

MARLOW DRAGON BOAT FESTIVAL

Sunday 10 June 2012

To enter the event all you need to do is read this information pack, choose your entry package, then complete and return the entry form on page 5 to Dragons Alive. So whether this is your first journey into un-chartered waters or you are an experienced paddler, this guide aims to ensure you are ship shape and river worthy for the challenge ahead.

Teams

Teams can select 10 paddlers and 1 drummer for each race from a maximum of 15 per team (minimum of 6 paddlers and 1 drummer allowed). The helm will be provided by Dragons Alive.

Racing Classes

Open Team - any ratio of male and/or female paddlers

Ladies Team - only female paddlers and drummer

Junior Team - all paddlers and the drummer must be aged between 12 – 18 years on the day of the event

Minimum Age

The minimum age in an Open and Ladies team is 8 years, in a Junior team it is 12 years. For participants under the age of 18 years a responsible adult will be required to countersign the declaration form on their behalf following the safety briefing.

Previous Experience

Each team will be given a full briefing on the day detailing how to paddle and control a dragon boat – so previous experience is not necessary!

Training Sessions

A training session is included in all of the entry fee packages. Each session is one hour long and will be tailored to your team. They are designed for both novice and experienced teams to familiarise themselves with a dragon boat and hone their skills to make them as efficient and speedy on the water as possible. Sessions will take place on the evenings of Tuesday 29th & Wednesday 30th May at Bisham Abbey Sailing & Navigation School, SL7 1RT. Please see the entry form on page 5 of this document for timings. Training session times will be allocated on a first come first served basis.

Clothing

You should wear light clothing such as shorts, jogging trousers, t-shirt or sweatshirt and a pair of old trainers. Your feet will get wet, so don't wear your most expensive pair! We recommend that you bring a complete change of clothing and a towel. No jeans, wellingtons, heavy footwear or ostentatious jewellery. Fancy dress is welcome and a prize will be presented to the best dressed team on the day.

Regatta Timings

8.30am	Crew registration and safety briefings begin
9.30am	First race
Break	There will be a short break in racing between the end of the heats and the first semi-final.
4.00pm	Final race
4.15pm	Presentation
4.45pm	Site must be vacated
6.00pm	Car park must be cleared by

Registration & Safety Briefings on the Day

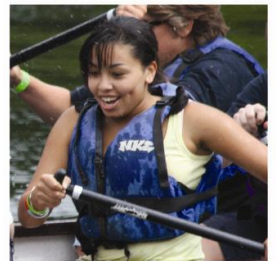
Each team will be allocated a registration time at least 10 days prior to the event; it is the responsibility of the Team Manager to let their team know their designated arrival time.

On arrival the Team Manager must register at Race Control and collect the teams race pack for the day. NO other team members are required to register at Race Control but all team members must be on site at their allocated registration time so they are present for their safety briefing before racing commences.

Each team member will be asked to sign a declaration form on completion of the safety briefing. On signature each team member will be given a green wrist band to wear for the duration of the day, this confirms they have received the briefing and have signed the declaration. Any late comers will be unable to race as there will not be the opportunity for additional briefings once racing has started! **No green band = no racing!**

Racing Format

Every team can expect to take part in a minimum of three races with the fastest teams going through to the semi finals and the winner of each semi final progressing to the final. The race programme will be available on the day.



Organised by

**Dragons
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www.dragonsalive.co.uk

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Prizes

Prizes will be awarded to:

- 1st, 2nd, 3rd Place Overall
- 1st Place Ladies Team
- 1st Place Junior Team
- Best Dressed Team (*awarded from public nominations on the day*)

Car Parking

Free car parking is available in the regatta car park for those displaying a valid parking voucher (vouchers are allocated in accordance with the entry package selected). If you do not have a voucher you should expect to pay £5.00 per car. Please note that vehicles are not allowed inside the enclosure. Please ensure that you park neatly and follow the directions given to you by attendants. Cars are parked at owner's risk.

Directions

These can be found at <http://bit.ly/DragonsAliveMarlow> for sat navs please enter the postcode SL7 2AE to be directed to Lower Pound Lane.

FAQs

For FAQs please go to <http://bit.ly/DragonsAliveMarlow>

Terms & Conditions of Entry

Water Confidence

All team members must be able to swim in light clothing.

Safety

The safety of a dragon boat crew on the water is the prime concern of everyone associated with the event. However, the event is an adventure sport and as such involves a risk of injury regardless of the standard of training, supervision and equipment involved. Each participant will be required to sign the team declaration sheet following their safety briefing on the race day and given a green wrist band. By signing the team sheet each participant voluntarily accepts all risks involved and will not hold Dragons Alive liable for any claims arising from any accident resulting in any loss or damage including bodily injury or death. All competitors must wear a buoyancy aid provided by Dragons Alive when on the water.

Alcohol

Consumption of alcohol, by any participant is strictly prohibited until racing has finished. Any participant who is thought to have consumed alcohol or is not in a 'fit state' to participate will not be allowed to race and their green wristband will be removed. The unlawful use of any banned substance is not permitted at any time.

Medical Restrictions

Each participant must be reasonably fit, able to swim in light clothing and not vastly overweight to their height. If you are unsure whether you can take part please seek your doctor's advice.

Postponement/Cancellation

Dragons Alive will take all reasonable steps to ensure that racing takes place as specified in this information pack. Dragons Alive do however, reserve the right to delay, postpone or cancel the regatta in the event of adverse weather conditions or other events outside of the organisers' control. The determination of what constitutes this is reserved solely by Dragons Alive. Entry fees are non-refundable, non-deferrable and non-transferable, even in the case of event cancellation.

Rules & Regulations

Detailed rules and regulations are outlined on page 4 of this pack.

PLEASE LISTEN CAREFULLY TO & FOLLOW ANY INSTRUCTIONS GIVEN TO YOU BY DRAGONS ALIVE STAFF

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Enclosure Information

Competitors Badges

All dragon boat competitors will be issued with a Competitors Badge; this will enable you to have free access to the Enclosure. Fifteen badges will be given to your Team Manager at your chosen training session, however if you choose not to take advantage of the training session they will be sent to you by post by 1 June 2012. Please ensure you are wearing your badge at all times on regatta day.

Enclosure Entry

For non competitors there is a one off charge to enter the enclosure (cost tbc).

n.b. The Marlow Town Regatta and Festival Organisers require all those attending the event to respect the law in relation to under-age drinking and the use of all forms of recreational drugs. A search policy in relation to drugs, weapons and alcohol will be adopted at the enclosure entrance. The use of offensive language or threatening behaviour will not be tolerated. Security personnel are instructed to expel offenders and report all instances of the above to the police without question.

Riverside Marquee Viewing Area

Please note that this year there will be no riverside marquee, the viewing area will still be available here but please ensure that you don't encroach on the boat loading area.

Team Gazebos

If you would like a team tent/gazebo space (3m x 3m) please ensure you select the Silver, Gold or Platinum Package on the entry form. Teams must provide their own tent/gazebo. If you have not booked your space with Dragons Alive prior to the event you will not be allowed to bring your gazebo/tent into the enclosure. Any tents larger than 3x3m will be subject to an additional charge on the day.

Emergency Route

Please take note of the emergency route (marked by white lines) which runs through the centre of the Enclosure. Please ensure that this route is not obstructed in any way.

Entertainment

For details on the additional entertainment available please visit www.marlowtownregatta.org.uk.

Event Close

It is imperative that the Enclosure is cleared by 4.45pm and the car park cleared by 6.00pm. Please ensure that you leave your area tidy and take all your belongings (and litter) with you.

Programme Entry

Please note that if you have not provided us with details of your team name and team captain at least three weeks before the event you will not be listed in the official MTRF programme.

Programme Adverts

If you would like to place an advert in the event programme, please select the Gold or Platinum Package on the entry form. If you would like to place an advert independently of your team entry please contact Dragons Alive.

Food and Drink

Hot and cold beverages and food will be on sale inside the enclosure throughout the day. Picnics are permitted.

BBQS

Are not allowed inside the enclosure, in the car parks or anywhere else on the site.

Dogs

Dogs are not allowed inside the enclosure, with the exception of Guide Dogs.

Bicycles

Are not permitted inside the enclosure.

**PLEASE LISTEN CAREFULLY TO & FOLLOW ANY INSTRUCTIONS GIVEN TO YOU BY MEMBERS OF
THE MARLOW TOWN REGATTA & FESTIVAL COMMITTEE**

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RACING RULES & REGULATIONS

TEAM MANAGER

Every team must nominate a Team Manager who will have overall responsibility for the conduct and actions of the team. The Chief Official and other Race Officials will only communicate on matters with the Team Manager.

EXPERIENCE

The competition is open to all comers. Previous experience of dragon boating is not necessary, but all team members **MUST BE WATER COMPETENT IN LIGHT CLOTHING**. A responsible adult must supervise competitors under the age of 12 years, when in a dragon boat.

TEAMS

Teams are to consist of a maximum of 12 participants per race, which must include a drummer and a helm. The minimum number of paddlers is six. Only the number of paddlers in the team may be reduced, a drummer and the helm must be present. Teams may race with less than 12 but the number in the boat at the finish of the race must be the same as at the start.

EQUIPMENT

All boats and necessary equipment will be provided.

PADDLES

Teams may use their own paddles provided they conform to the design and dimensions laid down by the British Dragon Boat Association. All paddle looms (shafts) must be of straight design. Paddles with a cranked (off set) design or loom are not permitted.

BUOYANCY AIDS

All competitors must wear a buoyancy aid provided by the race organiser when on the water. Team members will not be allowed to race in their own buoyancy aid.

HELM (steerer)

Dragons Alive will provide a helm for each boat.

THE DRUMMER

The drummer must sit on the 'drummers' seat provided and actively beat the drum throughout the race.

EMBARKING

Teams must report to the boat marshalling area when called forward by the chief boat marshal or over the public address. However, irrespective of any 'call forward', teams should report to the marshalling area at least 20 minutes before the race start time. Teams failing to report on time may be barred from taking any further part in the competition.

STARTS

Teams must be in the dragon boats and at the start area at least 5 minutes before their start time. All races will start without reference to absentees.

STARTING POSITION

The position of the dragon boats on the start line shall be that the front most part of the boats (including the heads) are aligned.

STARTING SIGNAL

When the starter is satisfied that all the boats are correctly aligned, the starter shall alert the teams by saying 'ARE YOU READY?'. When the starter is happy that all teams are ready the starter shall give the starting signal by shouting 'ATTENTION' followed by the word 'GO'.

FALSE STARTS

If the starter considers there to be a false start they will immediately recall the teams by shouting STOP, STOP, STOP teams should stop paddling and return immediately to the start line.

FINISHES

A boat has finished the race when the foremost part of the boat, which normally includes the head, crosses the finish line. After finishing a race, each participating team must return immediately to the embarking area.

DISSEMBARKING

After disembarking from the dragon boat the team is responsible for the safe return of all paddles and buoyancy aids to the place designated by the boat marshal and for bailing out any water from their boat.

RACE CONTROL

Teams must paddle a straight line and keep within their allocated lane/line from the start to the finish of their race. It is forbidden to knowingly impede other boats. Helms will order their paddlers to 'STOP PADDLING' if a collision is imminent. Teams that do not stop paddling and cause a collision will be disqualified from the competition and may face a further ban from racing in the future. Any team that causes a boat to collide with another one whilst racing, or that damages a boat or paddles of another team, or that deliberately swamps or causes another boat or their own boat to capsize will be disqualified from the competition.

OFFICIALS

All the officials appointed for the competition are responsible to the Chief Official for the conduct of the races and for ensuring that the Rules and Regulations are fully complied with. Crews must follow the directions of the Race Officials at all times. Failure to do so may result in disqualification of the crew or participant concerned. The Chief Official's decisions on all matters affecting the races are final.

SAFETY ON THE WATER

The safety of a dragon boat team on the water is the prime concern of everyone associated with the event, not least of which is the team itself, who have a responsibility to conduct themselves properly, in both a competitive and social sense. All competitors are to attend their team safety briefing before racing commences, after which they will be issued with a green wrist band.

MEDICAL RESTRICTIONS.

Each participant must be reasonably fit and able to swim in light clothing. Must be a minimum age of 8 and not vastly overweight to their height. If you are unsure whether you can take part please seek your doctor's advice. If you have any medical condition which the Race Organisers should be aware of, please speak to the Race Official before your first race of the day.

NO ALCOHOL

Consumption of alcohol, by any participant is strictly prohibited until racing has finished. Any participant who is thought to have consumed alcohol or is not in a 'fit state' to participate will not be allowed to race and their green wrist band will be removed. The unlawful use of any banned substance is not permitted at any time.

NOTICE

The event is an adventure sport and as such involves a risk of injury regardless of the standard of training, supervision and equipment involved. Each participant will be required to sign the team sheet following their safety briefing on the race day. By signing the team sheet each participant voluntarily accepts all risks involved and is fit and able to swim as per the medical restrictions above and will not hold Dragons Alive liable for any claims arising from any accident resulting in any loss or damage including bodily injury or death.

LEPTOSPIROSIS & WEIL'S DISEASE

It is stressed that Leptospirosis and Weil's disease are both rare but can be caught by anyone engaged in a water sport. An infection of Leptospirosis resembles a cold and influenza infection in the initial stages. The incubation period is 4 - 10 days. If you show the above symptoms after taking part in a water sport activity, you should contact your doctor and tell him you have been participating in water sports and you suspect leptospira infection. Level of risk - On average each year, 9 people contract Leptospirosis through the participation in water sports. The instances of infection are therefore very rare and its deterioration into Weil's disease even rarer. Weil's disease is, however a very serious illness which must be diagnosed and treated swiftly. **Reduce your risk by being aware!**

PLEASE NOTE THAT RACING WILL NOT BE DELAYED FOR ANY LATE COMERS - if you miss your race it is deemed bad luck!

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Please complete one entry form per team

Team Name (maximum 20 letters)

Representing

Contact Name

Team Manager

Address

Postcode

Mobile

Email

Are you supporting a charity?

If yes, please state

How did you hear about the event?

Racing Class (please tick one)

Open Team

Ladies Team

Junior Team

Entry Package (please tick one)

BRONZE

SILVER

GOLD

PLATINUM

Cost Per Team

£350.00 incl. vat

£405.00 incl. vat

£550.00 incl. vat

£650.00 incl. vat

Dragon Boat Team Entry

1

1

1

1

Dragon Boat Training Session

1

1

1

1

Car Parking Spaces

2

3

3

5

Competitor Badges

15

15

15

15

Team Tent Space

1

1

1

Enclosure Badges for non-competitors

5

5

10

Marlow TR&F Programme Advert

½ page

Full page

Logo on Marlow TR&F Website

Yes

Training Sessions Training Sessions are subject to availability. Please tick your preferred time.

Tuesday 29th May 2012

5.15-6.15

6.00-7.00

6.45-7.45

7.30-8.30

Wednesday 30th May 2012

5.15-6.15

6.00-7.00

6.45-7.45

7.30-8.30

Payment (please complete as applicable)

I enclose my entry fee of £_____ (cheques payable to **Team Activity Group LTD**)

I am paying by credit card & will phone Dragons Alive on **0845 130 2248** to arrange payment of £_____

Please note that payment is required to guarantee entry into this event.

Declaration

By signing this entry form I confirm my wish to enter a team into this event and confirm that I have read, understood and undertake to be bound by the Racing Rules and Regulations as outlined in the information pack. I understand that I should advise my team members to seek medical advice from their general practitioner if they are in any doubt as to their physical ability to take part in this event. I acknowledge that all persons enter the regatta at their own risk and that Dragons Alive will not be held responsible in any way for accident, injury or loss that might occur prior to, during or after the event. I understand and give permission freely for photographs of the regatta to be taken, some of which may be used for publicity purposes. I understand that Dragons Alive and its associated companies (and companies processing data on its behalf) will hold and use the data provided by me in connection with this event for administration purposes, to keep me informed of its activities. Dragons Alive will take all reasonable steps to ensure that racing takes place as specified in the information pack. Dragons Alive do however, reserve the right to delay, postpone or cancel the regatta in the event of adverse weather conditions or other events outside of the organisers' control. The determination of what constitutes this is reserved solely by Dragons Alive. Entry fees are non-refundable, non-deferrable and non-transferable, even in the case of event cancellation.

If you would prefer not to receive future mailings about other Dragons Alive events please tick this box

Name _____

Signed _____

Date _____

Post to: Dragons Alive, Oakley Court Lodge, Windsor Road, Windsor, Berkshire SL4 5UR Fax to: 0845 130 2249

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