

SECONDARY SCHOOLS RACE

Sunday 18th March 2012

INFORMATION INCLUDED

- General Guidelines
- Dates You Need To Know This Season
- Training Conditions
- New Zealand Secondary School Race Rules
- Crew Entry Form (please fill in, copy and send or fax to the office)

General Guidelines

WELCOME TO THE DRAGON BOAT FESTIVAL!

As a "new" or "old" crew, the Dragon Boating season can initially be a little overwhelming. The following outlines some of the roles that need to be filled. All other information along with tips and other guidelines can be found on the brand new updated website under the school headings.

The Race Director has absolute discretion to determine if the racing proceeds if there is bad weather. In the event of cancellation in whole or in part over the Festival Weekend, every reasonable effort will be made to race in the next available weekend to complete the racing schedule. Entrants are to be made aware of this and that a subsequent weekend may involve restricted onshore activity.

Team Manager

The Team Manager will receive information from the Festival Office with all the details needed to get your team through the season. You will need to distribute the information to your team including copies of the training & capsized rules, and any other information you think relevant. You can find entry forms in the back of this booklet.

Areas of responsibility include

- Entering the team
- Arranging training, paddles and uniforms

- Organising the team on race day, finding out upcoming races, lane seeding etc

Coach

The coach is responsible for coaching and selecting the crew, discipline, training, and resolving conflicts in training. If possible select someone from your school or associated with your team. The Festival Office can help new coaches and show them the basics. An added incentive for them may be financial or otherwise!

Sweep

A crucial member of the team, the sweep steers the boat; keeping it on a true and straight line throughout training and of course race day. Sweeps are in control of the boat and need to make quick decisions, especially if there is a big boat coming towards you (or vice versa). Therefore sweeps should be confident, responsible people, that can have the respect and confidence of their crew, but who will also follow the rules of training, and the instructions of the coach.

Supporters Club

An essential part of every team, the Supporters Club ensures that teachers, friends and family as are as much a part of the action as possible. This can include helping you fundraise and especially providing strong vocal support on the big day.

Information

You can find all the following information and more on the website @ www.dragonboat.org.nz. Please contact the office with any questions the website can't answer.

Phone 04 471 0205

Email crew@dragonboat.org.nz

**HAVE FUN, AND GOOD LUCK GETTING THE PRIZES
AND GLORY.**

Dates You Need To Know This Season

- **1st October School Registrations open**

Your school can register from today. Remember, first in get their preferred training slots.

- **30th October 2011 Wellington Outdoor Festival Frank Kitts Park**

Have a go paddling day

- **5th December 2011 Entry and Training Fee's Due**

Fees must be paid by this time or training times will not be confirmed. To receive your managers packs with the information you need to know for training and the festival you must have paid so they can be sent out.

If fees cannot be paid this year because of timing conflicts with the schools budget you must send a letter stating the date the school is able to pay.

- **19th December 2011 – 3rd January 2012 Christmas holidays**

The Festival office will be closed for this period for their Christmas break

- **13th February 2012 School Training Starts**

Schools will need to schedule a total of 8 trainings within the next 5 weeks.

- **25th February 2012 Harbour Fun Day**

A day of fun to test out your racing and team work. School teams and adult teams will race together.

- **15th March 2012 School Training Finishes**

Are you ready to compete this Sunday? There are no more training's available after this date for school teams.

- **Friday 16th March 2011 Opening Ceremony, Chant and Uniform Competition**

Bring your team along to Frank Kitts Park where a uniform parade and chant competitions will be held. Special prizes for best in each class.

- **17th March 2012 NZCT Wellington Dragon Boat Festival (adults)**

- **18th March 2012 Wellington Secondary Schools Dragon Boat Festival**

Make sure you have chants, faces painted, and uniforms that stand out. Your prize giving will be Sunday after racing.

- **31st March 2012 National Dragon Boat Championships**

If you want to compete in the National Dragon Boat races please contact the NZDBA for details.

Training Conditions

- Make sure your gear is supervised or secure while you are training. This is the team's responsibility. You only have the boat for one hour so get there early to warm up before hand and make the most of the hour.
- We will do our best to ensure that you receive your 8 sessions, and will attempt to reschedule any missed due to poor weather, rescue craft failure etc. This does not include sessions missed due to the team's non-appearance. **Lagoon training is counted as a full training session.** No cost adjustment can be made if despite our best efforts; circumstances beyond our control prevent the full number of training sessions to be held before the race.
- Non swimmers are not allowed in dragon boats, so get them into the pool now. All crew members must be able to swim at least 50 metres unaided in light clothing. A personal acknowledgement is to be given about this condition.
- The Festival Office may add or remove training session times depending on demand.
- To cancel or change a training time managers must contact the office to arrange this. Due to safety there is a limit of 8 boats going out per training session.
- Two hour sessions may be available for special cases, please indicate on the training schedule if you feel you need this option and what times these may be.

Damage fees

If a boat gets damaged due to carelessness or misbehaviour during any training or racing event and the damage is due to the carelessness and/or misbehaviour of any particular teams, then those teams will be invoiced to the amount that it costs to repair that damage.

Sweep registration

All sweeps need to reach a certain level of competency to the satisfaction of the festival organisers in order to sweep during races. We will provide sweep training in order for new sweeps to start or for others to improve their skills. This training will occur by one on one training during the training season. This is at no extra cost and we encourage everybody with an interest in learning to sweep to enquire at the office.

Capsize training

Each team is to read and understand the capsize procedure which will be issued to each of the team managers. All teams must have completed an on land practice before starting training.

Safety Waiver

Team managers are to sign a safety waiver form on behalf of their team. Later in the season each team is to complete a squad list and individually sign the safety waiver.

General Rules

1. All crewmembers must wear appropriate clothing at training. **Singlets only will not be allowed. NO LONG TROUSERS.**
2. Students must be dressed to the satisfaction of Festival Management and their nominated Water Trainers. Students should wear clothing such as thermals, polyprops, wet suits, etc.
3. All paddlers must be 14 years of age or older. The Festival Organisers recommend that only the senior school be involved in paddling.
4. An adult representative from the school must be at every training session.

Wellington Dragon Boat Festival

Secondary School Race Rules

INTRODUCTION

School teams compete in the Wellington Dragon Boat Festival at the invitation of the Wellington Dragon Boat Festival Organisers.

The organisers aim to provide fair and honest racing and a level playing field for all participants in the Wellington Dragon Boat Festival events.

The organisers reserve the right to refuse to invite or indeed to decline entry to any team or individual for any reason that they see fit.

SQUAD AND CREW COMPOSITION

1. Crews and Squads must consist of paddlers meeting the crew and squad composition requirements laid down by the Festival Committee.

“Crews” are defined as “people in a dragon boat at any one time, paddling, steering or drumming”. A crew consists of 20 paddlers, 1 sweep and 1 drummer. 22 people in total.

A “squad” is defined as a group of 25 (including drummer and sweep). A list of all 25 members must be presented to the Festival Committee ten days prior to participation in each event.

2. Your on-the-day race crew must be selected from your “squad”, with three members of your squad used as reserves who may be taken in or out of the race crew at your leisure. A squad list of all 25 members must be presented to the Festival Committee at least ten days prior to each Festival event. Any changes to this must be notified, in writing, at least one hour prior to the first race.

3. Mixed Championship crews must consist of at least 10 female paddlers.

Girls Championship crews must consist of female paddlers only, but sweeps and drummers can be male.

Boys Championship crews must consist of male paddlers only, but sweeps and drummers can be female.

4. In the event of Rules 1, 2 or 3 being contravened, the Race Director, at his/her sole discretion, reserves the right to refuse any crew entry in a race, races or division, or to disqualify that crew from a race, races or indeed the entire Festival event.

5. The Race Director may from time to time allow, or even enforce, variations to the above, for reasons of safety or at his/her discretion, should exceptional circumstances exist.
6. In light of the short training period to the championship, the demanding nature of the sweep role and some schools requirement that an adult must be on board at all times, it is permissible **for up to two** adults to be in the crew but only as a sweep or drummer.
7. **With the exception of the two adult rule (rule 6) all crew members must be students under 19 years of age as at the 1st of January and currently enrolled at the school for whom they are competing.**

Crew members must be 14 or over at the start of the training season. Please note we strongly recommend that only senior students compete to ensure a level playing field. Crew members must be full-time students as outlined by the NZ Secondary Schools Sports Council.

8. Individual crew members cannot paddle in more than one team per school or in any other Dragon Boat Division, including Corporate, Sport, or any other Dragon Boat Division that may be introduced into the Festival at a later time¹.
9. Crew names are subject to approval by the Festival Committee.
10. Teams will be restricted to training in Festival Boats at supervised Festival training times. The number of allowed training sessions will be restricted on an annual basis and will be circulated by your Festival organiser early in the season. In 2011 the training session allocation is:
 - * All Wellington school teams: 8 training sessions prior to festival plus the Harbour Fun Day
 - * All travelling/out-of-town school teams: 8 training sessions plus their local festival²
11. The fact of crew entry in any particular championship shall entitle the Festival Committee to assume compliance with the Race Rules.

RACE EQUIPMENT

12. If so designated, boats must race with a drum supplied by the Festival Committee on board. Actual use of the drum is optional.
13. Boats must race with flags, dragon-heads and any decorations supplied by the Festival Committee. Exceptions are at the discretion of the Race Directors.
14. Crews must race in Festival approved boats only and in the condition in which they are supplied by the Festival Committee.

¹ A school team not racing in schools festival (for whatever reason) can apply to be entered in the Sport division of the Wellington Dragon Boat Festival

² School teams that have had more on-water training than this allotment are invited to apply to enter the Sports division of the Wellington Dragon Boat Festival

15. Only paddles approved by the Festival Committee can be used. No paddles shall be structurally modified in any way. Paddles are subject to inspection by the Race Directors.
16. Paddle breakage is the responsibility of the crew and in no way constitutes grounds for an adjustment to results. The Race Director will hear appeals on the grounds of major equipment failure (e.g. boat, sweep oar).
17. Crews may race in any clothing they choose, provided water safety is taken into account.

SAFETY REGULATIONS

18. **Each competitor must be able to swim at least 50 metres in light clothing. It is the responsibility of the person entering a crew or the team manager, to ensure that members of the crew comply with this rule.**
19. Personal flotation equipment may be worn by competitors but this does not relieve the competitor, or the manager entering the crew, from complying with Rule 18 and Rule 50.
20. Crews may race in any clothing they choose, provided water safety is taken into account.
21. The Festival Organisers, The Race Directors or their designated officials, have the authority to disqualify a crewmember and/or a team on the grounds of consumption of alcohol and/or drugs prior to racing. Alcohol and/or drugs and Dragon Boat Racing, for obvious safety reasons, do not mix.
22. Each competitor is solely responsible for their own safety during official practice sessions and during races.
23. The Festival Committee, Festival Organisers, as well as any other individuals or organisations connected directly or indirectly with the Wellington Dragon Boat Festival, will accept no responsibility for any injury, damage or loss incurred by competitors or members of a team.

CREW ASSEMBLY AND CREW LOADING

24. Each crew must report to the crew assembly area 20 minutes before their official race time.
25. Crews will be directed to Crew Loading prior to their race and will be allocated boats by crew loading officials, who cannot guarantee the allocation of particular boats.
26. Crews shall use the boat allocated to them and must use the lane as per the race draw.
27. Non compliance with Crew Loading Officials' requests may result in disqualification by the Race Directors.
28. After crews have embarked from Crew Loading they must proceed directly to the starting area and report to the Starter.
29. Crews proceeding to the starting area must keep clear of the course and must not interfere with a race that is in progress.

STARTING PROCEDURE

30. All crews in the starting area will obey the instructions of the Starter and other officials under the Starter's control.
31. Each crew will take up its position in the starting area in the correct lane allocated to it.
32. Starting procedure and method will be at the discretion of the Race Starter who will report to the Race Director. The Starter will be positioned on the starting line.
33. To start a race the Starter will first line all boats up so that the nose of all boats is on the start line. After due warning, the starter will call "paddles ready" and between one and four seconds after this call, a hooter or gun will sound signalling the race start.
34. In the event of a false start, a second gun or hooter will be sounded immediately. All crews will then return to the starting line and the race will be restarted. The Starter will issue a warning to any crew that causes a false start.
35. Any crew that fails to return to the starting line after a false start, or that causes two false starts, or by way of its behaviour causes delays for the start, may be disqualified by Race Directors in consultation with the Starter.

RACE CONDUCT

36. The correct course for each boat is a straight line from its starting position to the finish. Each boat must remain in its correct lane and must not interfere with the other boats in the race.
37. A crew which leaves its lane and is in danger of interfering with another crew, **must stop their boat to avoid a collision.**
38. The Race Directors may disqualify any crew deliberately moving to the side of its lane, and drafting off the wake of another boat. A warning to this end would generally be given at the team managers meeting prior to the Festival.
39. Should crews change lanes, collide or interfere with other crews any action to be taken will be at the discretion of the Race Directors. Action may take the form of relegation or disqualification for offending crews, or elevation and opportunities to re-race for affected crews. In extreme circumstances a race may be re-run.
40. It is the responsibility of the Crew Loading Chief Official to substitute boats, if in his/her opinion, the original boat allocation will adversely affect fair and equal competition.
41. If in the opinion of the Festival Committee a boat is damaged deliberately by the crew, the Committee reserves the right to impose a penalty of up to \$500 on the organisation entering the crew. The Committee also reserves the right to call on such an organisation to pay the cost of the repairs.

FINISH LINE

42. The finish line will be from the Judges' location to the finishing line buoy or marker. To assist competitors, buoys will be laid as close as possible to the actual finish line.

43. In the event of a tie for first place, during any race other than finals, both crews proceed through to the next round.
44. In the event of a tie for first place in a final, those crews involved may be required to re-paddle a sudden death decider, at a time to be determined by the Race Director, but before the end of the event.
45. In the event of equal points being accumulated by two crews after the final race of a points system series of races, the crew finishing ahead in the actual final race will be designated the place. Should the final race also involve a tie, a count back system will apply.
46. The Judges shall decide the finishing order of the race and their decision shall be final and conclusive. The judges report to the Race Director.

PROTESTS

47. In the event of a crew wishing to lodge a protest the Crew Captain or Manager must lodge the protest in writing with the Race Directors. A protest must be lodged within 30 minutes of the official race result being announced. Crews should announce their intention to protest immediately after the race. The decision of the Race Director will be final.
48. Crews shall abide by any rules or instructions for the conduct of the races that may be issued by the Race Director. Any crews that fail to abide by these rules may be disqualified.

CREW CAPTAIN / TEAM MANAGER RESPONSIBILITIES

49. The Crew Captain / Team Manager only shall represent the crew and shall speak on behalf of, or make any representation concerning the crew.
- 50. It is the responsibility of the Crew Captain / Manager to ensure all members of the squad can swim. Should the Captain ascertain members of the squad cannot swim, those members must be withdrawn. Failure to enforce this requirement could mean immediate disqualification of the squad concerned.**
51. In the event of a capsize, it is the responsibility of the Crew Captain to ensure the crew remains with the dragon boat until rescued.

OTHER FESTIVALS / REGATTAS

52. Crews travelling to other Festivals / Regattas within New Zealand do so by invitation from the race or event organisers only, and entirely at their own expense.
53. Crews in receipt of invitations to compete in overseas festivals passed on by the Festival Committee will abide by any conditions placed on those invitations by the Festival Committee.

School Crew Entry Form

Please fill in all of the following forms; and copy, then send or fax to the office Fax 03 548 6472

Team Contact Details

School _____

Postal Address _____

_____ Postcode _____

Team 1

Team 2

Team 1 Name _____

Team 2 Name _____

Team Manager(s) _____

Tel (Daytime) (04) _____ (extn) _____

(04) _____ (extn) _____

Tel (Mobile) _____

Email _____

Coach(s) _____

Tel (Daytime) (04) _____ (extn) _____

(04) _____ (extn) _____

Tel (Mobile) _____

Email _____

Entry Division

School _____ Team Name 1. _____ 2. _____

Please refer to race rules for definitions of team divisions

Mixed

Boys

Girls

SWEEP DETAILS

Team 1. _____

Team 2. _____

Name _____

Address _____

Tel (Daytime) _____

Tel (Mobile) _____

Tel (Evening) _____

Email _____

Please note

- 1. It is the school team's responsibility to locate and secure a coach and/or sweep.**
2. A list of names of schools that require help and available volunteers will be held at the dragon boat office. Teachers must liaise direct with the volunteers to arrange and confirm their involvement. Names and contact details may be obtained from the dragon boat office. We do not guarantee that we can find you a coach or sweep and are not responsible for doing so.
3. Teachers must advise the office when they are no longer looking for assistance, and the name of the coach and sweep they will be using.

School Coach Yes, please add us to the list of teams looking for coaches.

School Sweep Yes, please add us to the list of teams looking for sweeps.

Training Details

School _____ Team Name(s) _____

Every school team is entitled to 8 one-hour training sessions before the Wellington Secondary Schools Dragon Boat Festival. The organiser will do its best to ensure that all the training sessions are provided but cannot accept any responsibility for non-completion of the programme; if this is caused by circumstances beyond the organiser's control.

Please use the following calendar to request your training dates and times. These are available on a first-in-first-served basis and we will call you to arrange other times if your choices are not available.

	Monday 13 Feb	Tuesday 14 Feb	Wed 15 Feb	Thursday 16 Feb
4pm				
5pm				
	Monday 20 Feb	Tuesday 21 Feb	Wed 22 Feb	Thursday 23 Feb
4pm				
5pm				
	Monday 27 Feb	Tuesday 28 Feb	Wed 29 Feb	Thursday 1 Mar
4pm				
5pm				
	Monday 5 Mar	Tuesday 6 Mar	Wed 7 Mar	Thursday 8 Mar
4pm				
5pm				
	Monday 12 Mar	Tuesday 13 Mar	Wed 14 Mar	Thursday 15 Mar
4pm				
5pm				

It may be possible for your team(s) to train in either of the 6pm or 7pm training timeslots on these days. If this would be a better outcome for you then please write your request below:

Safety Waiver

School _____ Team Name(s) _____

THESE ARE THE TERMS AND CONDITIONS OF PARTICIPATION FOR A TEAM MEMBER IN THE TRAINING FOR AND COMPETING AT THE WELLINGTON DRAGON BOAT FESTIVAL. IT IS THE TEAM MANAGER'S RESPONSIBILITY TO MAKE THESE KNOWN AND UNDERSTOOD TO EACH INDIVIDUAL TEAM MEMBER. PLEASE COPY AND DISTRIBUTE TO ALL TEAM MEMBERS. TEAM MEMBERS WILL BE ASKED TO INDIVIDUALLY SIGN THIS WAIVER BEFORE THE FESTIVAL COMPETITION.

IN ADDITION BEFORE ANY REPLACEMENT TEAM MEMBER TAKES PART IN TRAINING, THE TEAM MANAGER MUST INFORM THAT PERSON OF THESE TERMS AND CONDITIONS.

1. Non-swimmers are not permitted in the Dragon Boats. All members must be confident swimmers and able to swim at least 50 metres in light clothes.
2. No alcohol is to be consumed within the 12 hours before the use of a Dragon Boat.
3. Long trousers are not permitted in the boats. Shorts or wetsuits are most appropriate.
4. If the boat capsizes, team members are each expected to look out for their 'buddy' (the person seated next to them); and in the case of the drummer and the Sweep, the closest pair is expected to aid them in forming a trio. Team members must stay with the boat until the rescue craft arrives. Do not attempt to swim to shore.
5. Dragon Boats must give way to, and stay at least 200 metres from, all other moving sea vessels. In the case of larger boats eg. The Interisland vessels and ocean going ships, crews must stay at least 400m away.
6. All teams must understand and have practised on dry land the capsize rules before starting training sessions, and before competing in any event.
7. Team members must comply with any directions given by the Water Training Supervisor and rescue craft operator during the course of training. The authority of the Water Training Supervisor is accepted for training activity.
8. Wearing an approved flotation device or life preserver/life jacket while training or participating in any event, is recommended by Festival Management, but optional and at the discretion of individual crew members and their teams. The terms and conditions and effect of this waiver are no different whether a life jacket is worn or not.

IMPORTANT QUALIFICATION

DRAGON BOAT TEAM MEMBERS PARTICIPATE AT THEIR SOLE RISK. NO ORGANISER, SPONSOR, OTHER PERSON, OR ORGANISATION ASSOCIATED IN ANY WAY WITH THE FESTIVAL, WILL BE LIABLE IN ANY WAY OR ACCEPT ANY RESPONSIBILITY FOR ANY PERSONAL INJURY, LOSS, DAMAGE OR EXPENSE SUFFERED OR INCURRED BY ANY DRAGON BOAT TEAM MEMBER DURING DRAGON BOAT TRAINING OR RACING OR IN ANY OTHER WAY IN CONNECTION WITH THE PARTICIPATION OF THAT PERSON AS A TEAM MEMBER. THE SIGNING OF THIS SAFETY WAIVER BY THE TEAM MEMBER IS PERSONAL ACKNOWLEDGEMENT THAT NO CLAIM CAN BE MADE ON THE ORGANISERS AND THEIR ASSOCIATES IN RESPECT OF ANY MATTER CONNECTED WITH THE TRAINING AND THE COMPETITION.

I have read, understood and agree to the terms and conditions set out above, and as a condition of and in consideration for the entry and participation in the Festival on behalf of my team I hereby (i) accept and agree to be bound by and observe the terms and conditions set out above and (ii) waive any claim or claims I may otherwise have against any one or more of the persons specified in paragraph above, in respect of any injury, loss, damage or expense suffered or incurred by my team members during Dragon Boat training or racing or in any other way in connection with my team's participation in the Festival, and that I and all members of my team are 14 years of age or older and each can swim to the standard required.

Date

Team Manager

Team Manager

Payment Details

School _____ Team Name (s) _____

			GST	Total	Quantity	Total
1.	<input type="checkbox"/>	School Crew Entry	\$350.00	\$52.50	\$ 402.50	_____
2.	<input type="checkbox"/>	Training Fee	\$250.00	\$37.50	\$ 287.50	_____
3.	<input type="checkbox"/>	Crew Tent for Sun 20 th	\$300.00	\$45.00	\$ 345.00	_____
4.	<input type="checkbox"/>	Harbour Fun Day Entry	\$ 75.00	\$11.25	\$ 86.25	_____

TOTAL \$_____

Teams are required to purchase a crew tent for race day. You are welcome to share your tent with another team and split the costs.

If you are sharing your tent with another team, write that team's name here _____

CREWS WILL NOT BE ELIGIBLE TO START TRAINING IF FEES ARE NOT PAID BY 5 December 2011.

All fees are non-refundable and non-transferable.

Enclosed is a cheque for \$_____

Please invoice us for \$_____

A bank deposit of \$_____ will be made on _____ 2011

Please make cheques payable to:

Wellington Dragon Boat Festival

C/- Gone Paddling Limited

69 Chamberlain Street

Nelson 7011

Bank deposit's can be made to the following account. Please tag the deposit with your team's name and what the payment is for:

NBNZ - Nelson

Gone Paddling Limited

060705 400311 00

SIGNATURES OF APPROVAL

Team Manager

Date

Principal

Date

Harbour Fun Day 25th February 2012

Crew Entry – Secondary School Team
C/- Gone Paddling Ltd, 69 Chamberlain Street, Nelson
Tel 04 471 0205 • Fax 03 548 6472
crew@dragonboat.org.nz • www.dragonboat.org.nz

TEAM CONTACT DETAILS

School _____ Team Name _____
Postal Address _____
Team Manager _____
Tel (Day) _____ Tel (Evening) _____
Mobile _____ Fax _____
Email _____

RACING DIVISIONS **Girl** **Boys** **Mixed** Please

note what division your team is on this form, but be aware that the structure of racing will be decided after we get entries.

I have read and understood the New Zealand Secondary Schools Dragon Boat Festival Race Rules, I understand my entry will not be accepted unless it is received by the Wellington office by the cut off date of 3 December 2010.

Signed _____ (Manager) **Date** _____

An entry fee of \$75 plus gst is required per team entry.

The grassy knoll area next to the lagoon is the camping/meeting site during this day. Teams MUST apply to the Festival office if they want to erect strong/sturdy shelters or tents (no gazebos allowed).

- Cheque for \$86.25 enclosed
- Bank deposit of \$86.25 will be made on this date _____
- Please send receipt

Please make cheques out to: Wellington Dragon Boat Festival

All fees are non refundable and non transferable

If depositing money into our bank account, please tag deposit with your school name and put in the following account:

NBNZ – Nelson

Gone Paddling Limited

06 0705 0400311 00