

Captain's Checklist

KEY



Must Do



Optional



Optional, but highly recommended



Captain and Co-Captain download all forms from CDBF Race Portal

July 12, 2019

<http://www.cdbf.org/race-portal.html>

These are the following forms you will need to download, sign, scan, and upload to your team folder in the Race Google Drive (the link to your folder will be sent via email):

Code of Conduct (signed by each paddler)

CDBF Adult Waiver or CDBF Youth Waiver (signed by each paddler)

Team City Waiver (filled out and signed by captain only)

Team Roster (filled out and signed by team captain only)

ALL FORMS UPLOADED TO TEAM FOLDER NO LATER THAN JULY 12, 2019



Have entire team read the official rules, and view online safety training

June 1, 2019

Download Race Manual and 2019 Appendix from race portal

Everyone must be familiar with the race rules and safety procedures.



Schedule team practice session

May 24, 2019

<https://milehighdragonboatraceclub.as.me/HongKongPractices>

<https://milehighdragonboatraceclub.as.me/FlagCatcherPractices>

Schedule your one free practice with Mile High Dragon Boat Race Club (additional practices available through the race club for a fee). Don't forget to sign your race club waivers! If you do not have a waiver, you don't practice. (This is a race club waiver and is for practices only; CDBF festival waivers are separate from the race club waivers).



Have entire team read the official rules and complete team safety training

June 1, 2019



Order Team T-shirts

Your team uniform does not have to be professionally printed, but your entire team must wear the same color. Please review the Team Uniform guideline in the race portal



Get a tent for your Team to rest under in Team City

Please review Team City specifications and tent rules in the Race Portal. There are rules for Team City that must be followed or your team may suffer penalties during your races.



Create a Banner for your team

(3ft x 10ft, suggested) To carry in Team Parade during Opening Ceremonies, and then attach to your tent in Team City. The Team Parade is optional, but you must have some kind of banner to identify your team if you participate.



Send out Last Minute Checklist to your Team

Includes notes such as - Valid footwear, water bottle, cash for food/drink/marketplace, camera, sunscreen!



Pick up Captain's Packet at Registration

July 27 or July 28 7:00 AM

Turn in any last-minute waivers and pick up your captain's packet.