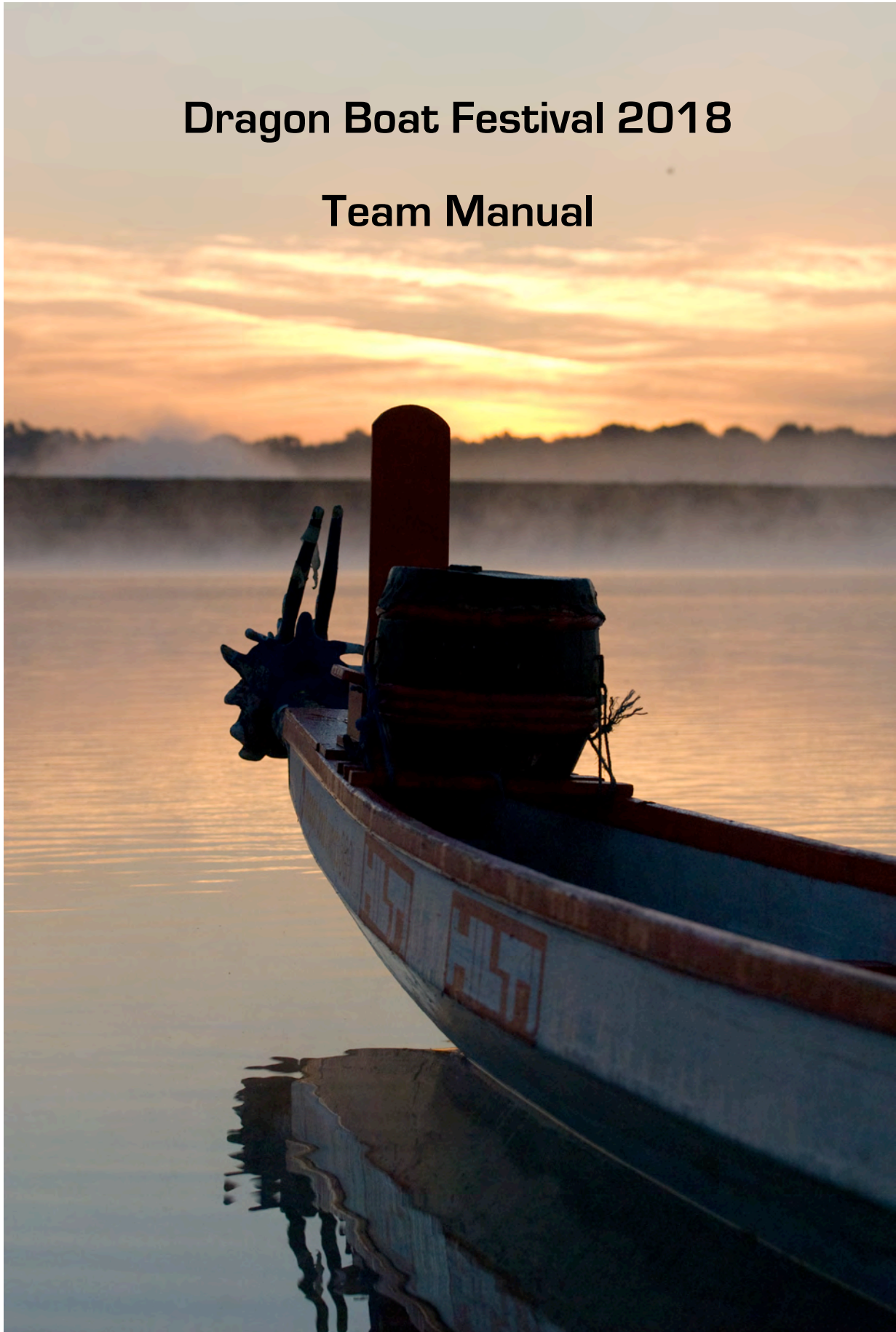




Dragon Boat Festival 2018

Team Manual



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1. FUNRAISERS

1.1 Background to Funraisers

Funraisers organises the Dragon Boat Festival at Bewl Water, which is usually held on the second weekend of September each year.

Funraisers is a not-for-profit organisation, with the aim of creating an event that enables charities and other good causes to raise funds, whilst having fun at the same time.

We try to keep the cost of the event as low as possible. All of the Funraisers team are volunteers, so the entry price for teams is based on the cost of running the event only. We hold a small amount of cash in reserve for contingencies.

1.2 Who are Funraisers?

The Funraisers team is made up of four people:

- Kevin Millington
- Caroline Fuggle
- Geoff Pride
- Diana Man

1.3 Contact details

Email: kevin@funraisers.org.uk

Internet: www.funraisers.org.uk

We endeavour to respond to all queries within one working day.



2. THE BEWL DRAGON BOAT FESTIVAL

2.1 When is the Festival?

The festival will be held on Saturday 8th September 2018.

2.2 Why is the event held?

The main purpose of the event is to help charities and good causes to raise money. So if you are interested, you need to choose a charity (it can be a school-based parent-teacher association). We then ask you to pledge that you will raise at least £2,000 for that charity.

2.3 How many races will my team get?

You get three races during the day, and then if you qualify for the final, you get one more race. There is a gap of about 1.5 hours between each of your races.

2.4 How does the racing work?

Essentially the races are time trials over 250 metres (which takes between 60 and 90 seconds to complete). Each race you are in will be timed, and your best time over the three races will be the one that is used to determine whether you go into the final. Up to 12 teams (weather dependent) with the fastest times will go into the final.

2.5 What do we do whilst waiting for our races?

There's plenty to do at the Festival - we book up activities for children (and adults!), and many of the charities set up stalls with games and things to buy. We also arrange activities for everyone to take part in, which varies from year to year. There's plenty of food and drink on sale too, and watching the races is also fun.

2.6 Will there be somewhere to put all our stuff?

We allocate you a "plot" where your team will be based. It is up to you to either bring a gazebo, tent or marquee to make a base for your team. Some teams decorate their plot and make it a comfy place to spend the day!

2.7 Are there prizes?

There is a cash prize of £100 for the best fancy dress team and £100 for the best decorated plot.

The 1st, 2nd and 3rd placed teams in the races all receive gold, silver and bronze medals respectively. The 1st placed team also wins a trophy.



3. ENTERING A TEAM

3.1 Cost of entering

The cost of entering a team is £360. With a team consisting of 13 to 17 people (see 3.3 below) this works out at around £21 per person.

3.2 Refunds

Unfortunately the entry fee is non-refundable.

3.3 How many people are in a team?

A full Dragon Boat team consists of 16 paddlers and one drummer: so a total of 17 people. You must have a drummer, however you don't need to have 16 paddlers. A team with 12 paddlers can compete well, however it is best not to have any fewer than 12 paddlers in your team.

3.4 Can I have more than 17 people in a team?

Yes. You can have as many as you like, although remember that only 17 can be in the boat at any one time, so you will have to rotate them. This is your responsibility – there are no rules about who can row in each race – you can decide the team you put in for each race. If you have more than 25 people who are keen to take part, consider finding a few more and entering two teams.

3.5 Can I enter more than one team?

Yes, you can enter as many teams as you like! However, please note that if you are short of numbers in one team (whilst you are allowed to) you may not be able to “transfer” paddlers between teams for different races as your teams could be racing against each other or may be in consecutive races. So if you have more than one team, be sure each team has enough paddlers in it without having to share them.



3.6 Do I need to bring my own boat or drum?

No! We supply the boats and everything else you need: paddles, drum, and life jackets. You just need to get a team together.

3.7 Do I need any previous experience?

No. At least half of the teams competing will have never been in a dragon boat before. In each race you will have a highly experienced helm who will also give you hints, tips and instructions on how to win! So you will learn as you go along.

3.8 Can I get some practise before the event?

Yes, we offer practise sessions on the Friday evening (7th September 2018) before the Festival. A one-hour practise session costs £120. Practice sessions are held between 6pm and 8pm (you can choose a slot between 6pm and 7pm, or 7pm and 8pm). We email all teams in July to ask if they would like to book a session (usually only a handful of teams take up this opportunity).

3.9 How old do the people in my team need to be?

You can include children from the age of 14 in your team. We prefer children to be able to swim, but this is not essential. Check with us if you wish to include younger children than this, it is usually not a problem.

3.10 Can disabled people take part?

Yes. If some of your team have disabilities this should not be a problem. However do let us know in advance so we can ensure any additional facilities are available.

3.11 Do I need to be able to swim?

No. Everyone wears a life jacket when they go out on the water, and safety is taken very seriously. It is very unusual for a boat to tip over and there is always a safety boat alongside.

3.12 Will I get wet?

Yes! You are extremely likely to get wet from the other paddlers in your boat splashing you, so please bring a change of clothes!

3.13 Fundraising

As this is a fundraising event, we ask each team to acknowledge that they will try to raise at least £2,000 in sponsorship. You collect all your sponsorship money and pass it on to your chosen charity or charities - you can choose to distribute your sponsorship however you like. We do not handle your sponsorship funds – all we ask is for you to let us know how much you have raised for our records.

3.14 What happens if our team cannot raise £2,000 in sponsorship?

If you cannot raise £2,000, don't worry, there is no penalty! We just try to encourage everyone to do their best to make the day as worthwhile as possible.

3.15 How do I register and pay for my team?

You have to register your team online at our website: www.funraisers.org.uk

Once you have entered all your details on the registration form, you will be directed to the payment page. You can pay by any major credit card or PayPal. Alternatively, please send a cheque made payable to "Funraisers" to:

Kevin Millington
Funraisers
Mottynsden House
Spring Lane
Burwash
TN19 7HX

Once we receive this, we will acknowledge your entry by email.

If you pay online, you will receive an acknowledgement of your entry as soon as the payment is approved.

3.16 Your email address is important

We communicate with all teams via email. Therefore the email address that you give when registering your team online must be one that you use regularly. If you are a company, and the financial department completes the entry form, be sure that the email entered is the one for the person who is coordinating the team (who we tend to call the "Team Captain").

3.17 Do I need a team name and nominated charity when I register?

No, you can put "TBC" in the Team Name and Charity boxes of the registration form if you are undecided on these when you enter. You can add them later using the user name and password that you create. However, we will need these completed by 31st August at the latest.

3.18 What is the latest I can register a team?

31st August is the last date for team entry. We close the event at midnight on that date. Registration is also no longer possible if and when the event is full (there are a maximum of 60 places).

4. DRAGON BOAT FESTIVAL WEEKEND

4.1 Bewl Water

Bewl Water is located on the A21, just outside Lamberhurst in Kent. The postcode is: TN3 8JH. The website for Bewl Water with map and directions is: www.bewlwater.co.uk.

4.2 Bewl Water car parking fee

Bewl Water charges a car parking fee for all persons arriving at the site. We appreciate that after paying your entry fee, you would prefer not to make any more payments. However, Bewl provides the site to Funraisers for free (if we had to hire it, we would have to pass this cost on to teams participating) and they have administration costs that need to be covered.

At Bewl, you will be charged £3 per car for car parking. A Bewl Water employee will collect this on arrival at the site (see www.bewlwater.co.uk). Please bring the exact change with you if possible to reduce delays at the gate.

4.3 Your plot

We allocate to you a numbered plot on the Bewl site overlooking the water. When you arrive at the site, head to the Visitor Centre (well signposted) where you will see a map that shows where all the teams are situated. Just look for your team and find the plot number that you have been allocated. All plots are marked with a number on a stake. The plot number marks the **middle** of your plot. NOTE: we do not send out plot numbers in advance, as we don't finalise the site layout until the day before the event.

4.4 How big is my plot?

Each plot is usually large enough for each team's requirements. However, if you are planning on putting up a marquee that is larger than 4m x 4m, please contact us and we'll ensure you get an extra-large plot.

4.5 What can I do on my plot?

Your plot is your home for the day! So please make yourself comfortable. Most teams erect a marquee or large tent, so they have shelter from sunshine or rain. You can bring as much food and drink as you like (although there is plenty to purchase during the day). Most teams bring along tables and chairs. The only thing you are NOT allowed is a BBQ. This is a regulation that Bewl impose on visitors to the site.

4.6 Setting up a stall

Many teams boost their sponsorship by setting up a stall on their plot. These range from games (such as tombolas) to sales of crafts and other items. You are not allowed to sell food and drink, with the EXCEPTION of cakes. Cake sales are allowed. Bewl Water has the sole right to sell food and drink on the site.

We will email all teams in July to ask if they want to run a stall. If you do, you must reply to the email we send you, as we place all teams that are running a stall on the “High Street”, which is the main route between all the plots leading from the top of the site to the water’s edge. This maximises your passing trade.

Please note that if you are running a stall, you must bring everything you need, including tables, chairs and any shelter you require.

4.7 Setting up

You can set up your tent/marquee on Friday from 9am onward (entry to the site is FREE on Friday).

We will have at least one motorised buggy available from 9am on Friday, and throughout the day on Saturday, to help you transport all your belongings from the car park to your plot. There are also several wheelbarrows available for your use – these are parked up at the top of the grass slope when not in use. Please help yourself but return the wheelbarrow afterwards.

We are also on hand from Friday morning onwards to help put up and take down tents and marquees. You will recognise our team, as we will be wearing clothing with the Funraisers logo.

Please note that vehicles will not be allowed on the grass.

4.8 Registration and race times

You must register with us as soon as all your paddlers have arrived at the site. The Registration tent is located on the edge of the beach and has the Funraisers banner hanging on it. Only the Team Captain needs to come and register.

Registration opens at 8am and it will be a first registered – first on the water system. So if you want to be in the first race at 9am, make sure you are registered at 8am! We need all teams to be registered by 9.30am please.

4.9 Disclaimer form

When you register you must provide us with a completed Disclaimer Form. The form is at the back of this document. Please print it out and fill it in.

4.10 The safety briefing

Before your first race, you will receive a safety briefing from your helm, and all persons that attend this briefing will be tagged with a wristband. Anyone who will be paddling in any race during the day will need to participate in this safety briefing, even if they are not in their team's first race. Only those people with a wristband will be allowed onto a dragon boat.



4.11 What happens if I have team members who arrive late?

It is not always possible for everyone to be at Bewl for the safety briefing. If you have team members arriving later in the day who want to race, please ask them to report to the Registration Tent when they arrive. We will then ensure that they receive a safety briefing and are tagged. However, note that this is not always easy to fit in, and whilst it can be done, we don't encourage it. So please encourage all your team members to be on site and ready for the first race and the group safety briefing.

4.12 The heats and the final

You will participate in three heats during the day, with your fastest time being the one that will be used to determine whether you compete in the final. The 10 fastest teams will go through to the final. The 12-boat final (weather depending) will take place at around 4pm.

4.13 At the end of the day...

At the end of the day, all we ask is that you leave your plot clean and tidy, with all rubbish in the bin bags that we provide. We'll deal with the rubbish, you don't need to take it home with you, but we do like it in a bag and left at the designated bin bag drop areas.



Team Waiver Form

[Please see overleaf]





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TEAM INFORMATION & WAIVER

TERMS & CONDITIONS: Dragon Boat Events Ltd hereafter referred to as 'the Company' stages events for and on behalf of its clients throughout the UK and Europe. This event is classed as a charitable event and falls within the terms and conditions agreed with and accepted by the client. A copy of these terms and conditions is available for scrutiny by post (on receipt of a cheque for £15.00 made payable to *Dragon Boat Events Ltd*) to cover admin, postage and packing.

INSURANCE: The Company complies with all industry standards and is covered for insurance purposes whilst staging its events and activities by Navigators and General (106), Policy No.YI054172Q. Cover is as follows – Public Liability at least £5 million, Employers Liability £10 million. Cover is reviewed continually and conforms to the industry standard for the events and activities undertaken by the Company. The Company is also accredited by the Adventure Activities Licensing Service (AALS) for the provision of Dragon Boat Racing to persons under the age of 18. Copies of the certificates and schedules of cover are available for scrutiny by post on receipt of a cheque for £15 made payable to *Dragon Boat Events Ltd* to cover admin, postage and packing.

TEAM CONTRACT & WAIVER. In signing this 'team contract' the team captain of the crew listed here agrees on behalf of the team to the conditions of entry as listed in the company's client contract. Notwithstanding any of these conditions, the crew's statutory rights are not affected.

RULES OF PARTICIPATION. The crew certifies that:

- (a) All crew members are comfortable in deep water whilst wearing a personal flotation device (buoyancy aid supplied by the 'Company'),
- (b) Crew members with disabilities have signed a separate waiver, and have satisfied The Promoters, that they are able to sit unaided in the boat, be capable of communicating with and or obeying instructions given by the Company's representatives both on and off the water and are confident in water whilst wearing a personal flotation device. There is no absolute requirement for such participants to be able to swim 50 metres. In all cases a person with disabilities must be escorted by an able bodied helper (buddy) who will be briefed as to their duties whilst on the water. An additional charge may be levied for the supply of a trained member of the event team to act as a personal buddy.
- (c) The crew accepts that in the interests of safety, the Company has the absolute right to remove a whole crew or individuals within that crew from a race or races, if he/she or they are deemed to be unfit to race, or if weather conditions or other safety factors affecting the water conditions warrant such action.
- (d) There will be no reduction or reimbursement of fees for teams of less than 16 plus a drummer, or in the case of a crew member being removed from a race or races for any reason(s).
- (e) The crew undertakes to abide by all instructions given by the Company's representative(s).
- (f) **DECLARATION OF FITNESS TO COMPETE** – Crew members are required to declare to the Organisers (prior to the commencement of the event) if they: (a) suffer from chest pains or shortness of breath (b) if they have been told by their Doctor that they have heart trouble (c) they have been told that their blood pressure is too high or too low (d) they have had fainting or dizzy spells (e) they have undergone a recent operation (f) they suffer from bone or joint problems i.e. arthritis, spinal injury etc. (g) any other reason why they should not participate in an exercise programme which in the case of Dragon Boat Racing should not exceed 5 minutes of active aerobic exercise per race. This list is not exhaustive. If you are in any doubt about your fitness to compete, you must ask the Company's representative prior to undertaking the training and race programme.

Please Note: it is a legal requirement for names and contact details to be registered for all crew members for insurance purposes – and under the Data Protection Act 1998 will not be disclosed to any third parties.



dragon boat events



EVENT:

TEAM NAME:

COMPANY NAME: (if applicable)

TEAM CAPTAIN: EMAIL:

CONTACT ADDRESS:

..... Post Code:

Tel Tel (alternative)

List of Other CREW NAMES and Contact details: a maximum of 20 crew members may be registered. A maximum of 16 plus a drummer will be permitted to race at any one time. The numbers in each crew in each race will be at the absolute discretion of the Chief Official whose decision shall be final. All registered crew members will receive winners medals if successful.

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I declare and sign on behalf of the crew listed above that we accept and fulfil the conditions of entry and understand that we take part entirely at our own risk. We waive any legal recourse for injury or damage to ourselves or property ensuing from our participation. We understand this does not affect the crew's statutory rights. We accept that in the course of the day an official photographer may take photographs of the crew for promotional and not commercial purposes by the organisers/promoters and Dragon Boat Events Ltd.

Signed by Team Captain **Date**

Sponsorship Form

[Please see overleaf]

