



S.E.A.D.B.F

Team Manual

2012

SOUTHEAST ASIAN DRAGON BOAT FESTIVAL

**Dead line for Team
Registration
July 11th 2012**

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The Southeast Asian Dragon Boat Festival Team Member rules and regulations in this manual will be enforced. Any breach of these rules and regulations may result in team disqualification, fines, or legal action.

The Southeast Asian Dragon Boat Festival Committee, the Khmer Buddhist Humanitarian, the Delaware River Waterfront Corporation, the Redevelopment Authority of Philadelphia, the City of Philadelphia, and the Commonwealth of Pennsylvania are not liable for claims, causes of action, and injury to persons as a result of the actions of the Event Producer's staff members, event participants, and their agents. Delaware River Waterfront Corporation shall not be liable for any loss, injury, or damage caused by the staff of the Event Producer and their agents due to the negligence, willful misconduct, or lack of adherence to S.E.A.D.B.F. Team Member policies.

SECTION ONE – GENERAL

I. MANAGEMENT

- The Steering Committee of the Southeast Asian Dragon Boat Festival is the ultimate authority with respect to all matters pertaining in any way to the Festival. The Committee’s decisions and rulings shall be final and binding on all persons, groups and organizations, incorporated or unincorporated, concerned with the decision or ruling. Production and management of the Southeast Asian Dragon Boat Festival (SEADBF) is the responsibility of the Southeast Asian Dragon Boat Festival Steering Committee.
- All racing shall be under the supervision and control of the Chief Race Officer (SEADBF Committee President) of the Festival. The Chief Race Officer shall have the power to appoint such on-water and off-water officials is deemed appropriate for the proper control and management of the heats and results.
- The Event Organizer reserves the right to refuse entry to any crew in the race at its sole discretion.
- All matters not specifically addressed in this Team Member Manual will be determined, at its sole discretion, by the Event Organizer.
- Unsportsmanlike conduct will not be tolerated and the Event Organizer may suspend teams from competition.
- Event Organizer reserves the right to seek legal action against a team or crew member for damages caused by failing to follow the Rules and Regulations or negligent or wrongful acts or omissions.
- Event Organizer reserves the right to waive, amend and add to any of the Rules and Regulations.
- In the event of strong winds, waves, or lightning, the Event will be cancelled for safety reasons.
- There is no rain date or refund of race fees.

II. ELIGIBILITY

- To be eligible to compete or participate in any way in the Festival a team and all of its members must conform to the Entry and Racing Regulations of the Festival.
- The SEADBF Steering Committee shall decide upon the number of teams participating in the event.
- The SEADBF Steering Committee has the right to accept or reject any entry submitted for any reason.

Condition Of Entry To Races:

- Each participant agrees to:
 - Abide by the race rules and requirements of the races.
 - Exhibit conduct consistent with good sportsmanship, friendship and respect for the traditions of the Dragon Boats and culture of participating organizations and individuals.
 - Waive any claims against the SEADBF Committee, Co-Sponsors, and all other and their members or race officials which may arise from personal injury, death or damage to personal property caused by participation in practice or competition.
 - Use only equipment provided or approved by SEADBF Committee. Boats, paddles, drums/drumsticks, and life jackets will be provided.
 - Competitors are allowed to use kneepads and protective gloves.
 - Ski belts are not allowed.
 - Noise-making devices are not permitted.

III. REGISTRATION AND FEES

- Each team must deliver a completed Team Registration Form to the Festival Steering Committee by no later than **July 11th, 2012** accompanied with the appropriate registration fee.
- The Steering Committee reserves the right to accept or reject late entries at its discretion.
- A waiting list will be maintained in the event that a team withdraws after registering.
- Teams entering and being accepted after **July 11th, 2012** may be included in the final schedule for the Festival if publishing time permits.
- A team wishing to withdraw from the SEADBF must do so in writing delivered to the SEADBF office no later than 4:30 p.m. on **July 11th, 2012** requesting a refund of its registration fee. A \$100.00 administration charge will be deducted.
- There are NO REFUNDS of registration fees after **July 11th, 2012**.
- Completed team lists and waiver forms with the name, gender and date of birth of each team member must be delivered to the Festival no later than 4:30 pm, **July 11th, 2012**.
- All teams will each have an experienced steersperson as a part of their registration.

- The team entry fees for **2012** are as follows:

CORPORATE TEAM ENTRY FEE	COMMUNITY TEAM ENTRY FEE
\$2,000.00	\$1,500.00
Team Benefits: <ul style="list-style-type: none">• (1) Dragon Boat.• Safety Jackets for all participating Team Members.• (1) Professional Steersperson.• On-Site Team Booth Location: (1) tent, (1) table, (2) chairs• Opportunity for team members to practice during kayak sessions at Penn's Landing.	

ENTRY FEES

- Entry fees must be paid in full upon registration. Teams that have not paid their entry fee in full will not be allowed to compete on race day.
 - Entry fees are non-refundable by **July 11th, 2012**

TEAM MEMBERS

- Registered team members must be sixteen (16) years of age (with a boating license), or older in the year of competition.
 - The final team roster must be submitted by **July 11th, 2012.**
 - Teams will not be permitted to race if all the team waivers, matching the team roster, have not been submitted by **July 11th, 2012.**

IV. DEFINITIONS OF TERMS

- For purposes of this Manual and the SEADBF:
 - “heat” refers to an individual competition among a group of teams.
 - “round” refers to a series of heats.
 - “race ” refers to the general case, as in “race day” or “Chief Race Officer”.
 - “paddle” or “paddler” refers to those who propel the Dragon Boat, as opposed to steering or drumming.

V. TEAM CATEGORIES FOR THE CHAMPIONSHIP TROPHY:

- In order to be eligible, all teams must race with at least 18 paddlers; this does not include the steersperson or drummer.
- In order to be eligible to be a team member a person must be at least 16 years of age as of Wednesday **July 11th, 2012.**
- *Exceptions may be considered at the discretion of the Steering Committee.*

VI. TEAM GROUPINGS AND ADVANCEMENT

- For scheduling purposes and particularly in the first round, the Steering Committee or its designate may place teams together as groups. For example groupings might consist of financial groups, professional firms, municipalities, all women, all men, etc.
- Team groupings for each heat shall be as determined by the Steering Committee.
- The Steering Committee shall have full authority to carry out their intent in matters of heat groupings and team advancement.
- Team representatives shall deal exclusively with the Chief Race Officer with respect to any questions regarding race event groupings or team advancement.

VII. RIGHTS, SPONSORSHIP, ETC.

- The Southeast Asian Dragon Boat Festival owns all rights relating to the Festival, in particular and without limitation, the rights relating to its organization, exploitation, advertising, sponsorship, commercial representation, broadcasting, and reproduction by any means whatsoever.
- Representation of the organization responsible for a team and its sponsor(s) shall be limited to:
 - Competition and warm-up uniform (e.g., T-shirt, sweat suits, hats, headbands, swim trunks or shorts);
 - One team flag not exceeding six feet in any direction to be posted on-site at the team booth.
 - Any other items as deemed appropriate and approved by the Steering
 - Committee of the Festival.

VIII. PRACTICES

- Each team shall be entitled to **three** practice sessions, each will be one hour in length as arranged under the auspices of the Steering Committee.
- Teams that fail to show up for a booked practice session forfeit their entitlement to that practice session.
- Teams whose members are not located in the Philadelphia area are entitled to their **three** practice sessions if they arrive in Philadelphia in time to engage in **three** practice sessions within the times offered, and there are **three** practice sessions available for them within the times they request the sessions.
- Teams who wish to practice more than the **three** sessions provided must pay additional fees of **\$100** for each additional session.

- The following is the schedule for practice sessions:

**SOUTHEAST ASIAN DRAGON BOAT FESTIVAL
PRACTICE SESSIONS**

LOCATION	Penn's Landing Marina Columbus Boulevard and Dock Street
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DAY	TIME
June 2012 (Monday-Friday)	5:00 – 8:00 PM
July 2012 No July 4 th week (Monday-Friday)	5:00 – 8:00 PM
August 1-3 (Wednesday-Friday)	5:00 – 8:00 PM
August 6-10 (Monday-Friday)	5:00 – 8:00 PM
All holidays must be considered.	

Section Two – Racing

I. TEAM MEMBERSHIP

- Each individual team member is required to comply with the Festival Rules and Regulations and is responsible to act on and off the river in a manner that is fair and respectful of him or herself, all other race participants, officials, volunteers, spectators and all other persons associated with the Festival.

Team Composition

- Teams are limited to a maximum of 30 members, including the Team Manager/Captain. A team must select the actual participants for any heat from those it has duly registered.
- Teams may have a maximum of eight (8) alternate members who must register and pay a racing entry fee to participate in the festival.
- For races, each boat shall have a steersperson, a drummer and a maximum of 20 paddlers (22 members in all), and a minimum of 16 paddlers (18 members in all).
- The name of each person in the boat must be on the team's roster sheet.
- A team must designate a Team Manager/Captain. In certain cases, teams identify two individuals, a Team Captain and a Team Manager. These people may or may not be crew members.

Team Registration

- Any team which allows a person not registered with that team to participate as a crewmember may be subject to immediate disqualification from the heat and from further participation in the Festival.

- Except as provided in the foregoing, a person may register with and paddle for more than one team.
- Crew members who are under the age of eighteen (18) years must have the Waiver signed by a parent or legal guardian prior to participating in any dragon boat activities. No team member under the age of 16 will be allowed to practice, register, or race without written consent and a waiver signed by a parent or legal guardian. (*See Parent's Waiver.*)
- A final team roster must be submitted to the Chief Race Officer by 4:30 PM on **July 11th** 2012. Roster forms are available on the website.

Team Manager/Captain – Role and Responsibilities

- The Team Manager/Captain shall be responsible for the conduct for his or her team and for communicating and distributing all information to the team.
- The Team Manager/Captain is responsible for:
 - Submitting the registration payment for the team.
 - Distributing, collecting, and submitting all registration forms and waivers.
 - Submitting the names of all team members participating in the race.
 - Communicating with the Chief Race Officer.
 - Attending the schedule site walk.
 - Acting as the spokesperson and representative for the team.
 - Organizing practice sessions for their team.
 - Organizing the team booth.
 - Attending the Team Manager/Captain briefing prior to the commencement of races on race day.
- Each individual team member is required to comply with the Festival Rules and Regulations and is responsible to act, on and off the water in a manner that is fair and respectful of him or herself, all other race participants, officials, volunteers, spectators and all other persons associated with the Festival.
- Any on-water or off-water SEADBF official may at any time require a Dragon Boat Team to identify the names, genders and ages of its members.

II. Waivers

- All persons practicing for or racing in the Southeast Asian Dragon Boat Festival must sign a waiver, and in the case of persons under the age of 16, submit the appropriate form signed by their parent(s) or guardian(s), accepting the risks associated with their participation in the Festival (including preparation and practice as well as actual competition) and waiving any rights they may have to any cause of action against any person, corporation, or organization in any way associated with the Festival. Waiver forms are available at www.southeastasiandragonboatfestival.org.
- The Team Manager/Captain shall submit all signed waiver forms to the Chief Race Officer by no later than 4:30 PM on **July 11th 2012**.
- All participants **MUST** have signed and submitted a waiver form prior to participation in any practice session or race.
- The Team Manager/Captain is responsible for duplicating, distributing and submitting all signed waivers prior to the first practice session.

III. Dragon Boats and Equipment

- Each boat is equipped with Dragon Head and Tail, paddles, steering oar, and a drum.
- Personal Flotation Devices will be available and provided to all members racing in the boats.
- The drum and drumstick provided (or the “drummer’s” voice) shall be used exclusively to signal the stroke rate. Whistles, rattles, air horns or any other noise making devices are prohibited.

- No additional equipment of any kind may be used and there can be no alterations to the festival boats.
- The Steering Committee of the Festival may at its sole and absolute discretion permit any team with special needs to use equipment necessary to reasonably accommodate its special needs.
- Each team is responsible for any damage to a festival boat, damage to or loss of paddles, drums, related boat equipment and PFDs in their use.
- Electronic devices, radios, signaling devices, bilge pumps, or bailing devices other than those provided, shall not be used during races.

VII. Race Schedule Format

- **There will be a mandatory meeting of officials and Team Captain/Managers representatives at 6:00 pm on Wednesday, July 11th 2012 . A representative will contact you for location of the meeting.**
- **Racing will begin at approximately 12:00 pm on Saturday, August 11th 2012. Please come one hour early for Tent set-up and preparation.**
- The race schedule will be posted on the Southeast Asian Dragon Boat Festival website www.southeastasiandragonboatfestival.org. The schedule will be posted as soon as possible after **July 11th, 2012.**
- Heat Schedules will also be posted at the team booth camp area.
- Organizers will place teams for the first round. Some ‘seeding’ may be done.
- Organizers will place teams for the second round.
- The top teams from the first two rounds, as outlined in the Race Schedule and based upon a team’s total time for those heats, will proceed to the event Semi-Final Rounds.
- Teams with the best times in the Semi-Final Round will qualify to participate in the Final Heat.
- The team finishing first in the final round shall be declared the *CHAMPION OF THE SOUTHEAST ASIAN DRAGON BOAT FESTIVAL.*

IV. Safety

- The SEADBF race is an ‘on-water’ event, bringing the inherent risks of such events. It is the responsibility of each team member to wear appropriate personal floatation. It is the responsibility of the Team Manager/Captain to ensure that this provision is implemented.
- Each team member is solely responsible for his or her own safety at all times while engaging in activities related to practicing and racing in the Southeast Asian Dragon Boat Festival.
- Dragon boat racing is an intense physical activity. Each participant is solely responsible to ensure that s/he is in adequate physical condition to compete.
- Personal Flotation Devices (PFDs) will be provided for each team member. All paddlers must wear the Personal Flotation Device (PFD) provided. In accordance with SEADBF rules and Coast Guard regulations, PFDs must be worn in the Dragon Boat at all times.
- Weather conditions on the Delaware River vary greatly. Participants are encouraged to hydrate prior to the event, take a water bottle in the boat, wear a hat, use sunscreen, and dress appropriately.
- Use only equipment provided or approved by SEADBF Committee. Boats, paddles, and life jackets will be provided.
- Competitors are allowed to use kneepads, protective gloves, and coast guard approved personal life jackets and paddles.
- Ski belts are not allowed.
- Noise-making devices are not permitted.

- The Practice Supervisor may, at his/her discretion, suspend or cancel practices due to failure to observe safety rules, hazardous weather or marine conditions. In the event of cancellations, attempts will be made to re-schedule the practice based on availability.
- No alcohol or tobacco will be permitted to be consumed by team members and participants involved in the organization of the race and the operation of the vessels.

Vessel Operation

- Team members must paddle from a seated position, standing or kneeling positions are not permitted.
- If a paddle breaks/drops, do not attempt to rescue it.

Rescue of Team Members

- In the event of a team member falling out of the boat, the team shall stop paddling and immediately recover that person. It is the responsibility of the team to rescue their own teammate.
- The captain must assume command of his team, making sure all members are accounted for.
- When safety boat personnel arrive the boat captain will surrender command to the rescue personnel.
- Any intentional entrance of a teammate into the water will result in automatic disqualification.
- If, in the opinion of the Race Officials, a boat has been swamped or capsized deliberately by the crew, the Event Organizer reserves the right to disqualify and refuse such crew's entry in current and future races. A penalty of \$500.00 will also be imposed on the team.
- If, in the opinion of the Race Official, after consultation with other Race Officials, a boat is damaged deliberately by the crew, the Event Organizer reserves the right to impose a penalty of \$500.00 on the organization entering the crew. The Event Organizer also reserves the right to require such organization to pay for the costs of repairs to the damaged boat.

V. Conduct of Races

- Teams and team members shall immediately follow and comply with all instructions of the Dock Master, the Starter and the Referee before, during and after a heat while on the water.
- Failure to follow instructions and comply with the racing rules and regulations may result in disqualification of the team from the heat. Flagrant disregard of such instructions may result in disqualification from further participation in heats by the Chief Race Officer.
- Each team shall keep to its own lane and endeavor to avoid contact with or interference with other teams.
- When a boat is in a position to overtake another boat during a heat, it is the duty of the boat overtaking to keep clear, at all times, of the boat being overtaken. Equally, the boat being overtaken is not allowed to alter course to make difficulties for the overtaking boat.
- Any team that leaves its own lane and contacts or otherwise interferes with any other team may be disqualified by the Referee particularly when the contact or interference is such as to affect the outcome of the heat.
- A Referee may stop any heat after its start by whistle sounds or multiple sounds from an air horn. The heat may be re-started in the event the Referee is of the opinion to do so is necessary to ensure a fair race and result.
- Any team or team members committing fouls that give rise to the re-start of a heat may, at the discretion of the Referee, be disqualified from the re-start of the heat.
- Upon disqualification during the course of a heat, a team shall to stop their Dragon Boat and wait until the remainder of the racers pass. They shall then return to the mooring area.

- A Referee may tell a team to stop paddling without disqualifying the team for the purpose of race control. In such a case, the team shall stop paddling until advised by the Referee to start paddling once again.
- The bow of each participating Dragon Boat must cross the finish line in its proper lane in order to count as having finished the heat.
- Any boat crossing the finish line out of its lane is automatically disqualified.
- A heat shall be officially completed when the Referee(s) raises either a white flag signaling the heat was 'OK, as run', or a red flag, signaling that a foul was committed by a team during the course of the heat. The Referee(s) shall raise the appropriate flag as soon as all boats still in the heat have crossed the finish line.
- With the advisement of the Dock Master, the Starter, or the Referee, the Chief Race Officer may disqualify any team on shore or on the water prior to the start of a heat, at the start of a heat, or during racing for failure to abide by the Festival Rules and Regulations.

VI. Race Logistics

- The racing area is subject to local water levels.
- Races are conducted on a closed course marked clearly with buoys.
- A crew must follow the directions of the Race Officials from the time it is called to the Marshalling Area.
- A crew must board the dragon boat in accordance to instructions given by Race Officials.
- A crew is not permitted to choose which boat to use and must use the boat assigned by Race Officials.
- Each boat is assigned to a lane in which it is to race. A crew must race in the assigned lane.

Starting Rules

- Crews in the starting area must obey the instructions of the Starter, Judges and other Race Officials under the control of the Starter.
- A crew shall not cross the race course to its assigned starting position until after the preceding race has been started and it is clear that a false start has not occurred.
- A crew must take up its correct position in the starting area in the lane assigned to it. It is the responsibility of the team and not the Judge, to maintain its correct position before the start.
- After a crew has boarded, it must leave the dock area and immediately proceed to the starting area. The referee will direct the teams to within 20 meters of the start

line (pre-start position). Once each boat is in the pre-start position the referee will hand the heat over to the Starter.

- When the Starter is satisfied that the crews are correctly aligned, The Starter will then direct each boat, using lane numbers, to the start line. As soon as all boats are aligned and stationary, the Starter will alert all crews by raising the horn and give the verbal warning "Attention please". After a 3-4 second pause, a horn will then be sounded to signify the start of the race.
- It is the responsibility of each team captain to make sure that each crew member is familiar with the starting procedure. The starting signal is the horn.

False Starts

- A false start will be credited to any team that begins paddling, in a whole or in a part, prior to the air horn. A false start will be signified by two short blasts from an air horn.
- In the event that the Starter considers that any crew has started before the horn is sounded, a second horn will be sounded to signify a false start and all crews must stop and return immediately to the start. The race will be restarted. The Starter will issue a warning to any crew that causes a false start. A second false start by a team in a given heat may result in disqualification from that heat.
- Any crew that fails to return to the start position after a false start may be disqualified.
- In all cases, the Starter has the right to call back the heat for a re-start.

Racing Rules

- The SEADBF will arrange for an experienced steersperson for each team. An “experienced” steersperson is one who is able to consistently steer the boat straight in the given weather conditions.
- Once a heat has begun, each team is responsible for remaining within its respective lane until the end of the race course.
- The proper course for each boat is a straight line from its starting position to a corresponding point on the finish line. Each boat must remain in the middle of its allocated lane and may not interfere with other boats.
- A team must cross the finish line in its own lane. A team that enters another team's lane may be disqualified from that heat.
- The referee, whose decision is final and without appeal, will decide whether or not interference has occurred.
- In the event that a team fails to keep the boat on its proper course and interferes with the course of another boat that is on its proper course, or in the event of a collision between two or more boats, the Race Officials may disqualify the offending

boat or boats or order one or more boats to re-race the race, or both, if in the Race Official's opinion, the result of the race has been affected.

- A team that is interfering or is about to interfere with another may be told to stop their boat by a race official. If the team does not stop, their boat they will be disqualified from that heat.

Finishing Rules

- The finish line is marked with buoys. The finish of each boat is recorded as the nose of the dragon breaks the plane of a sight line between these buoys.
- All crewmembers must be on board at the completion of the heat or the boat will be recorded as 'Did Not Finish'.
- Any decision of the judge(s) is final, except in cases when decisions are protested. (See “Protests” section.)
- In order to follow the planned schedule as nearly as possible, upon completion of each heat, teams must remain in their boats and return immediately to the mooring area and follow the instructions of the Dock Master. All boats will be used in the next race; participants should not linger at the finish line.
- Dock at the proper spot on the dock as instructed by the Dock Master. Disembark in an orderly manner. Leave the paddles, life jackets, and drumsticks at the designated area.
- Official times and finishing positions will be posted at the Scoring Area near the team booth camp area. This information may be announced as well.
- Team advancement into subsequent rounds will be announced as soon as possible and will be posted near the team booth camp area.

VII. Race Schedule Format

- Heat Schedules will also be posted at the team booth camp area.
- Organizers will place teams for the first round. Some ‘seeding’ may be done.
- Organizers will place teams for the second round.
- The top teams from the first two rounds, as outlined in the Race Schedule and based upon a team’s total time for those heats, will proceed to the event Semi-Final Rounds.
- Teams with the best times in the Semi-Final Round will qualify to participate in the Final Heat.
- The team finishing first in the final round shall be declared the *CHAMPION OF THE SOUTHEAST ASIAN DRAGON BOAT FESTIVAL*.

VIII. Protests

- A team may protest any decision or action of the Starter or the Referee, or another aspect of racing provided the Team Manager/Captain notifies the Chief Race Officer verbally within 10 minutes of the heat in protest.
- The Team Manager/Captain will file, with the Chief Race Officer, in writing and including a Protest fee of \$25.00, particulars of the protest within 20 minutes of completion of the heat.

- The Chief Race Officer shall consider the protest and allow it or disallow it.
- If the Chief Race Officer allows the protest, the heat may be re-run or such other corrective action will be taken as considered appropriate.
- If the protest is allowed the protest fee of \$25.00 shall be refunded to the team.

IX. DISQUALIFICATION:

- The Race Committee reserves the right to impose penalties on a team or its members or disqualify a team for any of the following problems.
 - Violation of safety procedures.
 - Violation of stated rules and established procedures.
 - Arriving late to the start line.
 - Arriving late to the dock after your race has been completed.
 - Unsportsmanlike conduct.
 - Disobeying reasonable requests or instructions from members of the Race Committee, that is, the Marshall, Dock Manager, Starter, Referee, and the Finish Line Judge, or any other designated person.
 - Willful damage to loss of equipment.
 - Violation of sponsorship rules.
 - Misrepresentation of the race, event or organizer.
 - Using members of a competitor's team without prior agreement between the Festival Steering Committee and the other team.

X. Scoring and Prizes

- The Chief Race Officer will confirm and announce the finish order in each heat and record the heat time of each boat in the heat.
- Recipients of prizes to be awarded shall be determined by the Steering Committee of the Festival.

- Any perpetual trophies awarded are the permanent property of the SEADBF. If a perpetual trophy is awarded, the winning team may hold the trophy for one week (seven days) after the date of the festival and must return the trophy to the Chief Race Officer in the same condition as it was when awarded. Payment for any damage to or replace of perpetual trophies will be the responsibility of the team in possession of the trophy. Team Captains/Managers will be responsible for rendering any damage or replacement fees within one week of notification by the SEADBF committee.