

**A. Introduction – 1<sup>st</sup> of 3 Team Captain's Meeting (Introduction and Registration/Practice/Race)**

- 1) Introduction of Supervisors and Team Coordinator

**B. IMPORTANT Updates**

- 1) Saturday entirely full-size dragon boats; Sunday entirely small dragon boats; Except if there is a USDBOC race "Sunday"
- 2) USDBOC – Mixed and Women's Division \$950 registration fee; No Prize money for USDBOC.
- 3) Regular Division (Open/Mixed/Women) - \$600 registration fee

**C. Registration and Deadlines**

- 1) Online Registration is available for paid division teams. Invitational races and sponsorships require mail-in/email submissions.
- 2) Team Registration forms A1 or A2 are REQUIRED before practice time slots can be scheduled.
- 3) Payment must be received on or before our tentative date of **August 1<sup>st</sup>, 2023** and all the other forms must be received before the Festival. Although we will close divisions if they become full.
- 4) Late registration will be accepted at our discretion; Anytime capacity is reached, division will be closed.

**D. Practice**

- 1) Practices are held every weekend from 10 am – 1 pm. Please **schedule** and **confirm** your **practice** with the **Team Coordinator**
  - a. In order to schedule a practice session your team must complete form A1/A2 and have paid the registration fee.
- 2) Practices start: USDBOC – June 3<sup>rd</sup>; All other Teams – June 10<sup>th</sup>
- 3) Team must show up for at least one practice before allowing to participate in the festival races
  - a. Test may be given to steersperson to ensure they have control of the boat
- 4) Equipment will be provided (boat, paddles, oar, drum stick, Personal Floatation Device).
- 5) Teams not practicing on a given weekend MUST contact the office by Friday 12pm prior to the practice weekend. If no effort is made, the regular time slot may be forfeited and the team will need to reschedule.
- 6) **1 Waiver per person for the duration of the Practice season (separate waiver will be REQUIRED for the Festival Race days)**
- 7) **1 Seating Chart with FULL NAMES PER practice session (if team has 2 practices in 1 day, 2 seating charts will be required)**

**E. Practice Procedures**

- 1) Team is allowed to load ONCE during each practice slot, once the team is out in the water, additional team members cannot board.
- 2) 10 minutes prior to the timeslot, Team Captain/Manager must check in with Team Coordinator
- 3) Seating chart must represent crew boarding boat and must be signed by the Team Captain or representative on the boat and will be responsible for the crew.
- 4) Crew boarding the boat is not required to match the Team Roster (this is different on Race Days) and the minimum number of paddlers is 6 with a maximum of 18. Drummer is NOT required during practices.
- 5) The Team Coordinator will indicate PFD color and boat– the team is NOT allowed to choose either of these.
- 6) PFDs and a shirt /T-shirt MUST BE worn during the practices; failure to wear one may cause the team to forfeit their right to practice. This is for your personal hygiene and safety.
- 7) If the boat capsizes, stay with the boat; a staff member will bring another boat for team members to paddle back to shore.
- 8) Only the Team Captain or Manager should approach the staff with any issues as it applies to the team.

**F. Important Things to Remember for Racing**

- 1) If there are any ambiguities with the Rules and Regulations, they must be addressed prior to the Race Days; as a reminder, the Rules and Regulations remain open to the interpretation by the Race Officials
- 2) Drummers can NOT Cross-Roster (except in USDBOC, where cross-roster is allowed between USDBOC teams). Drummers follow the same roster restrictions as paddlers.
- 3) All Races with members under 18 require parental consent. – Jan 1<sup>st</sup> 2023
- 4) Youth Teams will require IDs If this is an issue, contact the office sufficiently ahead of time.
- 5) On the Race Days, the steersperson may be shared among teams; however, this must be indicated on the registration form (Team Roster). Additionally, we will not delay loading of teams to wait for a steersperson returning from a prior heat.
- 6) On Race Days, a drummer is required on the boat.

**G. Important Dates of 2023**

- 1) Practice for USDBOC teams starts – **Saturday, June 3<sup>rd</sup>**
- 2) Practice All other teams start – **Saturday, June 10<sup>th</sup>**
- 3) Coaches Clinic – **Saturday and Sunday, July 8<sup>th</sup>/ 9<sup>th</sup>**
- 4) Final Team Captain Meeting – **Friday, August 4<sup>th</sup>**
- 5) Time Attack - **Saturday and Sunday, August 5<sup>th</sup> and 6<sup>th</sup>**
- 6) Festival race days – **Saturday and Sunday, August 12<sup>th</sup> and 13<sup>th</sup>**
- 7) Deadline for registration is – **Monday, August 1<sup>st</sup>**

**H. Additional Festival Contact Information**

- 1) General Questions: Visit the website under "About Us" and click "Contact US" or E-mail [info@hkdbf-ny.org](mailto:info@hkdbf-ny.org)
- 2) Team Registration, Practice and Team questions: [TCdbfnewyork@cs.com](mailto:TCdbfnewyork@cs.com)
- 3) Sponsorship: [dbfnewyork@cs.com](mailto:dbfnewyork@cs.com)