



The Eleventh Rotary Dragon Boat Challenge

Saturday 6th July 2019

Pugneys Country Park, Wakefield

Organised by the Rotary Clubs of Huddersfield and Wakefield Chantry



CREW MANAGERS INFORMATION PACK

Thank you for entering a team in the 11th Rotary Dragon Boat Challenge event. Please read all the notes below also the detailed explanations that are provided on the website under the following link

<https://www.rotarydragonboatchallenge.org/team-information/details/>

ARRIVAL SET UP AND REGISTRATION.

Teams should arrive between 7.30am and no later than 9.00am.

- A. On arrival, your TEAM VEHICLE will be directed to your designated TEAM BASE.
- B. Your TEAM VEHICLE may deliver marquees, gazebos, BBQ's etc. to their team base, but as soon as the vehicle is unloaded it **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 Gable Events marquee adjacent to Pugneys Clubhouse, and have the completed 'Combined Crew List and Acknowledgement of Risk Form' with signatures of all the participating crew members ready to hand in.
The Disabled Acknowledgement of Risk Form will also be required, if applicable.
- 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 the safe usage of their own equipment and BBQ's.
- E. Please ensure that at the end of the day your team pitch is left in the condition you found it with all rubbish and litter removed to the provided rubbish bins around the team areas.

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 one PARKING PERMIT prior to the event, which must be prominently displayed in the windscreen of your TEAM VEHICLE **AT ALL TIMES**. The permit 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. Free parking for all other vehicles attending the event will be available, and well signposted, in a field on the opposite side of Asdale Road directly opposite Pugneys.
- C. **ANY VEHICLE**, 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. SAFETY.

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. Safety Boats will be deployed at all times during racing.

3. 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. For 2019 (as for 2018) 75% of the total amount of Sponsorship money collected by your team will be distributed to your Charity of choice. The balance will be distributed to Charities supported by the 2 Rotary Clubs organising the event. All money raised by sponsorship will be given to Charities, and **NONE** will be used for administration of the event, or any other purpose.

- C. 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.
- D. 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 75% of your total, made out to the Charity of your choice. It is then your responsibility to hand over that cheque to your Charity
- E. Team Captains will be expected to advise approx. value of anticipated Sponsorship for each boat at the time of Registration.

4. **OBTAINING SPONSORSHIP.**

There are 2 ways of raising sponsorship monies:-

A. **E-Sponsorship**

A1. Team captains are expected to open a VMG sponsorship page to allow team members and sponsors to donate on-line. This is our preferred method, which is operated for us by Virgin Money Giving. Used properly the benefits to you are that you can keep an eye on the amount your 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 set up, access and use the Virgin Money Giving website has been provided as a separate attachment to your confirmation of entry email.

B. **Cash Sponsorship**

B1. Team members can use the sponsorship form sent with your confirmation of entry mail, along with its own set of instructions. These must be followed completely for the Gift Aid to be collected.

B2. PLEASE ENSURE THAT ONLY THE FORM ATTACHED TO THIS INFO PACK IS USED.

B3. We strongly recommend that money is collected at the time of asking to ensure it is paid.

5. **RACING & RACE CONTROL AND EQUIPMENT.**

A. Racing is controlled by the PROFESSIONALS, 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 individual 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. The vehicle issued with a parking permit and allowed to offload equipment at team base. Only one vehicle per team.

PARKING PERMIT. Issued by the Organisers in advance to be displayed in windscreens of your TEAM VEHICLE **AT ALL TIMES**, which 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 CHARITY. We, the organisers, are the charity and are responsible for sending you a cheque made out to your charity

THE PROFESSIONALS. Gable Events Ltd.

Organised by

The Rotary Club of Huddersfield (Charity no 501416) and the Rotary Club of Wakefield Chantry (Charity no 515199)

Contacts:-

Huddersfield – Chris Naylor 01484 852550 chrisnaylor97@virginmedia.com

Wakefield Chantry – Bob Guard 0788 151 0093 rguard@hinari.com



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Location & Parking Address

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

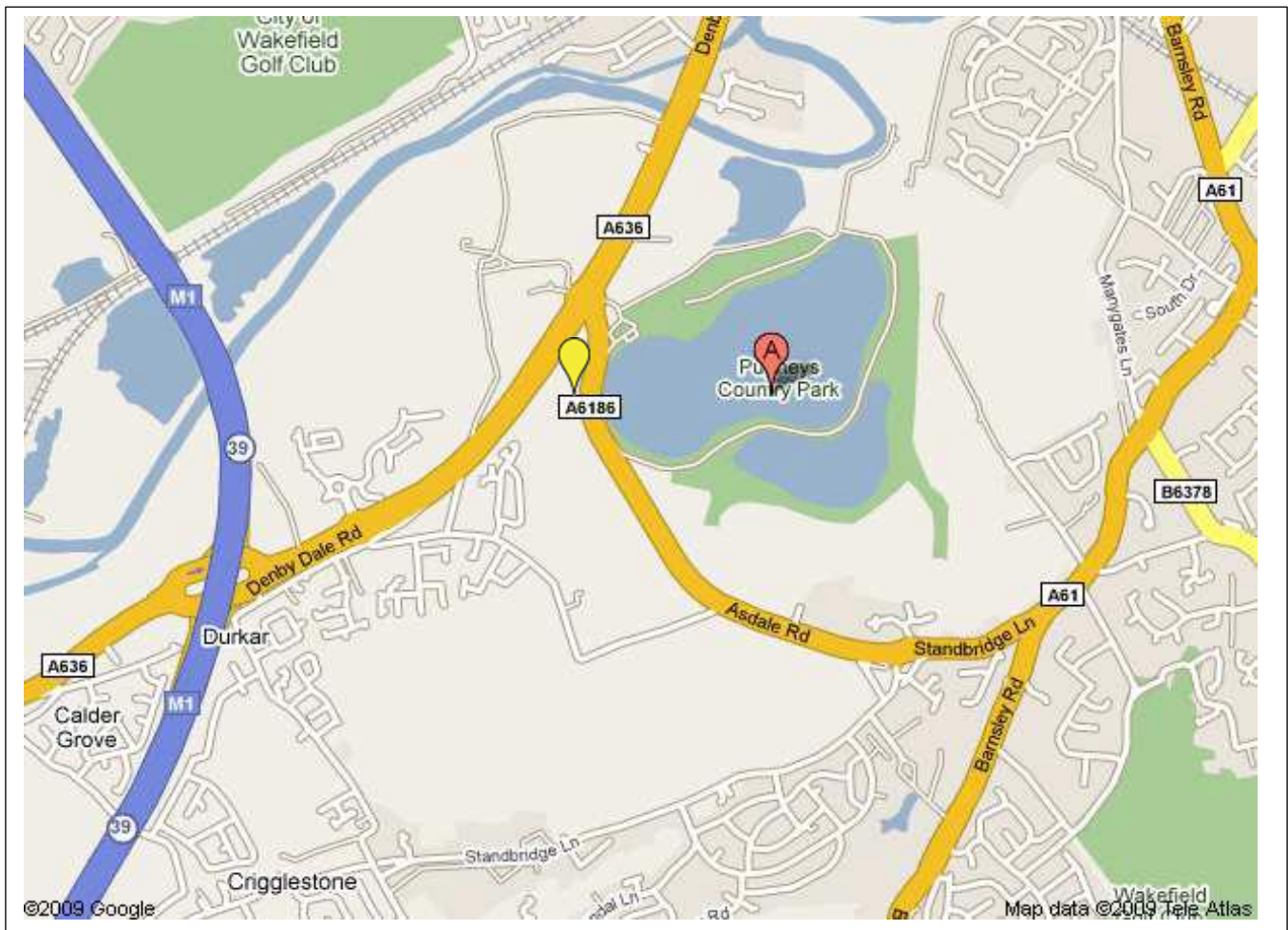
Map



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



This shows the entrance to 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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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 NameAge

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"/>

Competitors Signature

Parent or Guardians Signature

Date

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

