

## Carleton Place Dragon Boat Festival Rules

Race day – September 11, 2010

Deadline Date – August 20, 2010

Early Registration Date – July 09, 2010

### Management

1. The overall management of the Carleton Place Dragon Boat Festival (CPDBF) rests with the Steering Committee.
2. The Steering Committee of the Festival is the supreme authority with respect to all matters pertaining in any way to the festival. The Steering Committee's decisions and rulings shall be final and binding on all persons, groups and organizations, incorporated or unincorporated, concerned with the decision or ruling.
3. All racing shall be under the supervision and control of the Chief Race Official of the festival. The Chief Race Official shall have the power to appoint such on-water and off-water officials, as he/she deems appropriate for the proper control and management of the races and results.
4. There shall be no appeal from the decisions and rulings of the Chief Race Official.

### Eligibility

1. To be eligible to compete or participate in any way in the festival a team and all of its members must conform to the Entry and racing Regulations of the festival.
2. The number of teams participating in the races shall be decided upon by the Steering Committee of the festival.
3. The Steering Committee of the Festival has the right to accept or reject any entry submitted for any reason.

### Registration and Fees

1. Each team must deliver a completed Team Registration Form to the Festival Office, accompanied with the appropriate registration fee by the Deadline Date. The Steering Committee reserves the right to accept or reject late entries, at its discretion. However entries are limited to 40 teams.  
Registration closes as soon as 40 teams have registered, a waiting list will be maintained should a team withdraw after registering. Steering Committee can revise the number of teams accepted. Teams on the waiting list prior to deadline will be charged \$600 if accepted later.
2. Teams are not registered until payment to Festival has been made in full. (No post dated cheques past Deadline Date) In the event fees are accepted later, (waiting list) payment must be made in cash or money order.
3. The entry fees are as follows:
  - a) \$600 if received by the Deadline Date
  - b) \$700 if received after the Deadline DateThere are NO REFUNDS of registration fees after Deadline Date.
4. A team wishing to withdraw from the CPDBF must do so by delivering to the CPDBF office no later than 4:00 p.m. on the Deadline Date, a written request for a refund of registration fee. A \$100.00 administration charge will be deducted from the refund.

### Team Categories and Groupings

1. In order to be eligible to be a team member a person must be at least 16 years of age as of Race day.
2. All Mixed teams must race with at least 8 female paddlers; excluding the steersperson/drummer.
3. All Community teams must have a minimum of 15 paddlers who are residents of Carleton Place and surrounding area. (including Mississippi Mills and Beckwith Township).
4. All paddlers for a Women's Challenge team must be female. Steersperson and Drummer may be male or female.
5. The Chief Racing Official shall have full authority to carry out the directions of the Steering Committee on a race day with respect to team advancement. Each team representative shall deal exclusively with the Chief Race Official with respect to any questions regarding race events or team advancement.

### Teams in Racing

1. Only the persons who have been registered as team members, may race for a team, provided however that the Chief Race Official may identify certain expert persons to act as steersperson of teams on race day and these persons may act as steersperson of teams and shall in that event be considered as a team member and may steer for more than one team.
2. A person may register with and be a paddler for one team only.
3. All teams that race shall be comprised of a drummer, 20 paddlers and a steersperson (22 team members in all). Teams may race with fewer paddlers.
4. The number of team members is limited to a maximum 28, including the Team Captain. The team must select the 22 actual participants in any race from the listed members.
5. Each individual team member is required to comply with the Festival Rules and Regulations and is responsible to act, on and off the water, in a manner that is fair and respectful of him or herself, and all other race participants and the officials, volunteers, spectators and all other persons associated with the Festival.
6. Any team which allows a person not registered with that team to participate as a crew member shall be subject to immediate disqualification from the race and from further participation in the Festival.
7. Each Team Captain shall be responsible for the following:
  - a) Team conduct.
  - b) Securing and delivering waivers.
  - c) Liaising with the Chief Race Official.
  - d) Attending the Captain's Meeting prior to the commencement of races on race day.
8. Any on-water or off-water official, including the Dock Marshall and his or her designates, may at any time require a Dragon Boat Team to identify the names, genders and ages of its members.

### Rights, Sponsorship, Etc.

1. The CPDBF Committee owns all rights relating to the festival, in particular and without limitation, the rights relating to its organization, exploitation, advertising, sponsorship, commercial representation, broadcasting and reproduction by any means whatsoever.
2. Representation of the organization responsible for a team and its sponsor(s) shall be limited to:
  - a) Competition and warm-up uniform (T-shirt, sweat suits, hats, headbands, swim trunks or shorts).
  - b) One team flag not exceeding six feet in any direction.
  - c) Any other items as deemed appropriate and approved by the CPDBF Committee.

### Practices

1. Each team who registers (forms submitted to Registrar and payment received) by 5:00pm of the Early Registration Date shall be entitled to one free supervised practice session, (approximately 50 minutes in length) and shall be arranged through the auspices of the Festival office. Teams that fail to show up for a booked practice session forfeit their entitlement to that practice session. For additional practice sessions, or for teams registering after Early Registration Date, please contact the Registrar's email [register@fall400.com](mailto:register@fall400.com) to arrange practice times. Fees for additional practice times will be \$65 and must be paid prior to practice session participation.
2. All practice sessions will run the week leading up to the festival and based on availability.

### Team Requirements

1. For races, each boat shall have a steersperson, a drummer and a maximum of 20 paddlers. All crews must include a minimum of 8 female paddlers. The name of each person in the boat must be on the team's roster sheet.
2. No team member under the age of 18 will be allowed to practice or race without written consent and a waiver signed by a parent or legal guardian.
3. A final team roster must be confirmed at the Registration Desk before the "Captain's Meeting" on the day of the event. These forms are also available on the website.
4. A team must designate a team manager and/or a captain, who may or may not be a crewmember. The team will identify its spokesperson.
5. An individual may only paddle for one team. However, steerspersons or drummers may participate on other teams in that capacity. In other words, a person may be a steersperson or drummer for any number of teams, but they may only paddle for one team. **NOTE: No consideration will be given for race scheduling if this results in race conflicts.**
6. The Team Manager/Captain shall be responsible for the conduct for his or her team and for the communicating and distributing all information to the team. She/he is responsible for collecting and submitting all forms and waivers and liaison with the Race Coordinator and/or her/his delegate.

### Waivers

1. All persons practicing in or racing in a Dragon Boat (or other craft that may be provided for the purpose of practice) must sign a waiver, and in the case of persons under the age of 18 also signed by their parent(s) or guardian(s), accepting the risks associated with their participation in the festival (including preparation and practice as well as actual competition) and waiving any rights they may have to any cause of action against any person, corporation or organization in any way associated with the Festival.
2. The Team Captain shall deliver all signed waiver forms to the Festival Office no later than 4:00 p.m. on the Deadline Date.
3. Each race or practice participant MUST sign and submit a waiver form prior to participation in any practice session or race. Waiver forms are available in the registration package.
4. The team is responsible for duplicating, distributing and submitting all signed waivers prior to the first practice session.

### Safety

1. Practices and races may be suspended or cancelled due to hazardous weather or marine conditions. The Practice Supervisor will be responsible for the suspension or cancellation of practices due to hazardous weather or marine conditions. Should this happen, attempts will be made to re-schedule the practice based on availability.
2. A safety boat and/or referee boat will follow each race. If a dragon boat veers off course or becomes swamped, all crew must remain with the boat and wait for the safety boat and/or referee boat to arrive and provide assistance.

3. Each team member is solely responsible for his or her own safety at all times while engaging in activities related to practicing and racing in the Dragon Boats (or other craft that may be provided for the purpose of practice).
4. Each team member must be a competent swimmer (able to swim 50 meters while wearing light clothing) and it is the responsibility of the Team Captain to ensure that all members of the crew are competent swimmers.
5. Personal Floatation Devices (PFD - Life Jackets) will be provided to all team members and must be properly worn at all times while in the Dragon Boats, in both practice and competition. Other PFDs may be worn provided they are jacket style similar to the festival supplied PFDs and, in the opinion of the Chief Race Official, provide equivalent safety to the festival supplied PFDs.
6. A Dragon Boat showing up at the race start line with any member of its crew not properly wearing a PFD in compliance with the above rule will not be allowed to start the race.

#### Dragon Boats and Equipment

1. Only the boats and drums supplied by the Festival may be used in the coaching sessions provided by the Festival and in the races. **Teams may use their own paddles for practices and race day.** All team supplied paddles shall undergo inspection to verify compliance to international standards. Only those paddles approved PRIOR to the race times will be permitted in the boats. The Festival will provide the test equipment and verification location on the festival grounds. No other additional equipment of any kind may be used and there can be no alternation to boats in any manner whatsoever. Notwithstanding the foregoing, the Executive Committee of the Festival may in its sole and absolute discretion permit any team with special needs to equipment necessary to reasonably accommodate its special needs.
2. Each team is responsible for damage to the boat, and damage to or loss of paddles, drums, related boat equipment and PFDs while being used by the team.
3. Electronic devices, including radio communications, signaling devices, bilge pumps or any other bailing devices shall not be used by a team during races and are prohibited from being in the Dragon Boat at the start of the race.
4. Only the drum and the drumstick provided (or the person's voice) shall be used to signal the stroke rate. Whistles, rattles, air horns or any other noise making are prohibited from use and are prohibited from being in the Dragon Boat at the start of the race.
5. Paddles and Personal Flotation Devices will be supplied.
6. The Carleton Place Dragon Boat Festival will be using Hong Kong style, composite dragon boats. Each boat is fully equipped with dragonhead and tail, paddles, steering oar and drum.

#### Race Venue and Logistics

1. The Carleton Place Dragon Boat Festival is being held at the Carleton Place Canoe Club located on John St. in Carleton Place, Ontario. The race course is on the Mississippi River and is subject to local water levels (400m). The course is marked clearly with buoys.
2. The referee who will in turn hand the race over to the starting official will control the start sequence of the race initially. The referee will direct the teams to within meters of the start line (pre-start position). Once each boat is in the pre-start position the referee will hand the race over to the starter. The starter will then direct each boat, using lane numbers, to the start line. As soon as all boats are aligned and stationary the starter will voice the command "ATTENTION PLEASE" and within a 2-5 second period the starting device will fire. A false start will be issued to any team that begins paddling, in a whole or in a part, prior to the start signal and will be indicated by either two short blasts from an air horn or a second blast from the start device. A restart will include a warning to the team(s) who 'false started' second false start will result in disqualification from that heat. In all cases, the starter has the right to call back the race for a re-start. The preceding

start sequence may be modified as directed by the officials at the captains meeting on the morning of the festival.

3. Once a race has begun each team is responsible for remaining in the centre of respective lane until the end of the racecourse. A team that veers towards and/or enters another team's lane will be disqualified for that race. A team must cross the finish line in the team's own lane. The referee, whose decision is final, without appeal, makes the decision as to whether interference has occurred. A team that is interfering or is about to interfere with another boat may be told to stop their boat by a race official. If the team does not stop their boat they will be disqualified for that race.
4. Any team that does not have an experienced steersperson for a race must use an experienced steersperson as provided by event officials. Contact the Race Coordinator who will arrange a steersperson for your team. An "experienced" steersperson is one who is able to consistently steer the boat straight in the given weather conditions.
5. The finish line is marked with buoys. The finish of each boat is recorded as the nose of the dragon breaks the plane of a sight line through these buoys. All crew members must be on board at the completion of the race or the boat will be recorded as 'Did Not Finish'. The decision of the judges is final.
6. Upon completion of their race, all crews must return immediately to the mooring area and follow the instructions of the dock marshals so that the next heat can start on schedule.
7. Official times and finishing positions will be announced as results become available and will be posted at Race Headquarters and in the team marshalling area. Team advancement into subsequent races will also be posted in the team marshalling area and announced as soon as possible.

#### Race Schedule Format

1. The race schedule will be posted on the Carleton Place Dragon Boat Festival web site ([www.fall400.com](http://www.fall400.com)) prior to Race Day. Race schedules will also be posted at the team marshalling areas. Each team will race a minimum of 3 races.
2. Teams registered as an Open team can participate in the 'Open Final' only.
3. Teams registered as a Community team can participate in the 'Community Final' only.
4. Women's teams registered as an Open or Community team can participate in the 'Women's Challenge' and 'Open or Community Final'.
5. The top 6 Women's teams times from the first round will participate in the 'Women's Challenge'.
6. The top 6 Community teams times from the first round will participate in the 'Community Final'.
7. Organizers will place teams for the first round. Placement in the second round will be based upon the time in the first round.
8. Placement in the third round will be based upon the best time for the first two rounds.
9. A team's best 2 times for the 3 rounds will be combined and the top 6 Open teams will proceed to the 'Open Final'.
10. There will be a mandatory meeting of officials and team representatives at 8:30 a.m. on Race day.
11. Racing will begin at approximately 9:00 a.m. on Race day.

#### Conduct of Races

1. Teams and team members shall immediately follow and comply with all instructions of the Starter and Referee before, during and after a race while on the water. Any failure to do so may result in disqualification of the team from the race by the Starter or Referee, as applicable, and in the event of flagrant disregard of such instructions may result in disqualification from further participation in races by the Chief Race Official
2. Each team shall keep to its own lane and endeavor to avoid contact with or interference with other teams.
3. Any team that leaves its own lane and contacts or otherwise interferes with any other team may be disqualified by the Referee and shall be disqualified, subject to the following

- rule, if the contact or interference is such as to affect, or is likely to affect, the outcome of the race, or the race time of the boat contacted or interfered with.
4. Upon the disqualification during the course of a race a team shall be told by the Referee to stop paddling and shall immediately stop paddling until the race passes the team by. A referee may tell a team to stop paddling without disqualifying the team for the purpose of race control and the team shall stop paddling until advised by the Referee to start up paddling once again.
  5. Each boat must cross the finish line by its bow and in its proper lane in order to count as having finished the race. Any boat crossing the finish line out of its lane is automatically disqualified.
  6. A race shall be officially completed when the Referee(s) raises either a white flag signaling the race was 'o.k. as run', or a red flag, signaling that an offence was committed by a team during the course of the race. The Referee(s) shall raise the appropriate flag as soon as all boats still in the race have crossed the finish line.
  7. A Starter may disqualify any team on the water prior to the start of a race or on the start of a race for failure to abide by the Festival Rules and Regulations.
  8. A Referee may disqualify any team on the water prior to the start of a race, during the course of a race, or on the finish of a race for failure to abide by the Festival Rules and Regulations.
  9. The Chief Official may disqualify any team at any time, on or off the water, from the competition for failure to abide by the Festival Rules and Regulations.

#### Protests

1. A team may enter a protest in accordance with Canoe Kayak Canada rules provided the Team Captain notifies the Chief Race Official verbally within 10 minutes of the race of the protest and files particulars of the protest in writing with the Chief Race Official together with a Protest fee of \$25.00 within 20 minutes of the completion of the race. The Chief Race Official shall consider the protest and allow or disallow the protest, as he or she considers appropriate. If the Chief Race Official allows the protest he or she may order a race re-run or take such other corrective action, as he or she considers appropriate. If the protest is allowed the protest fee of \$25.00 shall be refunded to the team.

#### Scoring and Prizes

1. It is the responsibility of the Chief Race Official to confirm and announce the order of finish in each race to record the race time of each boat in the race.
2. The awards and prizes to be awarded shall be determined by the Executive Committee of the Festival.