



DETAILED RACING PACKAGE

Detailed Information for Racers or Potential Racers

For more information, email race@lethbridgedragonfest.ca

If you are looking for specific information, press CTRL and F / Command and F then type your keyword in the search box or use the table of contents below

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Information for Beginners

Crew Roles and Responsibilities

Paddlers

- Responsible for keeping a quiet and focused boat
- Responsible for listening to and following instructions quickly

Steersperson

- Stands at the back of the boat with the steering oar
- Sets the path the boat is to take
- Responsible for the safe operation of the dragon boat
- Knows the correct boat crew commands to call out
- Ensures safety equipment is on the boat
- Is the person, ultimately, in control of the boat
- Once away from the dock, the steersperson will hand over the control of the boat to the drummer who will then lead the practice or call the race
- At any time the steersperson can take over the boat for safety reasons

Drummer

- Sits at the front of the boat with the drum
- Controls the boat during practice or during a race
- Prior to docking, the drummer will hand control back to the steersperson
- Together the drummer and steersperson bring the boat back into the dock
- The only exception to this is the steersperson can take over the boat at any time for safety reasons
- Responsible for the safety of the crew from sides and back
- Coaches the crew through the practice
- Knows the correct boat crew commands to call out
- Sets the race tactics and calls the race

Stroke

- The paddlers that sit in the front row of the boat
- Leads the paddlers in stroke rate and timing
- Drummer and lead stroke must be in time with each other
- Drummer and lead stroke are in constant communication as to what is happening in the boat and around the boat
- Drummer calls commands based on the entry of the strokes' paddles
- Two more strokes may be used, in the middle of the boat, to help keep paddlers in time
- Essential that both sets of strokes coordinate timing

paddling & Boat Commands

- Paddles Up: Ready to paddle. Paddles are poised above the water ready to take a stroke. Commonly used for starting the movement of the boat in a non-race situation. The paddles are paused in the catch position until the command to start paddling is given.
- Lean Out: Stabilizing position within the boat where the upper body is shifted so that more of the body weight is on the gunwale leg. The shaft of the paddle is resting on the gunwale.
- Take it away: Begin paddling. The command to begin paddling; usually follows the command Paddles Up. Commonly used for starting the movement of the boat in a non-race situation.
- Let it run (or ride): Stop paddling and let the boat coast. The blades are out of the water with the shaft resting on the gunwale.
- Brace the boat: To stabilize the boat. Paddle blades flat on the surface of the water with blades gently feathering back and forth. The shaft of the paddle pressed against the top of the gunwales.
- Hold the boat: Bring the boat to a full stop with the use of the paddles. Paddlers thrust blades vertically into the water to bring the boat to a halt.
- Check for drift: To prevent the boat from drifting from side to side. Paddles are in the water with the blade running parallel to the boat and the shaft is held against the gunwale.
- To back up the boat: Paddle backwards. The stroke used to bring the boat backward into or away from the dock or a race start.

START this one with "paddles up" ...
then "paddles back" ...
then "take it away"

- Draw / Draw stroke: Stroke used to line a boat up straight at the start of a race or to turn a boat around. The paddle is placed perpendicular to the side of the boat and 'drawn' towards the boat, usually by designated paddlers.
- Pry / Pry stroke: Stroke used to line a boat up straight at the start of a race or to turn a boat around. The paddle is placed perpendicular to the side of the boat and 'prried' or pushed away from the boat, usually by designated paddlers.
- Paddles in the boat: Paddles completely in the boat.
- Time it up: To get the paddlers back into synchronization so the paddles enter the water at the same time.
- Listen up: Paddles in the relaxed position, parallel over the water. The crew should be ready to listen to the drummer or the coach.
- Focus in the Boat: Command to bring the focus back into the boat. Command can be used prior to a race start or during a practice to bring the paddler's focus back into the boat.
- Stroke: Refers to one cycle of the paddling motion.

What to Wear to Paddle

- Loose fitting clothing for ease of movement
- Clothing that dries quickly / wicks moisture away is ideal
- Do not wear denim or blue jeans... it's the kind of mistake that people only make once
- No jewelry, especially rings or earrings as they could cause injuries or you could lose them
- Capris or shorts work well. Some paddlers prefer cycling shorts. Long pants may be preferred early in the season or for cooler weather conditions.
- Supportive footwear with good treads that will grip when you on the wet docks and get in and out of the boat are essential. These can be old running shoes or water shoes. Remember they will get wet. NO flip flops... another mistake that people only make once
- Hat – Avoid baseball caps as they may blow off your head or impede your paddling.
- Sunglasses – the kind you don't mind losing in the water, or the kind with those rad strings to keep them on you
- Paddling gloves (optional)
- If it is raining, wear rain gear but remember it must fit under the lifejacket.
- If it is cold, be sure to bring a change of clothes. Layering clothes works best.

Crew Categories

Naut Dragon

Less commitment but all of the fun!

- Maximum/Minimum of 10 paddlers in a standard dragon boat (no gender restrictions)
- 2 x 200-meter races on Saturday
- 1 practice including safety
- Steer and drummer provided

Recreation

More commitment on race weekend, without the worry of finding drum/steer (no gender restrictions)

- Maximum of 16 (min 14) paddlers in a standard dragon boat
- 2 x 200-meter, 2 x 500-meter races Saturday/Sunday
- 1 practice including safety
- Steer and drummer provided
- **Youth** may be included in this division

Competitive

Mixed and Women's crews

- Maximum of 20 (min 16) paddlers in a standard dragon boat
- Mixed – minimum of 10 female paddlers
- 2 x 200-meter, 2 x 500-meter races Saturday/Sunday
- 2k option
- 2 practices
- Steer and drummer **not** provided (be sure to contact your favorite steer/coach/drummer asap!!)

Women Cancer Survivor Crew

The C Cup challenge will be registered separately.

Registration

For a detailed look at the registration process, and what happens behind the scenes when you register, check out the registration process diagram here. Note that it prints on an 11"x17" page. The blue boxes happen within the Active Sports Network registration system, and the orange boxes happen elsewhere.

To Register a Crew

Note: There is a 15 minute time limit to register a crew. To collect the needed information in advance, you can download [this printout of the registration form](#), find the needed information and make the needed decisions, then begin to register your crew.

Note: Do not use the Back or Refresh buttons in your browser while registering; you may lose information and have to re-enter it. If you need to go back to change information, you can login after you complete your registration and change the information needed.

1. Click here to go to the registration system:
[Register here](#)
2. Click the radio button beside the crew category that suits your crew, then click the CONTINUE button.
3. Enter your email address in the box and click Next. If you already have an account on Active Sports Network, enter your password and click Login. If you do not have an account on Active Sports Network, the system will ask you for a password to create a new account later.
4. Fill in the "Participant Information" with your own personal information. This information will be saved with your account for future registrations.
5. Fill in the "Team Information" with the information about your crew.
 - Team Description is intended to be a single sentence or tagline that the race announcer and our social media volunteers can use to promote your crew.
 - Be sure to write down the Team Password you create, so that you can share it with crew members.
6. Under "Additional Purchases," you can select to purchase practices and tent space.
 - To purchase practices, click the + / – buttons to adjust quantities.
 - To purchase tent space, click the button beside the type of tent you'd like. Maximum quantity per crew registration is 1, so as you click the + on other tent types, it will remove your previous selection. Click the – button to set the quantity to 0 to cancel.
7. Under "Waivers and Agreements," you must check both boxes and enter your full name in the "Electronic signature" field.
8. Click the CONTINUE button.
9. Enter payment information.
 - If you'd like to pay up front with your credit card, click PAY WITH CREDIT CARD and enter your information here.
 - If you'd like to pay later, with a cheque or email money transfer, use the coupon code PAYLATER
10. Active Sports Network now sells insurance to refund registration fees paid via credit card, in case of cancellations in specific scenarios. This is entirely independent of the

LRDBF, and up to you if you choose to purchase the insurance. This does not apply to fees paid via cheque or email money transfer.

To Login After Registering

1. Go to <http://www.active.com/>
2. Click the “Sign In” link in the top right corner of the page.
3. Enter the same email address and password you used to create your account.
4. Click on your name in the top right corner.
5. Click on My Events.

To Send an Email to Invite People to Join Your Crew

1. Log into Active (See “To Login to Active After Registering” above).
2. Click on the “Team center” button for the team you’d like to invite people to.
3. Click the “Invite team members” or “Send invites” buttons
4. Enter the email addresses in the top field.
5. Click “Send email”.

For Crew Members to Join an Existing Crew

You need to know the Team Name and registration password in order to join an existing crew. You can get the password from your crew leader or in the invitation email if you got one from your crew.

1. Click here to go to the registration system: [Register here](#)
2. Add one participant on the **Join an existing crew** category, and click the CONTINUE button.
3. Enter your login information or create an account using your email if you don’t have one.
4. Fill in the “Participant Information” with your own personal information. This information will be saved with your account for future registrations. And click the NEXT button.
5. Complete the participant information and your TEAM Info, and click the CONTINUE button.
6. Under “Waivers and Agreements,” you must check both boxes and enter your full name in the “Electronic signature” field.
7. COMPLETE the registration process.

Waivers

Everyone must submit a waiver before they are allowed to participate in practices or races, every year.

Adults: Adults may accept the online waiver during online registration or submit a paper waiver. Adults who share an email address must submit a paper waiver. [Download the adult waiver here.](#)

Youth: Youth ages 12 – 17 must submit a paper waiver. [Download the youth waiver here.](#) Youth will also accept the adult waiver when they register online, but the youth waiver supersedes the adult waiver for youth.

You can bring a signed waiver with you when participate for the first time this year. Practice and race officials will have printed reports of waivers received; if the report does not show that you have submitted a waiver online or in paper, you will be asked to sign a paper waiver before participating.

Waivers include a photo release and our privacy statement.

COVID-19 Guidelines and Vaccination Policy. [Download our Guidelines and Vaccination Policy here.](#)

Fees

Crew Registration Fees

Registration fees must be paid in full on or before the Early Bird Deadline to qualify as an early bird registration, no exceptions, and if payment is late, the full fee will be charged.

Check this year's registration fees here: <https://lethbridgedragonfest.ca/registration/#fees>

Additional Fees

Crew Tent Rental Fees

All tents must be ordered and **paid in full two weeks before the competition.**

Check this year's tent fees here: https://lethbridgedragonfest.ca/registration/#Additional_Fees

Please note: Tents are assigned on a first come, first serve basis, and lakeside tents will sell out quickly. Half tents are 10' x 20', Full tents are 20' x 20'.

Crew Practice Fees

Community Crews

Each community team can participate in one practice free of charge.

Practices fees can be checked here: Check this year's registration fees here: https://lethbridgedragonfest.ca/registration/#Crew_fees

Additional practices can be purchased during crew registration or later. A maximum of 5 practices can be scheduled for a given crew, one of which must be on a Saturday.

Out of town crews

Limited to one practice, on the festival Friday, at a fee Check this year's registration fees here: https://lethbridgedragonfest.ca/registration/#Crew_fees

You can pay for this practice with your registration and tent fees when registering your crew. Please contact the race director at race@lethbridgedragonfest.ca, to confirm time

To Purchase Practices or Tents after Registration

1. Log into Active (See “To Login to Active After Registering” above).
2. Click the “Purchase merchandise” button.
3. Select the purchases you’d like to add.
4. Click CONTINUE
5. Enter payment information.
 - If you’d like to pay with your credit card, click PAY WITH CREDIT CARD and enter your information here.
 - If you’d like to pay later, with a cheque or email money transfer, use the coupon code PAYLATER
6. Click COMPLETE

Payment Options

- 1) **Online during registration** – You can pay your crew fees with a credit card when registering your crew online. Note that Active adds a processing fee for credit card transactions processed through Active.
- 2) **Interac e-Transfer** – You can send an Interac email money transfer to treasurer@lethbridgedragonfest.ca, but be sure to send a separate email with the e-Transfer password you create in the process. During the crew registration process, where it asks you for your credit card information or a coupon code, use the coupon code: PAYLATER
- 3) **Cheque** – You can pay for your crew fees offline with a cheque. During the crew registration process, where it asks you for your credit card information or a coupon code, use the coupon code: PAYLATER
- 4) To receive the **early bird rate**, payment must be received before the Early Bird date stated in the web page <https://lethbridgedragonfest.ca/registration/#fees>

Make cheques payable to Lethbridge Rotary Dragon Boat Festival, specify your crew name in the memo field, and bring the cheque to your first practice or mail it to:

Lethbridge Rotary Dragon Boat Festival
P.O. Box 1094
Lethbridge, AB
T1J 4A2
Canada

Payment Information

Festival fees must be received on or before the registration deadline. Registration is only deemed complete once payment of registration fees is completed. The LRDBF reserves the right to request immediate payment in the event that registration for one or all divisions sells

out. If payment is not received, a team from the waiting list will receive your registration slot. All fees are in Canadian dollars. We do not charge sales tax. Your fees are not tax deductible as charitable donations.

Withdrawal Policy and Refunds

There is a 15% administrative fee for all crew withdrawals. The final withdrawal date is the registration closing date. [Download our Registration/Cancellation Policy here](#)

Practices

Crew Practice Information

- Practices are held on Henderson Lake. The dragon boat dock is just east of Henderson Pool, in the north west corner of Henderson Lake.
- Novice Crews and all new paddlers must watch the safety orientation video. We encourage more experienced paddlers to review the safety orientation as well. Head over to [the safety page](#).
- Novice crew (paddler) has 0 to 1 season of dragon boat paddling
- Experienced crew (paddler) has two or more seasons (50% of the crew must fit in this range for the crew to be considered experienced)
- Cheques for payment of extra practices should be made payable to the Lethbridge Rotary Dragon Boat Festival. All practice fees must be paid in advance of practice.
- Practices start in May (weather and resources permitting). All equipment will be provided.
- Experienced crews MUST arrange to have their own coaches. All coaches must have at least two years of dragon boat racing experience.
- Naut Dragons and Recreation crews will be provided an experienced coach/drummer and steer.
- Clinics will be provided for steerspersons and drummers; this is mandatory for steers and is recommended for drummers.
- All steerspersons must be accredited by the Steering Coaching staff prior to steering alone with the crew.
- Lack of attendance is not a valid reason for cancellation of a scheduled practice. There will be a \$30 cancellation fee for any practice that is cancelled without 24 hours advance notice by the crew.

What to Bring to Practice

- Water bottle with a lid (the bottom of the boat is not clean so you might prefer a water bottle with a waist attachment)
- Towel
- Change of clothes, especially if the weather is cool or it is raining
- Something to drink after the practice
- Nutritious snack for after practice
- Waterproof Sunscreen and insect repellent... lots of both... trust us.
- Lip balm
- Any required medication
- Note: If you must bring a cell phone or a pager on the boat, bring a zip lock bag to secure it in during the practice

Community Crews

Community crews: Naut Dragons – register your team once on the sign up

Recreation Team: register your team once on the sign up

Competitive Teams: sign up for 2 practices on the sign up

Additional practices have a fee and can be purchased during crew registration or later. A maximum of 5 practices can be scheduled for a given crew, one of which must be on a Saturday. Please book your crew's practices by using the links below.

There is a different link for each week of practices. Do not be confused by the "volunteer" on the sign ups, it's just that volunteersignup.org is a fantastic sign up system run by a web company in Canmore.

And Steering Assessments

- Steering
 - All returning steers and prospective steers are required to attend one of the steering online clinics prior to on water assessment (the session will be recorded for access to all)
 - Steering assessments dates can be consulted at:
<https://lethbridgedragonfest.ca/practice/#open-practices-steering-assessments>
 - Local Coaches and drummers are encouraged to attend the online session Sign up here <https://lethbridgedragonfest.ca/practice/#Coaches>
 - On Water Assessments – all steers are required to attend at least 1 session, passing the assessment in order to steer for practices may take more than 1 session. On water assessment dates and signup sheet can be consulted here:
<https://lethbridgedragonfest.ca/practice/#open-practices-steering-assessments>

Community Crew Practices

Community practices dates and sign up can be consulted here:

<https://lethbridgedragonfest.ca/practice/#community-crew-practices>

Out of Town Crews

Out of town crews are limited to one practice, on the festival Friday, at a fee. You can pay for this practice with your registration and tent fees when registering your crew. Please contact the Race Director at race@lethbridgedragonfest.ca, to confirm time.

Crew Practice Regulations

Crews should arrive at least 30 minutes prior to scheduled practice time in order to check in for the practice session, access equipment, complete a crew warm-up and the appropriate line-up. Experienced crew members may be required to take boats back after the last practice. Practices are one hour long each, so the more efficient your crew members are in organizing yourself and getting geared up, the smoother your practice will run, and the more effective your practice will be.

A minimum of ten (10-14) paddlers in addition to the steersperson and drummer is required before a crew will be allowed to practice in a dragon boat at the discretion of the Safety Coordinator or the Coach in Charge.

Practices Consist Of:

- Safety orientation
- Warm-up and stretching
- Boat safety
- Loading and unloading the boat
- Proper practice to minimize risk of injury
- Dragon boat commands

Drills for:

- Paddling technique including focus on different parts of the stroke
- Timing
- Endurance
- Strength
- Simulated racing (including start pieces)
- Individualized feedback to improve technique
- Racing strategy
- Cool-down and stretching

Athletes Village

Rules

- Any team caught manipulating the fencing around the village may be disqualified.
- Remove all articles from Athlete's Village prior to leaving at the end of the festival.
- Do not leave valuables unattended. The ATB Financial Lethbridge Rotary Dragon Boat Festival is not responsible for any lost, stolen, or damaged items in Athletes Village.

Wristbands

- Entry to Athletes Village **NEW!!** Entry to athletes village will be by wristband only. Manager and family wristbands will be distributed at your meeting with the registrar.
- 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.
- If you use a certified guide dog, please inform us by using the [Contact Us](#) page so we know ahead of time.

Cannabis/Liquor Policy

- No Liquor or Cannabis use in Athletes Village. No one who is under the influence of drugs or alcohol will be allowed on a boat.
- No alcohol is permitted in Athletes Village, or anywhere at, or near the event, outside of the Beer Gardens. If your team is caught with alcohol outside of the Beer Gardens, you may be disqualified.

Miscellaneous

Crew Tent Decorations and Etiquette

Awesome crew tent decorations contribute to your crew's success in the Fun Awards, so get creative! See [the Crew Competitions page](#) for details on the Fun Awards.

Everything you bring, especially all decorations, garbage, recycling, and personal belongings must be removed at the end of the festival, or your crew will be charged a cleanup fee. The tent should be left as clean or cleaner than it was when it was set up.

Approved Methods for Attaching Decorations to Tents

- Zip ties
- String
- Rope
- Painters' tape (also known as Frog tape)

Do not use any of the following:

- Any tape / glue / adhesives (except painters' tape), especially duct tape (also known as Duck tape), or clear packing tape – It takes forever to clean off, and no one likes doing it. Our volunteers work hard enough as is.
- Metal wire – It accelerates wear and tear on the tents.
- Poking holes in the walls or roof – Seriously. It has happened.
- Any paint / ink / markers – It's impossible to clean.

Crews are responsible for any charges resulting from damages to their tents.

Walls are mounted for your safety – Please DO NOT UNDO OR ALTER walls, straps, or any other part of the tents as it is a very serious safety hazard, especially when the Lethbridge wind picks up!

Crew Competitions

Exhibition Races

For all exhibition races, you must register with the Race Director by emailing her at race@lethbridgedragonfest.ca or by speaking with her at the Race Director's meeting on Friday night.

These races do fill up quickly!!!

Friday

- **DBC Qualifier 200 M**
- **Tug of War** – this event is a fundraiser for our local association's youth program – contact the race chair for more information

Saturday

- **C Cup** – Maximum 20 paddlers. All paddlers must be a female cancer survivor; however, drummer and steersperson do not need to meet this criterion.
- **DBC Qualifier 500 M**
- **2,000m Guts & Glory** – Crews must attend pre-race meeting with the Race Chair at the dock area.

Sunday

- **YWCA Angie Shaw Memorial Race** – Top Local Women's Crews: Sponsored by the YWise Women crew. This will be the top 4 local women's crews based on the combined time from Saturday's races.
- **Reynar Cup** – Top Local Mixed Crew Award: bragging rights will be presented to the winner of the Community Mixed Crew race. This will be the top 4 local mixed crews based on the combined times from Saturday's races.

Medal

- Competitive Race crews compete for bronze, silver, and gold medals in each of the divisions below:
 - Women's
 - Mixed
- C Cup
- Recreation Race crews compete for bragging rights and gift draws.
- Naut Dragon crews will receive participation medals

Competitive Awards

Awards are supported by festival sponsors.

- **Rotary Past District Governor's Award – the Carrier Cup:** Trophy presented to the crew with the best time of the festival, in memory of PDG Bernie Carrier.
- **Sharie Cousins' Cup:** presented to the crew with the best 200 m time of the festival, in memory of paddler and coach Sharie Cousins

Fun Awards

Come prepared to compete in the following categories:

- Best Dressed Crew
- Best Decorated Tent

Race Rules and Regulations

All Rules and Regulations are based on the Dragon Boat Canada Rules of Racing and local rules and regulations developed by Lethbridge Rotary Dragon Boat Festival Committee. These rules and regulations are subject to change based on the race director's judgment.

The intent of this festival is to provide the community with an opportunity to gather and work together for the promotion of the sport; building friendships and good will!

The minimum race crew is based on the crew category, Naut Dragons min 10 paddlers, Recreation min of 14 paddlers and Competitive min of 16 paddlers. All boats require one drummer and one steer. All mixed crews must have a minimum of 10 female paddlers. All paddlers must be on the crew roster, there is a maximum roster of 26 (unless a qualifying crew).

The festival races are approximately 200 (Saturday morning) and 500 meters in length. Challenge races may differ.

Crews are assigned lanes, by number, and must stay within these lanes during the start, race and finish.

A Floating start will be used, the starter will line up as best as possible. You may start with paddles in or out of the water (unless otherwise directed). Boats must listen to race officials and follow instructions quickly. Starters' instructions will include "hold", "back up", or "move forward" during line up. Once the starter feels boats are lined up evenly at his/her discretion he/she will call ARE YOU READY (respond only if something is wrong), this will be followed by "ATTENTION" (NO PADDLE MOVEMENT IS ALLOWED AFTER THIS CALL). Starter will signal horn between 1 to 5 seconds after Attention. All boats should be quiet during the start commands. False starts will be signaled by three sound signals after the start signal.

A boat changing lanes during a heat may not impede any other crew on the course. A penalty or disqualification may be assessed at the time of race completion, subject to officials' discretion. All boats must attempt to avoid contact at all times on the water.

The finish line is a land marker; buoys are just past the finish line. The timer will be stopped as the first part of the boat crossed the finish line. When your boat crosses the finish line, you must follow straight through for at least one boat length and judge those boats following through in their lanes. Return to docks quickly and safely along north shore (counterclockwise).

Exhibition races are part of the entry fee (with exception of the tug of war).

Each Competitive crew will have 2 races on Saturday – one 200 meter and one 500 meter. The times from these 2 races will seed to Semi finals on Sunday morning. Fastest times will seed to the fastest lanes. Semi final placement will seed to Finals. Fastest times will seed to the fastest lanes. Sunday races will be 500 meters

Crew members suspected of alcohol or drug abuse may be disqualified at the sole discretion of the organizing committee. Safety is paramount.

Appeals

Appeals must be accompanied by \$50 cash filing fee. If the appeal/protest is legitimate, this fee will be returned. These must be made by the crew captain, manager, or steer, within 15 minutes of the conclusion of the race heat in which the penalty was assessed or issue occurred. The Race Director and 2 other assigned members will investigate the appeal/protest and make the final ruling. This ruling is final and without appeal.

Safety

Mandatory Safety Equipment in the Boat and on Person

- Sounding device (whistle) (drummer and/or steersperson)
- Throw Bag (attached to boat near the steersperson)
- Personal Floatation Device (worn appropriately on person at all times)
- Paddle

Emergency Events

Other boats shall NOT approach a boat in distress unless directed by an Official (Festival Coach, Dock Master or Rescue Team)

The drummer and /or steersperson:

Will blow their whistle and call for help (walkie-talkie if available) to attract individuals on shore or in other vessels Call for a Safety Count

The Crew Must:

Stay with the boat

1. Do a Safety Count
2. Find your seat partner and stick together
3. Locate the person in the seat in front and behind (the front seats, locate the drummer; the last seats, locate the steersperson)
4. Await rescue -- **Stay with the boat**
5. Listen to the drummer and steersperson and work together as a group
6. Repeat Safety Count every 30 seconds until all are recovered and accounted for
7. Make sure PFD's are properly fastened
8. Do not attempt to swim to shore--**Stay with the boat**
9. Minimize heat loss by huddling close together
10. Reassure panicking crew members Provide non-swimmers with additional buoyancy e.g. a handful of paddles

If someone is missing:

1. Look around for the missing person – if you have already been counted in
2. Quickly resume safety count to be sure that there are not others missing
3. Each paddler will need to feel under the boat to help find the missing person
4. If necessary, one individual ONLY, should check under the boat
5. The Emergency Response Team needs to be notified, as soon as they arrive, that a person is missing
6. When the person is found and in distress, commence First Aid and / or CPR as required

Please note that if you find yourself under an over turned boat, there should be an air pocket available for you to catch your breath and get your bearings. Feel your way to the side of the boat and then surface on the outside.

Crew Managers

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:

- 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 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!

Crew Manager Check In Appointments

We will be scheduling appointments for crew manager check in at the festival again this year, to ensure efficient service. Walk-ins are welcome, but priority will be given to crew managers with appointments.

Please make your appointment by signing up on this link <https://volunteersignup.org/HLLCE>