

*Colorado*



*Dragon Boat Festival*

Denver, Colorado

Official Race Manual

# Official Race Manual

## TABLE OF CONTENTS

|             |                                      |           |
|-------------|--------------------------------------|-----------|
| <b>I.</b>   | <b>GENERAL INFORMATION</b>           | <b>3</b>  |
| <b>A.</b>   | <b>Teams</b>                         | <b>3</b>  |
| <b>B.</b>   | <b>Team Captain</b>                  | <b>3</b>  |
| <b>C.</b>   | <b>Liability</b>                     | <b>4</b>  |
| <b>D.</b>   | <b>Team City</b>                     | <b>5</b>  |
| <b>E.</b>   | <b>Equipment</b>                     | <b>6</b>  |
| <b>II.</b>  | <b>RULES OF COMPETITION</b>          | <b>7</b>  |
| <b>A.</b>   | <b>Race Committee</b>                | <b>7</b>  |
| <b>B.</b>   | <b>Protests</b>                      | <b>8</b>  |
| <b>C.</b>   | <b>Race Conduct</b>                  | <b>9</b>  |
| <b>III.</b> | <b>ABBREVIATED OR CANCELED RACES</b> | <b>10</b> |

# Official Race Manual

## I. GENERAL INFORMATION

### A. TEAMS

Specific team composition varies from year to year and by boat-type and division. See **Appendix A** of the race year for details.

1. Each competitor is solely responsible for his/her own safety during practice sessions and during races and no responsibility shall be accepted by the CDBF, Race Committee or officials, the contractor selected by the CDBF, any official volunteer, or any sponsoring organization for any injury, damage or loss incurred or born by competitors or members of a team.
2. Any incident resulting in an injury or damage sustained as a result of participating in the Colorado Dragon Boat Festival races or practices shall be reported immediately to personnel staffing the registration tent, and the team captain shall submit an injury report to a registrar immediately following the injury. Accident/injury report forms are available at the registration tent.

### B. TEAM CAPTAIN

Captains run the team and are the liaisons to the Race Committee. They are responsible for the conduct and performance of their teams, and as such, should be chosen carefully.

## Official Race Manual

### Captain's Responsibilities

1. Be the central point of contact to receive information regarding the race
2. Act as the liaison between the sponsor/organization and the team
3. Attend or designate a team representative to attend all captains' meetings before and during the event. (if a team fails to have representation at any required meeting, the team may be disqualified and forfeit all racing fees.) - LOCAL TEAMS ONLY. Out of state teams will be contacted.
4. Ensure submission of signed liability waiver documents by published due-date
5. Ensure that team roster is e-mailed by published due-date
6. Read and understand the rules
7. Ensure all team members take safety training
8. Advise team members of racing rules, scheduled training, racing times, parking restrictions, team city rules, and all other issues relevant to participating in the festival and races
9. Marshal the team for competition (delays in team members reporting for competition may result in forfeit)
10. Ensure all team members are in good health and sober condition during races
11. Perform all other requirements established by the Race Committee for the year.

### C. LIABILITY

1. All persons who participate in the race training, events, and competition shall complete and sign (or if the participant is a youth, the parent or guardian shall sign) an appropriate waiver. See Appendix A of the race year for waiver details.
2. If a team member boards a dragon boat during the event or practice, but has not submitted a signed waiver, that team will be disqualified.
3. The Race Committee will issue wristbands (or other indicator) to designate a signed waiver form. Only individuals who have submitted a signed waiver may be given a wristband.
4. Lost or removed wristbands may be replaced at a substantial cost
5. Tampering, swapping, or wear a wristband without a waiver may result in team disqualification, and the team will forfeit their registration fee.

## Official Race Manual

### D. TEAM CITY

1. Staking or penetrating the ground in Team City for any reason is not permitted. Teams found violating this rule will be assessed a **10 second penalty** for each of their races run after the violation is discovered. The penetration penalty does not apply when done by the CDBF official tent vendor.
2. Team tents MUST be weighted down properly to prevent injury and/or property damage in case of severe weather. Teams will assume liability should injury and/or damage occurs.
3. All teams erecting a tent are limited to a festival approved team city tent. Teams erecting a tent must print and sign a waiver, found in:  
<http://www.cdbf.org/race-portal.html>
4. **Per Denver City ordinances**, beer and other alcoholic beverages, marijuana, and other drugs are not permitted in Team City. **Any possession or consumption** of alcoholic beverages or drugs, or **being in a state of intoxication** in Team City is reason to disqualify the team from subsequent race participation and evict them from Team City. **Individuals violating this rule may also receive ticketed citation from the Denver Police Department.**
5. Sales or free distribution of promotional items, products, or services are not permitted in Team City. Persons involved in such activity will be ejected from the festival and the park. In addition, if a team, sponsor of a team, or occupants of Team City space are found violating this "no sales or distribution rule", the offending team will be assessed a **10 second penalty** in each of their races run after the violation is discovered.
6. Team or sponsor banner can only be hanged within team tent. Banners hang outside of team tent will be assessed a **10 second penalty**
7. Propane or charcoal grills are not permitted. Teams found violating this rule will be assessed a **10 second penalty** for each of their races run after the violation is discovered.

## Official Race Manual

### E. EQUIPMENT

All necessary equipment shall be provided for the race and practices, e.g., dragon boats, paddles, drums and drum sticks, and personal floatation devices (PFD).

1. Each competitor shall be required to wear PFD (Personal Flotation Device - Life Jacket), properly secured, while in the boat. Individuals/teams may use their own PFDs, as long as they are a certified Type III device. **Please note: INFLATABLE PFDs are not allowed.**
2. Individuals/teams in the Hong Kong style boats may use their own paddles. Only paddles provided by the race organizers shall be used in Flag Catching boats.
3. Paddlers are not permitted to alter the supplied paddles in any way - including but not limited to - applying sticky or waxy substances to the shaft and/or roughening the hand gripping surfaces.
4. Knee pads and/or gloves may be worn; however, any other equipment (automatic bailers, spray skirts, etc.) or modifications to the boat or paddles are not permitted.
5. Appropriate footwear (hard soles) is recommended on-deck and loading areas.
6. Signaling devices such as radio communications or other electronic items (coax box, etc.), shall not be used by any team during the races.
7. Only the drum and drum sticks provided by CDBF shall be used to signal the stroke rate. Whistles, rattles, air horns or any other noise making devices or voice amplification devices are prohibited during the race. **Violators will be disqualified.**
8. The race officials shall not be responsible for any failure of equipment (as listed in Section E of this manual) during a race. Each team is advised to carefully check the boat and paddles allocated to it before racing and request any spares/substitution if available. Failure of steering equipment is an exception and such failure may warrant a new race.
9. All members of a team shall wear a common t-shirt/top so they can be easily identified by race officials and on any race video device.
10. The race organizers will do their best to make sure that all race-related equipment is in safe and in working order. Adjustments may need to be made for equipment issues. The race organizers will do their best to make sure the races continue to remain fair, and will communicate any changes to the team captains.
11. If there are any issues with the race course, the Race Officials will communicate to the team captains of any challenges and how any situation will be handled.

## II. RULES OF COMPETITION

### A. RACE COMMITTEE

The management of the competition shall be done by the Race Committee (RC).

1. RC shall decide matters concerning disqualification in cases where the rules have been broken during the competition. The decision of the committee shall be based on the rules as shown in this document and the appendices.
2. Before any decision is made regarding an alleged infraction of the rules, the committee shall hear the opinion of the officials who were in control of the race at that time. (The RC shall caucus and determine the appropriate actions as a group.)
3. The RC may disqualify any competitor who behaves improperly, **is intoxicated at Team City or on a boat**, or who by his/her conduct or speech shows contempt towards the officials, other competitors, or onlookers, **per the Code of Conduct Agreement**. If found purchasing or drinking alcohol before the end of your races, **your racer's wristband will be cut**.
4. **No drinking is permitted at any time outside of the Beer Garden on festival grounds.**
5. A member of the Race Committee may not participate in a judgment concerned with his/her team, or a member thereof (however all the committee members shall give their full support to the final decision and act as a cohesive group).

### **B. PROTESTS**

1. A team may elect to lodge a protest concerning a race heat or against another team.
2. The Protest Committee shall be comprised of Race Manager of the Race Committee, timing tent representative, and any race officials needed to make a proper judgment.
3. The Race Starter or Finish Line Videographer may be included depending on the nature of the protest.
4. No protest shall be allowed concerning equipment or venue.
5. No protest shall be allowed concerning the performance of a team's steer person or provided steer person. The steer person in the boat becomes an active member of the team for that particular race.
6. No protest shall be allowed concerning a spin-out in the Flag Catching division. The Race Committee will make a judgment call in the event of a spin-out and may decide to run a new race.

#### **7. Process:**

- a) The team captain shall initiate the protest at the registration tent with a member of the Protest Committee within fifteen minutes after the end of the protested race.
- b) The team shall submit a written protest along with a \$50.00 non-refundable bond.
- c) Only the team captains and co-captains associated with the protested race shall be allowed in the area during the discussion of a protest. If other team members are present, the protest will automatically be rendered against that team and any bond issued shall be forfeited.
- d) The Protest Committee shall consider the protest and render a decision which shall be final.
- e) If the decision is in favor of the protest, the bond shall be returned to the protesting team and the protest shall be rectified in an appropriate matter.
- f) All teams involved can participate in any re-run races.
- g) If the decision is against the protest, the results of the protested race shall stand and the bond shall be forfeited by the protesting team captain.



## Official Race Manual

### C. RACE CONDUCT

1. If, in the opinion of the Race Committee (RC), a boat has been swamped or capsized deliberately by a team, the RC reserves the right to refuse said teams entry in future races.
2. If, in the opinion of the Race Committee, a boat or equipment is damaged deliberately by a team, the CDBF reserves the right to require a team to pay for the costs of repairs.
3. A team shall be assembled in the team assembly area and be ready to board twenty minutes before its race or when summoned.
4. A team shall board the boat in accordance with the instruction of the Race Officials and shall race in the lane assigned to them.
5. After a team has boarded it should leave the boarding area and proceed to the starting area, keeping clear of the course and not interfering with any race which is in progress.
6. The finishing order of a race shall be determined by the Finish Line Judge(s) whose decision shall be final.
7. A team shall finish with someone in the drummer and sternsman positions. The flag catcher (when applicable) shall remain in the boat during and after grasping the flag.
8. Only the flag catcher may lift the flag. In the event the flag catcher does not pull the flag out completely, that team shall be declared the loser of that race. Any team that does not catch the flag will be ranked below the teams that do catch the flag. In the event both teams miss (the flag) in a semi-final or final round, the Race Officials may choose to re-run the race without substitutions, or determine the winner based on time (first to cross finish line).
9. Team members are not allowed to enter the Timing Tent or to communicate with officials working in the timing area. A **five-second** penalty will be assessed to team that violates this rule.
10. Unsportsmanlike conduct will not be tolerated and may result in a **ten-second** penalty to the last completed race. Any abuse of any staff/official/racers will result in suspension and removal from the festival.
11. If rules specified in this manual are not followed, the team/paddler may be disqualified from race.

### **III. ABBREVIATED OR CANCELED RACES**

The CDBF and the Race Committee shall strive to provide a complete race event, culminating with awards and recognition of teams which have demonstrated their team work and accomplishments by finishing ahead of their competitors. Situations may occur wherein the race event cannot be completed in spite of the best efforts of CDBF staff, the Race Committee, and Safety Personnel. If conditions exist where, in the judgment of the Race Committee and/or Safety Personnel, the race event cannot be held or continued, and the races have not progressed to the point where teams can clearly be identified as winners in their respective brackets, medals and trophies will not be awarded, and teams or sponsoring organizations are not entitled to refund of race entry fees.

Situations may also occur that result in long delays in the racing schedule, but not a full cancellation of the races. The CDBF and Race Committee reserve the right to alter the race format or race order in any way as to determine a clear winner for any division within the event time frame. Winner shall be determined based on cumulative time.