



FIRST TEAM MANAGERS MEETING

NWSC

May 22, 2019

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TEAM CALENDAR 2019

Date	Activity
Now	Registration is Open
Tuesday May 21	Practice Booking Opens
Wednesday, May 22	First Team Manager's Meeting with Q&A. 7 p.m. at the NWSC
Tuesday, May 28	Steering Clinics 6 p.m.
Wednesday, May 29	Steering and Coaching Clinics 6 p.m.
Monday, June 3	Lake Training Begins
Saturday, June 8	New Paddler Introduction Clinic 9:30 a.m.
Saturday, June 15	New Paddler Introduction Clinic 9:30 a.m.
Wednesday, July 3	Second Team managers' meeting 7 p.m. at the NWSC
Saturday, July 6	New Paddler Introduction Clinic 9:30 a.m.
Thursday, July 11	Last Day of Lake Practice for local teams
Friday, July 12	Out-of-town team practices – book ahead with Festival office
Friday, July 12	Pledge Entry Deadline for Prize consideration 9 p.m.
Saturday, July 13	Race day! Start time 8:30 to 9:00 AM Awards ceremony following the last race.

Reference - <https://sudburydragonboats.com/teams/calendar/>

TRAINING FACILITY – NWSC

Parking

- Event parking will take precedent
- Primary parking is located adjacent to the boat launch
- Use the path between the NWSC building and the boat launch
- Overflow and accessibility parking available at the NWSC premise
- Car pooling is encouraged due to limited spaces
- Parking is on a first come, first serve

Lockers and Change Rooms

- There are small lockers available to paddlers to hold small personal items while a team is out on the lake
- Teams must provide their own lock and remove it following each practice
- Only 1 locker per team is permitted
- There are also two change room located in the equipment storage building
- Bathrooms are located in the NWSC on the lower floor

NOTE: SDBF is not responsible for stolen or lost items

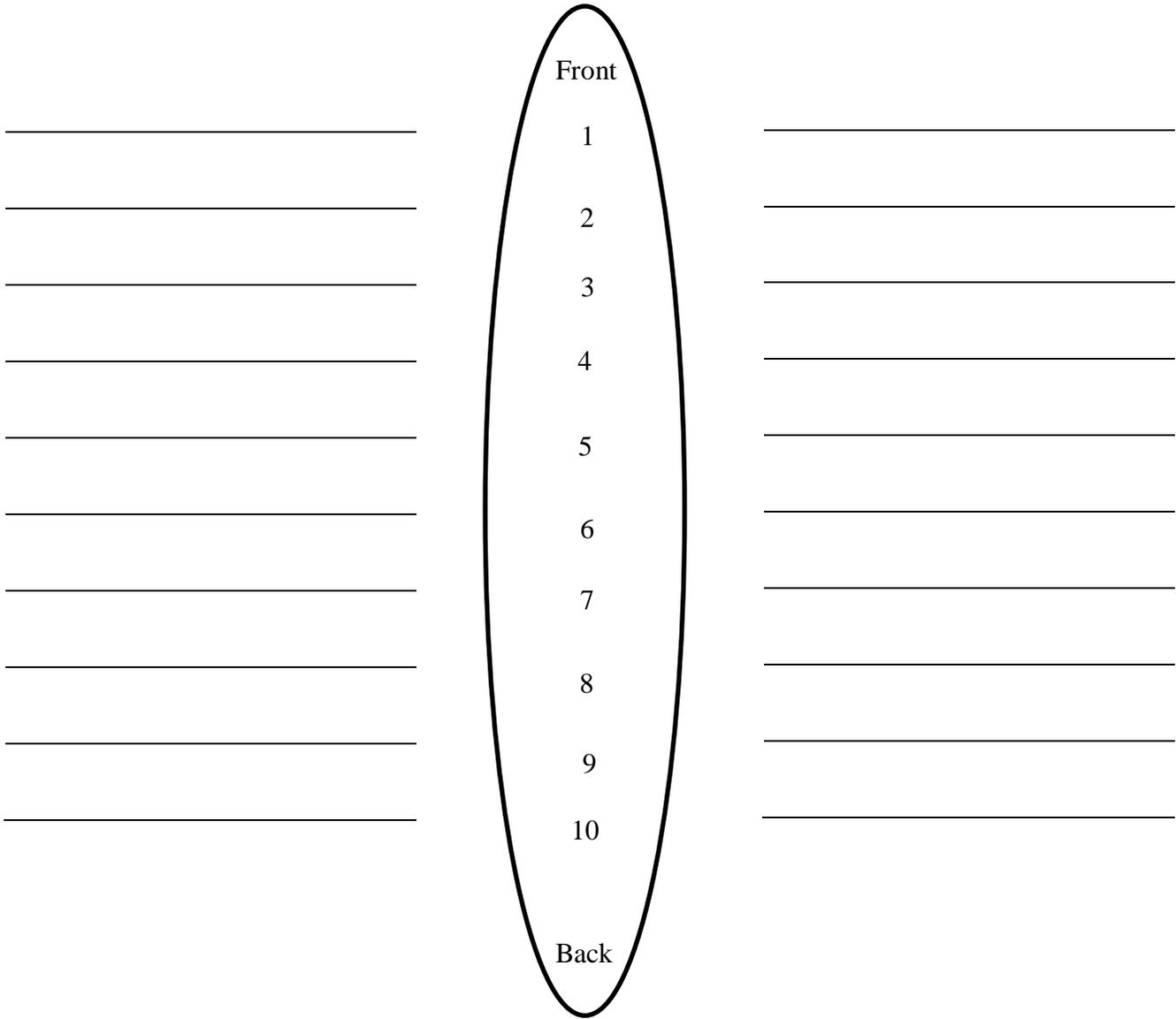
Practices and Clinics

- Held at the NWSC
- Booking for practices and clinics is open – refer to the team calendar
- Team managers will check in with the Training Assistant at the docks
- All teams are to follow the Training Assistant's directions
- Training assistance available by SDBF upon request

Dragon Boat Social Hour (To be confirmed)

- Alcoholic beverages served from 6:30 pm to 9:30 pm starting July 8 (Monday-Thursday)
- Snacks served from 6 pm and 10 pm
- Teams will meet in the main hall located upstairs
 - The patio may also be used as a meeting spot
- Signage at the equipment storage building will direct teams to meet at the second floor of the NWSC
- Social Hour will be canceled in the event of a NWSC booking

SEATING CHART



EXTENDED LAKE TRAINING

Overview

The Sudbury Dragon Boat Festival (SDBF) offers a 6 week period from June to mid-July for all registered teams to conduct 4 lake practices with the option to purchase additional training periods within this time frame. Teams and individuals may be interested in using dragon boat equipment outside of the festival's time frame for a variety of reasons, e.g. competition in out of town festivals, team development opportunities, photo opportunities for special events, and cross training. Given the variety of uses, team managers and other community groups requesting the use of SDBF equipment during the offseason are required to pay a fee, ensure waivers are completed, and understand and enforce safety procedures for all participants.

Restrictions to the program include,

- Fee exemptions include public and community relations activities as approved by the Race Committee, the Executive, or the Board.
- Additional practices (above the 4 sessions included with a team's registration with the festival) during the lake training period, i.e. 6 weeks prior to the festival, will be restricted to a maximum of 4 sessions / week. Time slots may be restricted in the last three weeks of practice (Monday to Thursday) such that additional practices may be required to be scheduled outside the regular time slots from 6 pm to 8:15 pm. The Race Committee reserves the right to restrict additional practices at its sole discretion
- The agreement for the offseason use of SDBF equipment needs to be reviewed and approved by a member of the Race Committee Executive
- Use of equipment is prohibited when the Cold Water Policy is in effect unless approval has been granted by the SDBF
- Non-conformance to the rules and procedures may result in revoking equipment usage privileges without refund
- Duration of practice/usage is 45 minutes unless otherwise approved

Team Manager's or Main Contact's Responsibilities

The team manager or the main contact requesting use of the equipment must complete two forms:

ELT-0002 Agreement for the offseason use of SDBF Equipment - 2019 Form

ELT-0003 Waiver for the offseason use of SDBF Equipment.

The team manager or main contact will take on the responsibilities as outlined in the Agreement form (ELT-0002), waiver (ELT-0003) and cold water policy (ELT-0004)

Prior to being authorized to practice, the team manager must ensure the following is completed:

- Pay for his/her team
- Provide a complete team roster,
- Provide proof of SCC membership (if applicable),
- Submit the waiver completed by all team members
- Receive orientation of the dragon boat garage
- Have at least two competent individuals qualified on the crane
- Complete the agreement for equipment usage

Fees and Pricing Structure

Fees for use of the equipment are distributed to cover equipment maintenance costs and may be used to support registration charges for teams competing in out of town festivals.

Allocation of fees received from the extended lake training program will be at the discretion of the Race Committee. In general, the unit price of practices or use reduces as the volume increases. Below is the pricing structure,

Number of practices or uses	Price
1	\$40
5	\$175
10	\$300
Unlimited*	\$75/paddler

*restrictions during the festival's lake practice period
HST included

Each team is limited to 25 individual members. If a team wishes to bring guests, approval is required by the race committee prior to the practice. Upon signing of the equipment usage agreement, teams will be required to schedule practices or equipment usage with the Festival Administrator.

If a paddler has a membership with the Sudbury Canoe Club (SCC), then the unlimited fee will be exempt as long as proof is provided prior to beginning practices. Note that no refunds will be provided should an individual paddler choose to join the SCC after the executed agreement has been submitted.

2019 PLEDGE BENEFICIARY:

NEO KIDS FOUNDATION

NEO Kids Foundation raises funds to purchase vital pieces of equipment, conduct life-changing research, increase awareness for children's health needs and support their ultimate goal of building a bigger home to accommodate the growing needs for the children in Northeastern Ontario.

Demand for pediatric services in our community is expected to grow by up to 40 per cent over the next ten years. NEO Kids is currently not able to meet the growing demand for services for children requiring specialized medical care across the Northeast. With a focus of treating children in Northeastern Ontario, NEO Kids Foundation is raising funds to expand the NEO Kids & Family Program with a new child and youth centered facility designed for their specific needs.

The Festival is looking forward to working with NEO Kids Foundation in anticipation of eventually building a permanent centre to house NEO Kids and is excited to begin fundraising to support this worthy cause. The Centre would accommodate new clinics, services and more pediatricians to care for children in the Northeast.

PLEDGE COORDINATOR INSTRUCTIONS 2019

Thank you for accepting the position of Team Pledge Coordinator!

As the Team Pledge Coordinator, it is your responsibility to:

1. Collect into one package all the team members' pledge sheets and cheques.
2. Submit one personal cheque or money order for the amount of all cash collected or; contact the NEO Kids Foundation for assistance with cash.

Please note that:

1. In order to receive a charitable tax receipt, make all cheques payable to the *NEO Kids Foundation on the memo line*.
2. Tax receipts will be issued for individual donations of \$20 or more if the last column is checked and the donors complete address is listed.
3. Encourage use of digital pledge form. The pledge form can be filled out electronically, calculate total funds raised and printed for submission. The following page is a hard copy of the pledge form now found online.
4. Paddlers can set up their own personal online pledge page by visiting our website and following the instructions provided in the team manager's hub.
5. Drop off your team's completed pledge package off at the designated location between 5 and 9 p.m. on Friday July 12, 2019. Location will be announced at the 2nd team managers' meeting. **To be eligible for pledge prizes, team pledges must be submitted by 9:00 p.m. on Friday, July 12th.**
6. If necessary you may also submit pledges on Saturday, July 13th starting at 9 a.m. at the Pledge Tent at Bell Park.
7. If you have pledges to hand in following the festival, please drop off or mail pledges directly to the Sudbury Dragon Boats Festival's office. The mailing address for the SDBF is 206 Ramsey Lake Road. Sudbury ON, P3E 5J1.
8. Should you have any questions following the festival, please contact the SDBF office at 705-671-6067 or sudburydragonboatsfestival@gmail.com .



PADDLER PLEDGE FORM 2019



Team Name: _____ **Team #:** _____ **Paddler Name:** _____ **Tel:** _____

Tax receipts will be issued for individual donations of \$20.00 or more if the last column is checked. Complete donor names, addresses and postal codes are required for receipting purposes. Please make cheques payable to **NEO Kids Foundation**. [Click here to donate online.](#)

#	Donor First & Last Name	Phone #	Complete Mailing Address	City	Postal Code	\$ Cash	\$ Cheque	Receipt Required
1								<input type="checkbox"/>
2								<input type="checkbox"/>
3								<input type="checkbox"/>
4								<input type="checkbox"/>
5								<input type="checkbox"/>
6								<input type="checkbox"/>
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8								<input type="checkbox"/>
9								<input type="checkbox"/>
10								<input type="checkbox"/>
11								<input type="checkbox"/>
12								<input type="checkbox"/>
13								<input type="checkbox"/>
14								<input type="checkbox"/>
15								<input type="checkbox"/>
						\$	\$	

Thank you for your support!

Date Submitted: _____ **Total Amount Cash:** \$ _____ **Total Amount Cheques:** \$ _____

TOTAL PLEDGE SUBMISSION: \$ _____ **Received By:** _____

Contact us by email at sudburydragonboatsfestival@gmail.com, by telephone at 705-671-6067 or by mail at 206 Ramsey Lake Road, Sudbury, ON, P3E 5J1
 Visit our website <http://sudburydragonboats.com/>.
 Like us on Facebook <https://www.facebook.com/sudburydragonboats/>

RULES AND REGULATIONS 2019 SDBF

DIVISIONAL MIXED TEAM RACES

Teams not competing in the festival as a club crew qualifier must have a minimum of 8 female paddlers in each race. Each team is guaranteed three races and will race once in each round. 1st round times will determine team advancement to the 2nd round and will also determine the winners for each Challenge Series Category. Refer to Format/Advancement below for more details.

CLUB CREW QUALIFIERS

The Sudbury Dragon Boat Festival is part of the Dragon Boat Canada (DBC) Race Series and therefore can be used as a club crew qualifier in 2019. Teams shall meet all the requirements of DBC's Rules of Racing (<https://www.dragonboat.ca/download>).

CHALLENGE SERIES AWARDS

1st Round only: Teams will be scheduled to race based on their choice of challenge series category. See 'Challenge Series' page for more information. Challenge category awards are in addition to the divisional competition.

TEAM MEMBERS (Non Club Crew Qualifying Teams)

1. Teams are comprised of 20 paddlers, a drummer and a steersperson and may include up to 8 spare paddlers. A registered paddler is any person listed on the team roster who has completed a waiver. A team member under eighteen (18) years of age must have the signature of a parent or guardian on the waiver. The minimum age for a participant is 12 years old as of June 3, 2019.
2. A paddler on a mixed team may only paddle for one team. A drummer or steersperson may participate on other teams in the role of drummer or steersperson and may also paddle for one team.
3. Teams are encouraged to steer their own boat but the Race Committee reserves the right to substitute an experienced steersperson on race day if a proficient level of control is not demonstrated. e.g. a zigzag course during the last 2 weeks of training.
4. Should a written protest be received by the Officials Committee questioning a team member's eligibility, the Referee will request verification from the Team Captain/Coach. Confirmation of ineligibility or failure to produce verification could result in the team's disqualification for Divisional and/or Challenge Series awards.

A detailed Format/Advancement Chart and race day schedule will be discussed at the 2nd team manager's meeting.

TEAM MANAGER RESPONSIBILITIES

1. Team conduct. Communicating and distributing information to the team.
2. Gathering and submitting all necessary forms.
3. Ensure all paddlers have signed the SDBF waiver prior to entering a boat
4. Attending the managers' meetings (mandatory for novice teams) and thoroughly understanding the team manager's package – refer to the Team Information Calendar.
5. Arranging security for competitor's belongings during the race and practices.
5. Ensuring that all team members are able to swim.
6. Liaise with Race Officials if necessary.

TEAM COACH/CAPTAIN RESPONSIBILITIES

1. Attend the Coach Training Clinic – only required for novice coaches.
2. Plan/Schedule the team lake training practices.
3. Communicate with the Team Manager.
4. Be in charge of the team during practices and races.

TEAM TRAINING SESSIONS AND PRACTICES

Registered teams are entitled to:

1. A novice coach clinic - see 'Team Calendar'
2. A steering training clinic for novice steerspersons.
3. Four lake practice sessions plus a dock training session.
4. Additional practices can be booked at a cost of \$40.00 per session (refer to the Extended Lake Training Pricing Structure if requesting 5 or more sessions).

EQUIPMENT FOR TRAINING SESSIONS AND RACES

All boats, paddles and PFD's will be provided. The Sudbury Dragon Boat Festival owns 5 BuK Hong Kong style boats and rents 6 additional boats from GWN Enterprises for race day.

Official drums and drummer seats will be provided for the last week of training and for the races in July. Only the drum and drumstick provided shall be used to signal the stroke rate. Whistles, horns or any other devices are prohibited.

RACE ATTIRE

Teams must supply their own race attire which typically consists of a t-shirt with the team name and/or sponsoring organizations logo.

TEAM SPONSORSHIP

1. The Sudbury Dragon Boat Festival Committee retains all rights to advertising, sponsorship and commercial representation for the event. Teams will limit representation of their organization or sponsors to:
 - a. Clothing: t-shirts, sweat suits, hats, head bands, athletic bags.
 - b. Privately owned equipment such as PFD or paddles

- c. One team flag to be displayed at the team's on-site assembly area.
 - d. Other appropriate items approved in advance by the Festival Organizing Committee.
2. The Organizing Committee is under no obligation to individual team sponsors and may refuse commercial representation on the festival site and the on water venue.

LOCATION

The races will be held in Bell Park, on Ramsey Lake and at the Grace Hartman Amphitheater and adjacent beach areas.

RACE COURSE

1. The official race course is 500 meters long with lane widths of 10 meters.
2. Each lane is marked with colored buoys spaced at 50m intervals.
3. Teams will enter their boats at the marshalling docks and paddle to the start near the main beach and finish at the amphitheater.

PENALTIES

The standard penalties (seconds deducted from the team's time) shall apply in the following circumstances,

- False Start – 2 to 5 seconds
- Ahead of the Start Line – Add 1 second per seat ahead of the drummer
- Late arrival to the Start Line – Add 5 seconds
- Crossing Lanes without interference – Add 1 second
- Crossing Lanes with interference – Add 5 seconds to the interfering team and award up to 5 seconds to the affected team(s)
- Collision – disqualification for the interfering team.

The above list is not exhaustive and application of penalties will be at the sole discretion of the race officials.

DISPUTES, PROTESTS, DISQUALIFICATIONS, AND APPEALS

Disputes, protests, disqualifications, and appeals shall follow the process adopted by Dragon Boat Canada.

TEAM SAFETY PROCEDURES

1. Each team member is responsible for his or her own safety at all times while engaging in Sudbury Dragon Boat activities.
2. The steersperson/captain is responsible for the team while they are on the water and should communicate emergency procedures to his or her team prior to leaving the dock.
3. Everyone in the boat **must** wear a Personal Flotation Device.
4. Teams are encouraged to carry a cell phone contained in a water proof container to call for assistance in the event of an emergency.
5. Individuals/teams deemed to be acting in an unsafe manner by Sudbury Dragon Boat Officials will not be permitted to continue to race or train.
6. Only authorized personnel may operate the crane. Annual retraining is required.

In the event of an emergency, signal for assistance by:

- Waving paddles in the air
- Steersperson signals with whistle – a series of 3 long blasts
- Communicate emergency concerns to safety boat personnel
- Follow directions of safety personnel

If the boat capsizes or swamps:

- Before going out on the water,
 - Use the buddy system
 - Know who the weak swimmers are and pair them with strong swimmers
 - Steersperson and drummer join with nearest pair
 - This process must be established prior to boarding the boat
- Procedure
 - Check that buddy is OK
 - Report problems to safety personnel
 - Follow directions of safety personnel
 - Assist injured paddlers and weak swimmers into rescue boat
 - Paddlers and boat will be taken to the nearest beach
 - Safety boat personnel will instruct the team how to empty the boat
 - Re-enter and paddle back to the docks
 - Captain/Team Manager to ensure all paddlers are accounted for

In the event of a collision

- Prevention is the first priority. The steersperson must stop the boat if it begins to cross into the next lane or when directed by umpire
- Keep hands clear of gunwale and avoid contact with dragon head or any part of other boat
- Follow directions of umpire or safety person

Incident Reports

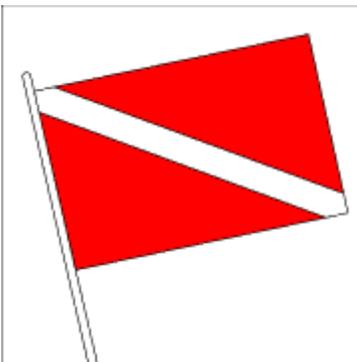
- Any incidents involving safety personnel or medical help must be documented in an “incident report” form.

General Considerations

- Dress according to the weather
- Use sun block to prevent burning
- Don't use flip flops for paddling – use something with a good grip
- Wear a Hat
- Keep hydrated with lots of water or fluids

Diving Club

Diving classes are held at Bell Grove Beach (just north of the NWSC), Tuesdays to Thursdays from 5 pm to 8 pm. For the safety of the divers, Dragon Boats must keep a 50 foot clearance from the Diving Buoy Flag (see figure below). Failure to do so may result in practice privileges being revoked.



SUDBURY DRAGON BOAT FESTIVAL WAIVER

Before you practice, race or use equipment

This waiver covers my participation in the Sudbury Dragon Boat Festival and every activity, including dragon boat racing practices, training and instruction, extended training program, offseason use of equipment, or volunteer positions organized by the Sudbury Dragon Boat Festival.

I release the following:

- a. SUDBURY DRAGON BOAT FESTIVAL
- b. GREAT WHITE NORTH COMMUNICATIONS, INC.
- c. NORTHERN WATER SPORTS CENTER
- d. The directors, officers, employees, agents, independent contractors and volunteers of THE SUDBURY DRAGON BOAT FESTIVAL and GREAT WHITE NORTH COMMUNICATIONS, INC,

I.(the aforementioned parties shall hereinafter be referred to as "SDBF")

I am aware there are many risks, dangers and hazards inherent in the sport of dragon boat racing as well as the waterway, launching, docking and storing equipment used in the sport of dragon boat racing (the "Activities"). I hereby freely and voluntarily accept and assume all risk of loss, damage, or injury which include but are not limited to injury as a result of a slip and fall, injury resulting from the use of the equipment used in the sport of dragon boat racing, death by drowning or other cause that may be sustained by me or to any property while I am engaged in the Activities.

I hereby voluntarily WAIVE ANY AND ALL CLAIMS that I have or may in the future have against SDBF and voluntarily RELEASE and FOREVER DISCHARGE SDBF from any and all liability for any loss, damage, expense or injury including but not limited to death or injury suffered by me and/or my next of kin may suffer resulting from my participation in the Activities or my use of the SDBF facilities or equipment due to breach of contract, mistakes or errors in judgment, or from injuries resulting from breakdown or failure of equipment, or poor design or placement of any equipment, theft, damage to or loss of personal property, and also including the failure on the part of the SDBF to safeguard or protect me from the risks, dangers and hazards of the Activities. I hereby HOLD HARMLESS AND INDEMNIFY SDBF from any and all liability for any damage to property of or death or personal injury to any third party, resulting from my participation in the Activities or use of the SDF facilities and equipment or participation in the programs and activities offered by SDBF.

I acknowledge and agree that my my participation in the Sudbury Dragon Boat Festival and every activity, including dragon boat racing practices, training and instruction, extended training program, offseason use of equipment, or volunteer positions is strictly voluntary and I have chosen to participate in spite of the risks, hazards and dangers involved. I recognize and agree that I am not allowed to participate in any of the above listed activities unless I sign this Waiver.

I agree to properly wear an approved personal floatation device or life preserver/life jacket, at all times while participating in the water activities of the Sudbury Dragon Boat Festival, including any practice sessions.

I consent to the use of publication, distribution and display of any photos and/or video on or about the date of the event and any part thereof on any photographic reproduction in which I may appear, without restriction of any kind or nature whatsoever. I understand that I will not receive compensation, whatever the nature, now or in the future for the consent given herein.

In signing this release, I hereby acknowledge and represent that I have read and understand the Code of Conduct found online at sudburydragonboats.org as well as the team safety procedures. I further agree to cooperate fully with SDBF while at all times while participating in all dragon boat related activities and abide by all policies and rules of SDBF and the directions of SDBF. This release shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives, in the event of my death or incapacity

I HAVE READ AND UNDERSTAND THIS ENTIRE AGREEMENT AND I AM AWARE THAT BY SIGNING THIS AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS, ASSIGNS AND REPRESENTATIVES MAY HAVE AGAINST SDF.

I understand it and agree to it voluntarily, and vouch that I am 18 years of age or older and of sound mind, or being less than 18 years of age have co-signed with parent or guardian

*SDBF only uses email addresses to provide updates on the festival and promote volunteer opportunities.

Paddler Name	Signature	Date	Signature of Parent or Guardian if less than 18 years of age (include date of birth)	Email Address	Add to SDBF distribution list? (check box if consenting)*
					YES

*SDBF only uses email addresses to provide updates on the festival and promote volunteer opportunities.

Paddler Name	Signature	Date	Signature of Parent or Guardian if less than 18 years of age (include date of birth)	Email Address	Add to SDBF distribution list? (check box if consenting)*
					YES

AWARDS

Pledging Awards

The Jade Dragon Trophy, in recognition and memory of Karl Heyerichs – Recognizes the team that collects the most pledges.

The Vale Pledges Trophy – Recognizes the Vale team that collects the most pledges.

Challenge Series Awards: (Round 1 Race for each team)

Trophies will be awarded to the first place team in each category in Round 1 races except for the qualifiers division.

Charity Cup

Community Cup

Corporate Cup

Education Cup

Financial Services Cup

Founders' Cup

Health Services Cup

Mining/Industrial Services Cup

Mayor's Services Cup

Media Cup

Survivors

Vale Cup

Youth Cup – Don Waddell

Note – teams using SDBF as a qualifying race will be in the Qualifiers division for Round 1

DIVISION RACES: MEDALS

Division 1 Champions – 1st, 2nd, and 3rd place teams.

Division 2 – 8* Championships – 1st place teams.

*Number of division may change based on number of teams entered

TEAM SPIRIT TROPHY

A "Joan Mantle Team Spirit Award" will be presented to the team that has demonstrated the most team spirit throughout the festival. This trophy is not based on race performance. The nature of this festival is to have a fun-filled day of competition and camaraderie.