



**3 JUNE 2018
HANDBOOK FOR RACE TEAMS**

**ALL PADDLERS MUST READ AND UNDERSTAND THIS HANDBOOK PLEASE
THESE ARE THE TERMS & CONDITIONS FOR RACING**

FESTIVAL ADDRESS

London Regatta Centre, E16 2QT

Note that parking is limited so that travel by DLR to Royal Albert is recommended.

RACE FORMAT

A team boat is provided.

A Race Team can be up to 20 people with between 12 and 16 paddling at one time plus one drummer. The drummer sits on the drummer's seat and beats the time during the race.

If there is an issue on the day in respect of the number of paddlers you may request that a briefed and certified paddler from another team joins your Race Team. However, paddling numbers must be fixed from semi-final to final please and non-complying teams may be disqualified. Please do not fill your Race Team with 'ringers' as you may be disqualified. Each Race Team must complete each race with the same number of paddlers that started the race.

We will be providing the helm; please listen to the helm's instructions and follow them speedily. If you want to use your own helm please email office@cityshowcase.co.uk with details of name, helm qualifications and experience.

Each Race Team will enjoy a minimum of three races. The course is 200m.

We recommend that your Team Name links to your corporate name as you will then be announced regularly through the tanoy by way of race commentary! All paddlers in a Race Team should wear team colours/team identification.

There are three racing categories:

- The Open competition
- The Charity competition
- The British Dragon Boat Racing Association (BDA) competition

All three categories will race together throughout the heats. The slowest recorded time by each Race Team will be struck off and the two fastest times will be added together.

From the heats:

- The fastest 16 teams entered in the Open competition will be in the Open semi-finals
- The fastest 4 teams entered in the Charity competition will be in the Charity Final (there will not be a Charity semi)
- The fastest 4 teams entered in the BDA competition will be in the BDA teams Final (there will not be a BDA semi)

From the Open competition semis: the fastest 2 teams from each semi will race in the Open Final

CUPS

Open Final winner	HKETO Cup
Charity competition winner	The Lions Cup
BDA competition winner	The ABP Cup



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The fastest charity team
The fastest overall team

The BDA Challenge Trophy
China Taiping Cup.

EVENT SCHEDULE

08:30	Registration for teams
08:30	Food stalls serving including hot drinks and breakfast
10:00	Bar serving
10:00	First race and public arrive
11:00	DJ & entertainment commences
12:30	Opening ceremony and & Lion eye-dotting ceremony
12:45	Bands start on stage
17:30	Finals
17:45	Medal Ceremony and Raffle Draw
18:00	Event ends

REGISTRATION

Each Race Team must have a Team Captain who is responsible for the Race Team and individual paddlers on the Race Team and the conduct of the Race Team and its individual paddlers. The Team Captain is the liaison between the Race Team and the London Hong Dragon Boat Festival officials and marshalls.

Registration is from 08:30 at the registration tent next to the Information Tent. You will be sent a specific registration time. The Team Captain of each Race Team is the only member of each Race Team that can register. You will be given a team pack which will include wristbands for your corporate team tent if applicable. Please do not miss this registration time. All members of your team need to arrive at this time as you will all be given a safety briefing on registration prior to races commence. There will not be time for individual briefings after the team briefing. **If any paddler misses this team briefing they will not be permitted to race.**

SAFETY BRIEFING

As part of the safety briefing an assessment will be made in respect of each paddler as to their medical history and ability to swim. **All paddlers must be able to swim in light clothing.**

Paddlers should not be excessively overweight in relation to their height. If you have concerns about your ability to race as a result of medical issues please seek your doctor's advice.

No paddler under the age of 12 years old is permitted to be part of a Race Team and paddle without direct adult supervision at all times.

Instructions will be given in respect of:

Buoyancy Aids, the Buddy System, Capsize procedure, Commands from your helm whilst in the boat. You will also be coached in paddling technique.



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The safety of the Race Teams is the prime concern of everyone associated with the festival. However, Dragon Boat Racing is an adventure sport and as such involves a risk of injury regardless of the standard of training, supervision and equipment involved.

An 'acknowledgement of risk' form must be completed by each paddler on completion of the safety briefing. By signing the form each paddler voluntarily accepts all risks involved and will not hold the London Chinatown Lions Club or any of its contractors for the festival liable for any claims arising from any accident resulting in any loss or damage including bodily injury or death.

Upon signature each paddler will be given a green wristband which must be worn throughout the day. These are not transferrable. Tampering with these wristbands may result in disqualification of the whole Race Team. Without the green wristband a paddler will not be permitted to race.

All paddlers must wear the buoyancy aid provided when on the pontoon or water.

We take your safety really seriously!

RACES

Race marshalling is opposite the registration desk. No one will be permitted into race marshalling unless they have been approved to race (certified by wearing a green wristband) following the safety briefing and are part of a Race Team that has been called up.

The first race will commence at 10:00.

Race Teams will be called to race marshalling through the tannoy system using their Team Name about 10 minutes before their race. Please listen carefully. Please arrive at team marshalling 20 minutes before your next allocated race time in any event. If insufficient paddlers arrive at race marshalling in time the Race Team will be bounced from that race.

We will be providing buoyancy aids. No paddler will be permitted to enter the pontoon unless the buoyancy aid that we have provided is being worn and is fastened correctly as an unfastened buoyancy aid could prove fatal in the event of capsizing. These must be returned before leaving boat marshalling.

If you wish to use your own paddle it must conform with BDA paddle specifications; only straight design paddles are permitted.

Race Teams for each race will be checked and then led by their helm onto the pontoon to embark. Follow your helm's instructions carefully. Do not run.

The helms will steer each Race Team to the start line. When the starter is satisfied that all boats are lined up on the start line 'Are you ready?' will be called out. A ready signal is given by the helm of each boat. When all boats are ready 'Attention' is called followed by 'Go'.

If the starter considers there to be a false start 'Stop, Stop, Stop,' will be called. All Race Teams stop paddling and return to the start line.

Race Teams must steer in a straight line within their lane. Helms will instruct 'stop paddling' if there is danger of impediment or collision. Any Race Team that impedes another boat knowingly and intentionally (by collision, swamping a boat or in any other way) will be disqualified. Any damage to any boat, paddle or other equipment as a result will be the liability of the Race Team that caused the damage or initiated the incident.



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Each boat finishes a race when its foremost bow crosses the line. The helms will steer the boat to the pontoon for paddlers to disembark. Please follow the instructions of the helm. All paddles and buoyancy aids must be returned to boat marshalling. It is the Team Captain's responsibility to collect all paddles and buoyancy aids and return them intact and undamaged.

Failure to follow the instructions of an official, marshal or helm may result in disqualification of the Race Team of the individual paddler.

INFORMATION

Prior to the event you will be sent site maps, travel details, parking instructions, your registration details and further information about this event.

Clothing

We recommend that paddlers bring a change of clothing and a towel but arrive ready to race. There will be some changing facilities at the Regatta Centre and we will provide a small changing tent. Paddlers should wear light clothing e.g shorts, light sports sweats and inexpensive trainers. Paddlers are likely to get wet – particularly their feet. No jeans, wellingtons, heavy footwear or excessive jewellery please.

Alcohol

Consumption of alcohol by all paddlers is strictly prohibited until after they have finished racing. Any paddler who is, at the sole opinion of the Head of Race Marshalling, thought to have consumed alcohol or not be in a 'fit state' to paddle will have their green wristband removed. The unlawful use of any banned substance is not permitted at any time.

Team Tents

We are providing team tents. Please do not bring any temporary structure with you. You will not be permitted to erect it. Please do not stick things to the canvas of the tent as this is likely to damage the tent. Any damage to the tents caused by the acts of a Race Team are the responsibility and liability of that Race Team.

Refreshments

There will be hot/cold drinks and food available at the festival from a variety of stalls in front of the main stage serving from 09:00 – 17:30. We would be grateful if you would support these and not bring food and drinks onto site please. Menus for the food and drinks stalls will be circulated in advance of the festival for pre-orders so that Race Teams can avoid queues on the festival day. **No glass can be brought onto site.** If you bring glass on site security may confiscate it. BBQ's are not permitted. Please help us keep the site clean and tidy.

Welfare

Each team is responsible for the general wellbeing of its members and should make all the necessary arrangements to protect them from the open air environment.

Leaflets/Promotion/Banners

Distribution of promotional material to the public without our permission is not permitted. All team banners can only be displayed within the area of the team tent. Display of team



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banners is recommended within the team tent area; the most noticeable banners are flag/feather banners.

Leptospirosis & Weils Disease

These are rare but can be caught by anyone engaging in water sports. Leptospirosis resembles a cold or flu infection in its initial stages. The incubation period is 4-10 days. Paddlers should contact a doctor and tell the doctor that they have been participating in water sports and suspect leptospirosis if symptoms show. On average 9 people a year contract leptospirosis after participating in water sports. Leptospirosis can deteriorate into Weils Disease which is a serious illness and must be identified and treated swiftly. This is extremely rare.

Raffle

The London Hong Kong Dragon Boat Festival is a free charity event hosted by the London Chinatown Lions Club. We will be selling raffle tickets on the day and would be grateful if you would be able to give generously. The main prize will be tickets by Cathay Pacific to Hong Kong.

Security

We will have security on the site. Security of your equipment, bags and valuables is your responsibility however and we cannot be held responsible for thefts. Please be diligent and never leave your equipment unattended. We are not insured to guard your property.

First Aid

First Aid will be available at the front of the Regatta Centre and roaming. There will be safety boats in the water.

Lost & Found Children

Lost children should be taken by marshalls/stewards or to the Information Tent.

WE LOOK FORWARD TO SEEING AND HAVING A GREAT DAY!