contents of the BDA 'Safety on the Water' guide, a copy of which is enclosed in this Crew Managers Pack.
- 37) Crew Checking** - All crews will be checked by the Chief Boat Marshall, before they embark, to ensure that they are 'Fit to Race'. If a crew or competitor is deemed not to be 'Fit to Race', they will not be allowed to race and may be disqualified for the remainder of the competition.
- 38) Alcohol** - Alcohol and water sports **DO NOT MIX**. It is the Crew Managers responsibility to ensure that all their crew members are advised that any crew or competitor deemed to be unfit to Race due to alcohol will be disqualified from the competition. This is for your own safety.
- 39) Water Safety Cover** - Safety boat(s) staffed by RYA qualified personnel will be on the water during races.
- 40) First Aid Cover** - Full First Aid cover will be provided on the day by qualified doctors, and qualified medical technicians. Also several of the event staff are trained to deal with minor first aid incidents.

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- 41) Dress** - It is recommended that all competitors wear shorts, T-shirt and trainers for racing, and bring with them a warm top and waterproofs in case of inclement weather. Crew members are advised NOT to wear jeans or boots in the boats. We also suggest that everyone brings a towel and change of clothes, as competitors can expect to get damp from the splashes made by fellow paddlers during racing. **Footwear, NOT Flip Flops, must be worn at all times whilst racing**
- 42) Valuables** – There is a risk of getting wet or possibly capsizing and for these reasons we recommend that all valuables i.e. wallet, phone, keys etc. are left in a safe place on land.

## Contacts:-

Huddersfield – Chris Naylor 01484 852550 [chrisnaylor97@virginmedia.com](mailto:chrisnaylor97@virginmedia.com)

Wakefield Chantry – Bob Guard 0788 151 0093 [rguard@hinari.com](mailto:rguard@hinari.com)