

Crew Manager

Job Description 2014

Role: *The crew manager is responsible for the welfare and conduct of all team members during practices and on the Race weekend. *Must be a non-water team member during festivals.*

- The team manager is responsible for the team, and should demonstrate the following:
 - Essential characteristics:
 - strong communication skills (necessary to liaise with team members, coaches and Festival officials)
 - strong organizational skills
 - solid knowledge of rules and regulations governing the Festival
 - Desirable characteristics:
 - previous experience with team management
 - current First Aid certificate/ CPR training

Responsibilities:

Before the Festival:

- gather and submit all necessary forms and waivers to Festival officials in a timely manner
- ensure all team members meet Festival requirements- minimum age, waivers
- act as liaison with race committee, Festival officials and volunteers
- must be in attendance at practices and keep track of team members' waivers
- ensure all members have reviewed Safety Orientation

<http://www.youtube.com/watch?v=Dik5Im-fOmk>

- sign-in sheets will be the responsibility of the manager
- ensure participants are appropriately dressed
- communicate and distribute team information to all team members (clinics and practices)
- ensure all team members understand rules and regulations governing the Festival
- ensure all welfare and safety requirements for team members are met
- ensure team members under 18 years old are supervised at all times, and protected from harassment while participating in a team event

Practices:

- Book the practices online!
- paddlers to arrive a minimum of 30 minutes early for practice, to have enough time to get organized, get equipment (including boat) and do a proper warm-up;
- parking is at a premium, encourage your paddlers to carpool
- a minimum of 14 paddlers are required in the boat to practice
- Check the website / Twitter / Facebook for practice schedule and weather updates on day of practice, in case of last minute changes due to weather conditions.

During the Festival:

- Must attend Festival, overseeing the team's conduct during the course of Festival participation (*CONDUCT OF CREWS: "Any Dragon Boat crew or competitor who attempts to win a race by other than honorable means, or who deliberately breaks the Race Rules, or who disregards the honorable nature of the rules shall face disqualification from the competition."* - LRDBF Rules and Regulations)
- Liaise with all team members and coaches to ensure participants are appropriately dressed and informed of race times.
- Ensure personally- or team-owned equipment being used in Festival is checked by appropriate Festival officials prior to start of first race
- Attend "Manager's Meeting" at the start of the Festival, and communicating that information to all team members, including, but not limited to:

Wristbands

- must emphasize the need for wristbands to remain worn throughout the course of the entire Festival, must not be removed
- Ensure wristbands are properly worn (wrist only, not ankle or anywhere else).
- Wristbands should be worn tight enough that they cannot be slipped on/ off, and must not be cut and patched back together.
- Manager must contact Festival Officials on festival weekend if replacement wristbands are needed, and original wristbands will need to be turned in to receive a replacement.
- No one without a wristband on will be allowed into the Marshalling Area or on any boat!

Pet Policy

- No pets, especially dogs, will be allowed into Racers' Village, Beer Garden/food court, or the Marshalling area.

Liquor Policy

- No Liquor in Racers' Village. No one who has been drinking will be allowed on a boat.

Team Photos

- Team photos will be taken prior to the team's first race

Miscellaneous

- Racers should not take radios or cell phones, or other valuables into the boats, nor bring valuables to the race site.
- Clean up your tent and area around the tent at the end of the Festival. Garbage bags will be provided.
- Act as liaison with race committee, Festival officials and volunteers (*only team manager is to speak on behalf of the team members during the course of festival participation*)
- Represent the team to Festival officials in the event of protests
- Must check in with Marshalling Officials to ensure the team will not be missing or late moving into the Marshalling area or loading into a boat.
 - Manager should check in with Marshalling Officials a minimum of one hour before each scheduled race, to keep track of whether Marshalling is ahead or behind, and by how many races.
 - Note: The team should be gathered together at a pre-determined gathering place 1- 1.5 hours before the team's next race, and should be starting warm-up activities when Marshalling Officials are marshalling 45 minutes before that race.)
 - Manager should check in with Marshalling Officials approximately every 15 minutes after the hour-before check in, to ensure the team will be on time for marshalling their race and will not hold up the loading process.