

# Crew Manager

Job Description April 2022

## **Role:**

The crew manager is responsible for the welfare and conduct of all team members during practices and on the Race weekend. \*Note, there must be a land side team member available during the festival, in case of emergency.

- The team manager is responsible for the team, and should demonstrate the following:
  - o 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
  - o 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 be sure all the team members have signed waivers either online or on paper
- Ensure all members have reviewed Safety Orientation

<https://youtu.be/R746a0xOKps>

- 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 and practices
- Ensure all welfare and safety requirements for team members are met
- Ensure team members under 18 years old are supervised at all times

At Practices:

- Book the practices online! <https://lethbridgedragonfest.ca/practice/>
- Paddlers to arrive a minimum of 30 minutes early for practice, to have enough time to get organized, get equipment and do a proper warm-up;
- Parking is at a premium, encourage your paddlers to carpool
- A minimum of 10-14 paddlers are required in the boat to practice, this is monitored by the dock marshal and the coach in charge and may depend on the weather – so please be sure you have enough paddlers!
- Check 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:**

- 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
- 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.

### **Cannabis/Liquor Policy**

- No Liquor or Cannabis use in Racers' Village. No one who is under the influence of drugs or alcohol will be allowed on a boat.

### **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.