

American Dragon Boat Association

Festival Manual



American Dragon Boat Association
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Table of Contents

INTRODUCTION AND WELCOME 1

WHO IS THE ADBA? 1

WHAT IS A DRAGON BOAT FESTIVAL? 1

FUN 1

EXERCISE 2

SPECTACLE 2

HISTORY 2

HOSTING ORGANIZATION RESPONSIBILITIES 3

FESTIVAL CLASSIFICATIONS AND SANCTIONING 4

GENERAL FESTIVAL GUIDELINES 4

INTERNATIONAL FESTIVAL REQUIREMENTS AND GUIDELINES 5

OUR GOAL 7

ADBA DEADLINES 7

LATE FESTIVAL ENTRY 7

“FRIENDSHIP THROUGH PADDLING” 7

GETTING A FESTIVAL STARTED 7

THE EVENT CHAIRPERSON AND FESTIVAL COMMITTEE 7

PLANNING THE EVENT 7

FINANCING 8

PUBLICITY AND PUBLIC RELATIONS 8

PERMITS & REGISTRATIONS 8

RECRUITING TEAMS 8

FORMING TEAMS 8

TEAM LISTS 9

TEAM INFORMATION 9

TEAM CAPTAINS 10

SPONSORSHIP AND TEAM NAME 10

TEAM ENTRY FEES 10

ROSTER AND DESCRIPTION 10

TEAM BRACKETING 11

PRACTICE SESSIONS 11

PRACTICE REQUIREMENTS 11

TRAINING VIDEO 12

TEAM SUBSTITUTIONS 12

T-SHIRTS 12

EQUIPMENT 13

RULES 13

SETTING UP A FAIR RACE 13

COMPETITION FORMATS 14

STARTS AND STARTERS 14

TIMING 15

REPLACING FLAGS IN THE BUOYS 15



[SAFETY RULES](#) 15

[FIRST AID](#) 15

[RACE SITE](#) 15

[GENERAL](#) 15

[MERCHANDISE SALES](#) 16

[PARKING](#) 17

[PUBLIC TRANSPORTATION](#) 17

[SPECIAL TRANSPORTATION](#) 17

[BUDDY TEAMS](#) 17

[ACCOMMODATIONS](#) 17

[AWARD STRUCTURE](#) 17

[AWARDS DEFINITION](#) 17

[SPIRIT AWARD](#) 17

[OTHER AWARDS](#) 18

[RACE DAY](#) 18

[WHAT TO BRING](#) 18

[TEAM SKITS](#) 18

[ASSISTING GUEST TEAMS](#) 18

[BUDDY TEAMS](#) 18

[MORE THAN COMPETITION, THE SOCIAL ASPECTS](#) 18

[GOING THE EXTRA MILE](#) 19

[INTERESTED / MORE INFORMATION](#) 19

[ADBA MEMBERSHIP](#) 19

[ADDITIONAL INFORMATION CONTACTS](#) 19

[APPENDIX I PLANNING SAMPLES](#) 20

[IMPORTANT FESTIVAL PLANNING DEADLINES](#) 20

[SAMPLE FINANCIAL PLAN](#) 22

[APPENDIX II – TWO HEAT & FLAG CATCHING RULES OF COMPETITION](#) 23

[APPENDIX III – SINGLE HEAT & HONG KONG RULES OF COMPETITION](#) 31

[APPENDIX IV - ADBA FORMS](#) 38

[AMERICAN DRAGON BOAT ASSOCIATION MEMBERSHIP FORM](#) 38

[TEAM ATHLETIC WAIVER AND RELEASE OF LIABILITY](#) 39

[INDIVIDUAL ATHLETIC WAIVER AND RELEASE OF LIABILITY](#) 41

[INJURY / INCIDENT REPORT](#) 43

[TEAM TRACKING LIST](#) 45



Introduction and Welcome

Welcome to the American Dragon Boat Association. We are happy that your event will be joining us in making this year's season a success.

This manual will aid the hosting organizations in preparing their teams for their Dragon Boat Festival. The American Dragon Boat Association's motto "Friendship through Paddling" is the theme and spirit evident throughout all festivals. Our goals are to maintain the rich cultural traditions of the festival; to allow people from all over the world to meet other paddlers; and to provide a friendly, exciting competition.

Who is the ADBA?

The ADBA is a volunteer organization dedicated to the promotion of friendship, fun, and education between teams and communities. The mission of the ADBA is to promote cultural understanding on a worldwide basis, and educate the public to the benefits of working together (team work) on a USA wide basis through the sport of Dragonboat Racing. The ADBA promotes the sport of dragon boating to as wide an audience as possible - for both recreation and competition. The ADBA conducts clinics on the historical and cultural aspects of dragon boating as well as seminars on the mechanics of dragon boat racing from both an organization and participatory perspective.

The goal of the ADBA is to make an individual's exposure to dragon boating a positive and rewarding experience, whether he or she is a spectator, paddler, or organizer. The historical significance and uniqueness of dragon boating offers an opportunity to bring a wide group of people with various interests together to participate

in a shared activity unlike any other paddling activity.

What is a Dragon Boat Festival?

A dragon boat festival is an event where individuals gather to achieve a single goal - to have fun. They achieve this by becoming a team and performing to the best of their abilities. The goal is not to win but rather blend the various talents of the participants into a synchronized, fluid unit. The nature of dragon boating not only fuels the competitive portion of the Festival (the sport of dragon boating) but also the camaraderie portion of the Festival (the friendship of dragon boating). The following summaries capture what dragon boating embodies:

Fun

Dragon boating is an activity where friends, coworkers, or businesses can get together for a group activity. The family oriented atmosphere allows the kids and the pets to be included in the festivities. Many teams have festival barbecues or picnics at the race site. Interacting with paddlers from other cities, states or countries adds an extra flavor of shared experiences. Many festivals have awards for best sportsmanship, best T-shirt design, etc. thus adding another avenue for teams to show their collective efforts.



Exercise

Let there be no doubt about it - dragon boating is a physical activity! Arms, legs, backs, and bottoms all get involved in making the dragon boat glide over the water. The sport of dragon boating offers many teams a group exercise program to keep in shape and get together during the week. The festival brackets are typically set in such a manner as to let the physically oriented teams and the recreationally oriented teams compete at the same venue with the same equipment but not for the same prize. This camaraderie in a competitive sporting event is uncommon and thoroughly enjoyed by festival participants.

Spectacle

Dragon boat festivals are loud, colorful, and rich in tradition. The awakening of the dragon ceremony is over 2000 years old and gives the festival participant a snapshot of another culture. The beating of the boat drums, the clash of gongs, and the cheers of the spectators give the festival an electric, vibrant feeling. The festival offers a unique opportunity to gather family members together and enjoy a weekend of fun.

History

The sport of dragon boating is over 2000 years old with its origins steeped in tradition. The pageantry, the colors, the mechanics of why such a festival originated are educational and allow a participant a view into the past. Participants also get a view of the present with dragon boating festival being conducted in many countries worldwide. Developing friendships that span countries and continents makes dragon boating a unique experience.

The legend of Chu Yuan

A Dragon Boat Festival is a double celebration second only to the Chinese New Year. This celebration appeases the dragon that controls water for the crops and is a tribute to Chu Yuan.

Over 2000 years ago Chu Yuan, poet, warrior and loyal aide to the emperor, fell victim to plots and deception and found himself out of favor at court. When the old emperor died, Chu Yuan was unjustly banished and wandered the countryside composing poems he hoped would be heard and heeded by the new emperor. His inconsolable desolation grew until one day he threw himself into the Mi Lo River. His devoted followers, learning of his death, rushed to search for his body. Fearing the fish might devour the body; they beat their paddles on the water and banged drums and gongs to frighten the fish. In Yuan's honor, athletes the world over meet to commemorate his sacrifice for honor and justice.



The legend of The Dragon

The Chinese dragon is a strange mixture of several animals. It has the head of a camel, the horns of a stag, the eyes of a demon, the ears of a cow, the neck of a snake, the belly of a clam, the scales of a carp, the claws of an eagle, and the soul of a tiger. The dragon has found the greatest favor in the eyes of the people of China. For the dragon alone has the power to make itself invisible. The dragon is as good as he is strong, and if he pleases, he has the power to bring rain when rain is needed. That is why, while the people remember the good patriot Chu Yuan in their festival, they try at the same time to put themselves in the good graces of the dragon, the ruler of spring and the giver of rain. The people of China do not want to forget Chu Yuan any more than they wish to anger the dragon. For this reason the Chinese make the Dragon Boat Festival a double holiday.

The female Eastern Dragon usually gives birth to nine dragons at a time. Each baby differs. The first sounds like a bell, the second like a harp, the third is always thirsty, the fourth loves to climb, the fifth is a fighter, number six is a scholar, the seventh has keen hearing, the eighth just sits around, and the ninth is a weight lifter. Images of these nine dragons decorate various objects. For example, the weight lifter is carved on the bottom of monuments; the fighter, on sword handles; the thirsty one is painted on drinking cups, and the scholar dragon is printed on textbooks.

Dragon eggs hatch when lightning splits them open. The centipede is the Eastern Dragon's one known enemy. Although only two inches long, it can destroy the biggest dragon by walking up its nose, into its head, and feasting on its brain.

Hosting Organization Responsibilities

The hosting organization shall be responsible for:

- All festival organization and planning.
- All local and regional festival promotion (printed, radio, and television).
- All income and disbursements for the event.
- Scheduling and staffing of all volunteer positions required for the event.
- All festival preparations and clean-up activities after the event.
- Festival race structure, opening, awards, and closing ceremonies.
- The conduction of all festival activities and resolution of any and all festival conflicts and protests.



Festival Classifications and Sanctioning

Event Classifications

There are two classes of festivals:

- International Sanctioned
- General

This highlighted area is required only for The International Event. It is NOT required for Non-international festivals.

Sanctioning

Festival sanctioning is accomplished in several stages. All festivals shall adhere to the General Festival Guidelines. The additional guidelines and requirements for International Festival Sanctioning shall be complied with prior to being eligible to host the annual ADBA International Dragon Boat Festival.

General Festival Guidelines

1. Festivals shall be conducted fairly and with out bias towards or against any teams. Teams should be welcomed on a first come, first served basis decided by paid entry fee.
2. Teams traveling to an event should be treated as special guests. These participants are "customers of the event", who's good will we all depend upon. The ADBA motto "Friendship through paddling" is more than mere words.
3. Bracketing shall be done fairly and the methods utilized shall be distributed to all teams four weeks prior to the race weekend. This data shall be presented to the team captains in written form in both the entry forms and captains' packets.
4. Teams shall be separated into brackets by skill level when possible.

5. Races may be one or two heats, however single heat races shall be fair to both teams. (If one lane is noticeably faster, two heats are mandatory!)
6. An approved method of timing (such as electronic timers, video finish equipment, or stop watches) shall be utilized.
7. The method of breaking a tied race shall be decided prior to the start of racing, and all teams shall be notified of the method chosen. Any races resulting in a tie shall be decided by one of the following methods:
 - Running an additional set of heats.
 - Average race time (the sum of all previous races divided by the number of races).
 - The better over all record (wins divided by races run).
 - The fastest heat of all runs to this point.
8. There shall be an impartial race marshal(s) available to determine the disposition of any and all protests. NOTE: This person shall not be a member of any competing team.
9. Any team may be disqualified for severe non-sportsmanship, drunkenness, dangerous conduct, or deliberate damage to the equipment. **NOTE: Festival organizers are liable for damages to equipment caused by negligence or deliberate acts of vandalism.**
10. Pre-festival publicity shall include a description of the type of festival, the ADBA sanctioning logo, and a list of scheduled festival events so the participants know what to expect for their entry fees.



11. It is best NOT to tell any team that the event is "closed" to the competition. The ADBA would prefer that the event is advertised for what it is, whether that is a full international competition complete with paddler celebrations, or a friendly local get together where teams show up for only their race. This should be prominently advertised in all promotional materials and the entry forms.

This festival guide is written to help you run the most successful festival possible. This manual is based on ideas taken from successful festivals all over the world.

It is not the intention of the ADBA to run your race, nor is it possible for the ADBA to do all of the work, which enables each festival to have it's own special personality.

International Festival Requirements and Guidelines

The following requirements are to qualify for the ADBA International Dragon Boat Festival.

Pre-International Event Requirements

This list of requirements is to be completed prior to consideration as a site for the annual ADBA International Dragon Boat Festival

1. Your event shall manage a six boat race with 30 teams minimum.
2. An electronic timing system with a manual back up timing system is mandatory (finish line videos are acceptable).
3. The starting facilities (dock, barge, or pontoon boat) shall be moored to the shore or to some other fixed object. Underwater anchors should be used as a last resort.
4. A printed list of race categories and competition rules shall be presented to the ADBA 90 days prior to the event.
5. A printed list of all competition and non-competition prizes shall be presented to the ADBA 90 days prior to the event.
6. Any and all printed list of race categories, competition rules, and prizes shall become requirements that shall be followed through with. Any exceptions / potential exceptions shall be presented to the ADBA as soon as they are known.
7. There shall be a minimum of one paddlers party (open to all participants) as part of the festival.



8. The racing conditions and bracketing shall be fair.
9. Provisions for lodging protests and the disposition method of any protests shall be listed in the captain's manual and presented to all team captains in written and verbal form at the captains meeting.

International Event Requirements

This list of requirements is to be completed (in addition to the Pre-International Event Requirements) as part of the annual ADBA International Dragon Boat Festival

1. A hosting package shall be submitted to the ADBA a minimum of 12 months prior to the festival.
2. The event shall host two parties, one of which will contain skits or other forms of entertainment for the paddlers.
3. An optional electronic display board may be utilized to display the race times and sponsor advertisements.
4. The team entry fees shall be \$250 maximum for all foreign teams.
5. The hosting organization shall provide a hosting and hospitality package to all foreign teams. This shall consist of the following:
 - Lodging options that may include:
 - A.) Hotel / Motel options at a reasonable cost
 - B.) Dormitory or Hostel style lodging
 - C.) Home stays with local families.
 - Buddy teams shall be provided for each foreign team

- All meals shall be provided for the foreign teams starting the evening prior to the event and ending with dinner after the closing ceremonies on the last day of the event. All meals should be appropriate to the visiting team's culture.
- Local transportation shall be arranged and provided by the hosting organization for all foreign teams from the time they arrive in the local area until they depart. Further, at the request of the visiting team, arrangements should be made for entertainment and site seeing in the local area.
- Every attempt shall be made to honor the cultural needs of any foreign team.
- All hosting plans shall be written and submitted to the ADBA a minimum of twelve months prior to the festival. The hosting organization shall work with the ADBA to ensure a successful festival and promote the motto "Friendship Through Paddling".



Our Goal

It is the ADBA's intention to provide equipment, technical assistance (as requested), fair competition and live up to our motto, "Friendship through paddling".

ADBA Deadlines

Festival application for a festival date

December 1

Down payment of ADBA fees (25%) and submission of event descriptions (\$600 - non refundable)

March 1

Closure and list of event needs

60 days before the event

Second payment of ADBA fees (25%)

30 days before the event

Final payment of entry fees. (50%)

At the event

Late Festival Entry

Any event that registers after **December 1** shall be considered a late entry and shall be charged the first 25% down payment due at registration (\$1000.00 non-refundable, \$400 of which is a late booking fee). Late registrations shall be accepted until **60 days prior to the event.**

Note: Late entry events may not be advertised in ADBA promotional materials and mailings.

"Friendship Through Paddling"

Everyone is expected to help welcome international and out of town teams (if any) by attending the festival festivities as well as the races, and to show appreciation for the team's efforts and expense in traveling to join your festival. Remember the "Friendship through Paddling" motto throughout the entire festival and get to know the teams in the event.

Getting A Festival Started

The ADBA will provide a "getting started package" if / when you decide to hold your festival. This package gives budget information, captain's information, and general tips on how to get started.

The Event Chairperson and Festival Committee

Each festival is responsible for setting up a festival committee and choosing an event chairperson. The event chairperson should be the leader and driving force around which the committee can rally.

Planning The Event

This is most critical to the success of your event. Plan early and enlist as much local support as possible. The ADBA can provide general timetables, budgets, and technical support from several of the International Sanctioned Events if requested.



Financing

Financing the festival is a critical part of good planning. The ADBA can provide ideas for fund raising, sponsor searches and budgetary ideas. (Many ideas are included here in.)

Creating a Budget

The ADBA has provided one sample budget as part of this manual (See Appendix I). This is not an “end-all” budget, but rather, a sample of ideas that have worked from several other small and large festivals. This list has been known to change drastically from festival to festival and should be modified to suit your particular needs.

Event Sponsors

An event sponsor is neither mandatory nor required, however, sponsors will help ensure the success of your event. They can provide critical advertising, festival funding, and technical support. The ADBA strongly encourages festival sponsors. If sponsorship is acquired, be sure to acknowledge the sponsor’s support as a part of the event promotion.

Publicity and Public Relations

Publicity and public relations are probably the single most critical part of festival planning. The ADBA recommends getting publicity and public relations people involved at least six months prior to the festival. This will make fund raising easier and “get the word out” to potential teams.

Permits & Registrations

There are many local, state and federal laws governing usage of lakes, rivers and reservoirs. There are permits from the Army Corps of Engineers, the DNR, Federal, State & Local Park permits, Fire works permits (for the opening ceremonies) just to name a few. Be sure to get the proper permits that fit your circumstances prior to your event. These permits should be worked 60 to 90 days prior to the race date.

Recruiting Teams

Recruit teams as early as possible. This will help balance your budget and provide a measure of security. Broad community support will help make this job easier. Work with the ADBA. Many teams enjoy traveling to other events.

Forming Teams

In general, decide if you want a “just for fun” or a “highly competitive” event. Recruit teams accordingly. Choose people in good physical condition, as this sport can be strenuous. Experience in canoeing or paddling is not necessary as each team will be given instruction and practice time.



Open Division

Each team shall consist of a minimum of 21 persons. All team members must be age 16 or over. Maximum crew in the boat: 18 paddlers, 1 drummer, 1 flag-catcher, and 1 sternsman. A sternsman shall be provided unless the ADBA has approved your appointed person(s) as a competent sternsman.

Each mixed team must have at least **eight** women and **eight** men **PADDLERS** in the boat at all times. Drummer, flag-catcher (if used) and stern do not count as paddlers. This applies to **all** classes except men's and women's international classes.

Junior Division

Each recreation team shall consist of a minimum of 20 persons and four adult "assistants". (Maximum crew in the boat: 18 paddlers, 1 drummer, and 1 flag-catcher.) All team members must be over age 11 and under age 18 as of January first except for the four adult positions. The four adult "paddlers" must be over age 18 January first, shall occupy four of the paddler positions when on the water and shall be responsible for the team conduct. Adult "paddlers" may paddle with the team and ideally should be associated with the junior team members. The sternsman shall be provided as necessary and is not included in the count of adults.

For junior competition events, each mixed team must have at least **eight** women and **eight** men **PADDLERS** in the boat at all times. Drummer, flag-catcher (if used) and stern do not count as paddlers. All team members must be over age 11 and under age 18 as of January first.

Senior Division

Each team shall consist of a minimum of 21 persons. All team members must be over age 40 as of January first.

Each mixed team must have at least **eight** women and **eight** men **PADDLERS** in the boat at all times. Drummer, flag-catcher (if used) and stern do not count as paddlers. This applies to **all** classes except men's and women's international classes.

NOTE: When possible, teams shall be bracketed by relative performance or skill level. All teams and spectators enjoy the sport more fully if the competition is close.

**** This highlighted area is required only for The International Event. It is NOT required for Non-international festivals.**

Team Lists

A list of the teams that participated in the event shall be sent back to the ADBA for tracking purposes. (No addresses or captains names are needed.)

Team Information

Distribute team information as soon as possible. Initial fliers should be sent out a minimum of three months prior to your event. Captains' packets should be delivered one month prior to the event. Race programs should be available one week prior to the festival.



Team Captains

Captains run the teams. They are responsible for the conduct and performance of their respective teams, and as such, should be chosen carefully.

Captains Responsibilities

The team captain is responsible for the following items:

- Liaising between your organization and their team
- Coordinating collection and payment of monies due to your organization
- Submitting a **printed** or **typed** team roster
- Reading and understanding the rules
- Communicating with the Practice Committee to arrange practice times
- Advising team members of scheduled practices
- Ordering team T-shirts
- Providing registration materials to his / her team members (programs, insurance wrist bands, etc.)
- Marshaling the team for competition (delays in team members reporting for competition may result in forfeit)
- Arranging for and erecting a tent for the team's protection from sun or rain

The team captain or a suitable proxy is required to attend *all* captains' meetings. These meetings shall be scheduled with the interests of out-of-town team captains in mind.

Captains Meetings

Team captains or a team representative shall be required to attend *all* captains' meetings. The final captains' meeting shall be held on the eve or morning of the event. Important festival information shall be provided during the meeting.

NOTE: The team captain is responsible for disqualifications because a team did not know the rules.

Sponsorship and Team Name

Sponsorship is neither necessary nor mandatory. Interested parties may choose to pay their own registration fees. If sponsorship is acquired, be sure to acknowledge the sponsor's support as a part of the team T-shirt design and/or in the team roster and team description.

Team Entry Fees

Refer to the payment schedules for the event and plan accordingly. Most festivals require full payment 30 days prior to the event.

Roster And Description

The following is a suggestion to make things run smoothly:

A fully completed and legible (printed or typed) team roster and description should be sent in before any team is considered registered. To be fully registered, the team must complete the team roster and registration and send it to the hosting organization by the date indicated. The information submitted shall be used to help determine bracketing and shall also appear in the event program



Team Bracketing

There shall be four major brackets used in the races:

- The junior divisions comprise teams drawn from local schools. Team members usually have little or no previous dragon boating experience.
- The Novice divisions shall be comprised of teams who have little or no dragon boating experience.
- The Intermediate divisions shall be comprised of teams that have competed in one or two dragon boat races. Teams in this bracket have a competitive as opposed to a “for fun” outlook at the festival.
- The International division shall be comprised of international teams and teams who have competed successfully many times in dragon boat competitions. Within the International class there shall be the following sub-classes:
 - ◇ Mixed International
 - ◇ Men’s International
 - ◇ Women’s International

The Practice committee is responsible for placing teams in the correct bracket.

Practice Sessions

Again, the following are suggestions for your event:

Practice times should be limited and allocated on a first come basis.

Note that any team that has not paid their registration fee should not be permitted to practice or to book practice time slots.

Practice Requirements

Please note that all persons who enter a boat either at training or at the event must have signed a waiver. There shall be no exceptions to this requirement

A waiver is attached to this packet and should be photocopied by you and distributed to each team. Each team member must sign a waiver form. It is the team captain’s responsibility to ensure all team members have signed and understood this waiver.

Please give completed waivers to the trainers or organization representative at your first practice. If a team member enters a dragon boat during the event and he or she has not signed a waiver, that team may be subject to disqualification

All junior team members must have a parent or guardian sign their waiver prior to entering a dragon boat. There shall be no exceptions to this rule.



Training Video

A training manual and video is available to all teams. This video may be ordered from the Cedar River Dragon Boat Association (CRBDA). The video is a complete guide to the sport of dragon boating and include training tips, paddling techniques, event conduct, history of the sport, detailed facts and figures on the boats and much more - it provides a wealth of information. This training manual can greatly assist you in the training of teams.

These items are available from the Cedar River Dragon Boat Association (CRDBA) at a minimal cost, please contact Dave Hillman at (319) 362-7506 (Home -Please no calls after 9:00 PM) for a copy.

Team Substitutions

Only the persons named on your team roster shall be permitted to compete.

For insurance purposes, the registration committee must be notified of any substitutions. Only those persons who are insured, as shown by their wristband, shall be permitted to compete. These wristbands shall be distributed to team captains at the final captains' meeting. Wristbands may not be transferred. Persons who are not on your roster as of the day of the event must sign in at the information tent and be issued a wristband if they wish to compete. They must also sign a waiver form.

Note that a person may only be a paddler of ONE team. Once a person has paddled for one team they may not paddle with any other team regardless of division. Note: The sternsmen, drummers and flag catchers may paddle for one team and may steer, drum or catch with additional teams.

T-shirts

Team Shirts

Team shirts are required for the competition. T-shirt orders should be placed early, as some screen printers have difficulty keeping up with demand in the summer months.

T-shirt Trading

T-shirt trading is encouraged. Order an extra T-shirt if you wish to trade with other teams following the event competition if you want to keep *your* team shirt. We suggest mostly XL size for trading with other teams.

Event T-shirts

See Merchandise sales



Equipment

All necessary equipment shall be provided for the race and practices: dragon boats, paddles, and life jackets. The ADBA Equipment Manual delineates the specifications and requirements for all equipment. Note that only paddles provided by the race organizers shall be used. The use of standardized equipment creates a fair and unbiased event with the focus on the team.

Rules

Setting Up A Fair Race

- **Equal lanes:** If possible have the two racing lanes equal in depth and length. When the site conditions don't allow for this then run 2 heats per race with each team paddling in each lane once. This not only promotes fairness but also adds strategy to the races.
For Hong Kong style racing, each lane must be equal since only 1 heat is run. Each lane (there can be more than 2) must be properly measured to ensure an equal distance for each lane. The water either needs to be equal depth, or deep enough that the variation won't matter (greater than 3 meters).
- **Equal equipment:** The ADBA has matched boats, standardized paddles and lifejackets for the sole purpose of putting the focus on the team and not on the racing equipment.
For Hong Kong style racing, the teams may provide their own paddles, but they must meet the IDBF standard.

- **Equal Brackets:** Try to keep teams of equal skill in the same brackets. This is one of the toughest things to accomplish. The use of various leagues in the sports of bowling or softball can be used as templates to accomplish this task.
- **Equal Training:** Allow the teams in each bracket the same amount of training as everyone else - no exceptions. This way all paddlers will have equal opportunity to develop their skills prior to festival day.
 - ◇ International and Junior Competition teams are allowed unlimited practice time.
 - ◇ Intermediate teams are allowed four practice sessions.
 - ◇ Novice and Junior recreation teams are allowed up to two practices
- **Think Participant:** How would a participant view a rule or policy? Keep thinking of the festival participant and fairness will always be a prime festival driver.



Competition Formats

The Taiwan-style dragon boat matches 2 to 4 teams against each other with a flag catcher in each boat. This adds to the excitement of both the participant and the spectator.

The Hong Kong style dragon boat matches between 2 and 8 teams at a time, without a flag catcher.

NOTE: If possible, a team should not be eliminated from competition until as late as possible in the tournament. This will guarantee the teams a minimum number of races and keeps them at the race site, buying concessions and cheering other teams.

Other activities and competitions should be planned to keep the race site festive. See **More Than Competition, The Social Aspects.**

Festivals have used many different styles of tournament format to fairly determine a championship and runner up teams. These formats are similar to other sporting formats and are listed as follows:

Single Elimination

This type of tournament is a “one loss elimination” style. There typically are no second chances to place if a team loses.

Double Elimination

A team must lose twice to be eliminated from competition. Any team with a single loss can reach the championship round. This type of competition can get quite complicated and it is recommended that an experienced person assist with bracketing and race operation.

Modified Double Elimination

This can be looked as a double elimination first race followed by two single elimination brackets. The winners bracket determines first and second place, and the losers bracket determines third and fourth.

Round Robin

This is an “each team races all others in the bracket” format. Typically, the best two or three records advance to the next step (quarter finals, semifinals, or finals). This is typically a single or double elimination phase of racing.

Repechage

For Hong Kong style racing, depending on the number of teams and lanes, a repechage format can be used. The IDBF race rules provide information and examples on how to setup a repechage race format.

Starts and Starters

Four commands shall be used to start all races. They are:

- Sternsmen, are you ready? (To be followed by two “yes” responses.)
- Paddlers ready!
- Set!!
- GO!!!

For Hong Kong style racing, the traditional start is:

- XX minutes until race start.
- Attention
- GO!!!

There shall be three to four seconds between each command. This will help to avoid a “quick start” protest.



Timing

Two stopwatches per lane, as a minimum, shall provide timing. Each pair of watches will time one of the competing boats.

The international sanctioned events shall utilize an electronic or mechanical computerized timing system with sensors attached to the flag buoys or a computerized video timing system. The ADBA has seen many protests over stopwatches, but very rarely does anyone protest the computer. The ADBA can make plans available to you so you can build your own timing system or a system can be rented from the ADBA.

Back up timers shall be utilized to provide accurate timing in the event of a timing system failure

For international sanctioned Hong Kong & single heat events, electronic timing shall be used with a captured video of the finish. The ADBA can assist with identifying different timing sources for required equipment.

Replacing Flags In The Buoys

It is the responsibility of the race organizer to ensure all flags are replaced in the flag Buoys prior to the start of the next race. A powerboat, Jet Ski, canoe or kayak and personnel should be provided to accomplish this. Use of the teams to replace their flags is strongly discouraged as it takes away from the festival.

Safety Rules

The race committee and team captains must become familiar with safety rules. Compliance in this area is expected, as it is vital that events are safe as well as enjoyable.

First Aid

First aid and ambulance service shall be available at the race site. This service shall be provided by a qualified organization or service. Should any injury occur as a result of competing, an injury / incident report should be filled out at the information tent. If an injury occurs during practice, please inform the practice trainers. An injury report form is included at the back of this document in Appendix III.

Race Site

General

To enhance the festive atmosphere at the race site, and increase the chances of financial success, the ADBA urges all race organizers to set up the competition in such a way as to keep as many people at the race site as possible for as long as possible. The longer people are at the race site, the more festive the mood and the more concessions that the participants and spectators will buy.

NOTE: Many festivals receive half or more of their profits from concessions.



Picking A Venue

Lane Requirements

A minimum of three lanes are required, each 50 feet wide. Two lanes are needed for competition and one lane is needed for boats heading to the start line. (This implies that the body of water is at least 150 feet wide. 200 feet wide would be better.)

For Hong Kong style racing, the number of racing lanes will be determined by the space available. One lane width must be available for teams heading to the starting line.

Hong Kong style racing uses the 250m, 500m, or 1000m distances. A minimum of 60 meters or at least 200 feet must be provided beyond the finish line for boats to maneuver.

Water depth is very important. The minimum water depth should be 6 feet over the length of the racecourse. Deeper is better. Shallow areas less than 3 feet can cause injury to the participants.

Staging

An area to load the boats is required. A sturdy dock or sand beach works fine. Paved or rocky landings shall not be used.

A dock is required for loading / unloading of Hong Kong style boats.

Start Dock

A clear start location is required. This can take the form of a fixed dock or wall (which works best), an anchored or tied floating structure (pontoon boats and floating docks) or a simple set of floating buoys (buoyed floating starts are not preferred).

Finish area

An area open to public view is required for the finish. Flag catching is the most exciting part of the race and should be viewable by a large portion of the spectators.

Merchandise Sales

The following are ideas for merchandise sales at your event.

Event T-shirts

Event T-shirts are always a hit. Many people want something to remember the festival. This is one way.

Food & Drink

A large array of food and drink concessions should be available at the race site. This can be a great moneymaker!

Note: Participants tend to prefer breads, fruits, and other light / high water content foods.

Team Photographs

A team photographer can also be available at the race site. This is another good method of generating income.

Souvenirs

A variety of items such as toys, event pins and patches, temporary (rub on) tattoos, etc. can also be sold to raise funding at the race site.



Parking

Parking availability and fees if any should be addressed and listed in the printed materials distributed to the captains. Handicapped accommodations shall be addressed.

Public Transportation

The availability of public transportation and any costs should also be addressed.

Handicapped accessible transportation needs to be available to the race site.

Special Transportation

Special arrangements shall be made to accommodate foreign teams if requested. Chauffeurs and, guides and translators should also be made available if requested.

Buddy Teams

Buddy teams are a great way to get to know other paddlers and show "Friendship Through Paddling". The Buddy team's responsibilities include helping the new paddlers around the race site, providing recommendations for food in the area, and helping with entertainment after paddling. The ADBA strongly recommends this technique for all out-of-town teams at your festival.

See **Assisting Guest Teams** following.

Accommodations

Reserving blocks of rooms and special rates with local Hotel / Motel establishments is strongly recommended if there are out of town teams attending your event.

Special arrangements are a mandatory part of the hosting package for international sanctioned races.

Award Structure

Awards Definition

All awards and the requirements of participation in the contest shall be made available to all team captains in written form. This must be done prior to the contest / event and should be made available with the captains packets.

Spirit Award

This is strongly recommended for all festivals.

A spirit award shall be presented during the awards ceremony to the team that best exemplifies the motto "Friendship through Paddling" and exhibits good sportsmanship. The team can be chosen by the race committee, a "disinterested" third party, or the teams can vote for the best candidate team.



Other Awards

Any other awards, or contests should be clearly defined and the rules distributed to all captains in printed form. Care should be taken to avoid any bias towards local teams. Some contests, which have been very successful, are:

- Best team site.
- Best team warm-up
- Best exemplification of “Friendship Through Paddling” (a sportsmanship award)
- Best T-shirt

Race Day

What to Bring

Competitors may wish to bring the following items the day of the races: sunscreen, a lawn chair, dry clothes, plenty of fluids, a visor or hat, snacks, fruit, sunglasses, blanket to sit upon, paddling gloves, knee pads, a tent for protection from sun or rain, ...

Team Skits

Team entertainment is provided or brief skits are held as a part of the dragon boat race festival.

Teams may wish to be a part of this tradition by performing a song, dance, skit, or anything fun. These skits can be held as part of the Friday, Saturday, and / or Sunday evening activities. Each skit should be limited to 5 to 10 minutes.

Assisting Guest Teams

Buddy Teams

In order to make the out of town teams feel welcome, we recommend local teams to be *buddy* teams - one local team for each out of town team. The buddy teams shall make the out of town teams feel at home, entertain them, and perhaps even show them around. At the race site, the buddy teams shall be situated near their out of town teams. This is a fun opportunity to get to know a group of people from another area and to have a good time together

More Than Competition, The Social Aspects

Teams participate in Dragon Boat Racing for many reasons, only one of which is the competition. Dragon Boat Racing is much more than “beat that other boat”! It is the camaraderie, visiting with old and new friends, hard work and feeling good about it, . . . win or loose. The festive atmosphere and how the package is presented and perceived will remain with our paddling guests much **much** longer than their win and loss record. To this end, the social aspects and the presentation of “the package” are more important than the races. The social atmosphere will determine the long-term success of your festival, and as such, it deserves an equal (as a minimum) amount of preparation as the race activities.



Going The Extra Mile

There are several things that set the ADBA Dragon Boat Festivals apart from all other festivals. These items are as follows:

- Friendship to our guests
- Service to the paddlers (the event is for them)
- Fun in a “family” atmosphere

Almost anything your event decides to do in order to continue and further these benefits will make your event and our motto a success.

Interested / More information

ADBA Membership

Attached to this packet is a copy of the ADBA membership form - please make this available to your members. Personal membership is not required for the event, however your members may wish to enjoy the benefits of ADBA membership. ADBA members shall receive:

- Notification of other social and sporting activities sponsored by the ADBA
- The opportunity to participate in interstate and international dragon boat festivals
- Access to USDBF Insurance Programs

Annual ADBA Membership is \$25.

Additional Information Contacts

Ron Hau, President, ADBA

1448 Memorial Drive SE

Cedar Rapids, IA, 52403

dboat2xs@aol.com

(319) 362-7776 (Home)

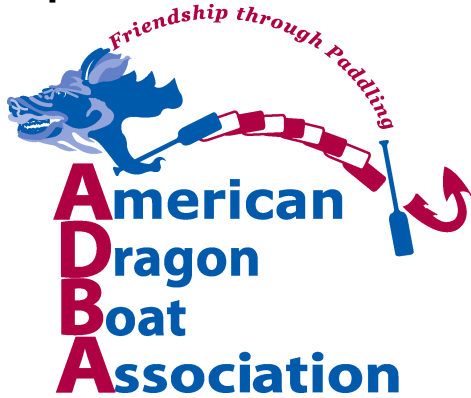
The best time to call:
between 9 & 10 PM CST



Fee** (non-refundable) upon registration.
Late registrations will be accepted until
Your Date

APPENDIX I Planning Samples

Important Festival Planning



Deadlines

Festival deadlines shall accompany the captains' information packet or manual. An example of festival deadlines is shown below.

Festival Deadlines Example

Team registration (See the payment schedule below)

Payment schedule:

Full payment of entry fee

(Your Fee**) **Your Date****

Submission of team description and roster for the event program ****Your Date****

Team descriptions and rosters received after ****Your Date**** may not appear in the event program.

Closure of Late Team Registration and final payment of entry fees. ****Your Date****

Any team that does not make their final payment by ****Your Date**** may be bumped from the event by another team.

Late Team Entry Example

Any team that registers after ****Your Date**** shall be considered a late entry and shall be charged a registration fee of ****Your Larger**



Schedule of Festival Events

The festival events shall be known and shall be published so participants can assist in keeping your event on time. An example is shown below.

Festival Events Example

Friday

****Time****

Final Team Captains' Meeting

****Location****

At this meeting the captains will receive team packets including insurance wristbands. It is the captain's responsibility to distribute this material to team members.

****Time****

Festival Activities.
(Events to be announced)

****Time****

Dinner (May be held Friday or Saturday)

Saturday

****Time****

Late Registration

****Location**** - Announcing Tent

For out-of-town captains who cannot make Friday night's meeting.

****Time****

Sternsmen's Meeting

****Location**** - Announcing Tent

****Time****

Captains' Meeting

****Location**** - Announcing Tent

NOTE: All **Item(s)**** are to be filled in by the festival.**

Saturday (continued)

****Time****

Awakening of the Dragon Ceremony

****Location****

****Time****

Competition - Day 1

****Location****

****Time****

Festival Dinner and Cultural Skits
(May be held Friday or Saturday)

****Location****

Sunday

****Time****

Sternsmen's Meeting

****Location**** - Announcing Tent

****Time****

Captains' Meeting

****Location**** - Announcing Tent

****Time****

Competition - Day 2

****Location****

Competition Award Presentation

****Location**** - Announcing Tent

Immediately following competition

****Time****

Farewell Party, at ****Location****

NOTE: All ****Item(s)**** are to be filled in by the festival.



Sample Financial Plan

Projected expenses and income:

Item	8 Teams	10 Teams	12 Teams	16 Teams	20 Teams
ADBA Fees	\$3,000.00	\$3,150.00	\$3,875.00	\$4,375.00	\$4,375.00
T-shirts (Optional)	\$1,500.00	\$1,875.00	\$2,250.00	\$3,000.00	\$3,700.00
Trophies	\$300.00	\$300.00	\$300.00	\$400.00	\$450.00
Advertising					
Barricades/Fencing					
Facilities (Port-a-Potties)					
Gas/Hauling Boats					
Opening Ceremony Supplies					
PA system					
Permits/Fees					
Photo Supplies					
Postage					
Programs					
Security					
Telephone					
Tents/Tables/Chairs					
Misc. Subtotal	\$1,200.00	\$1,500.00	\$1,800.00	\$2,400.00	\$3,000.00
Expenses	\$6,000.00	\$6,825.00	\$8,225.00	\$10,175.00	\$11,525.00
Event Income					
Team Income	\$2,800.00	\$3,500.00	\$4,200.00	\$6,400.00	\$8,000.00
Boat Sponsors	\$1,600.00	\$1,600.00	\$1,600.00	\$2,000.00	\$2,000.00
Event Sponsors	\$1,000.00	\$1,200.00	\$1,500.00	\$3,000.00	\$4,000.00
Program Sales					
T-shirt Sales					
Vendor/Food Sales					
Miscellaneous	\$1,000.00	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00
Total Income	\$6,400.00	\$7,300.00	\$8,300.00	\$13,400.00	\$16,000.00
Profit/(Loss)	\$400.00	\$475.00	\$75.00	\$3,225.00	\$4,475.00



APPENDIX II – Two Heat & Flag Catching Rules of Competition

Race Committee

The management of the competition shall be in the hands of a race committee, which shall consist of:

- Head Race Official
- Race Organizer
- Board Representative

The Race Committee shall:

1. Hear any protests that may be made and settle any disputes that may arise. In the event of a protest involving an international team.
2. Decide matters concerning disqualification in cases where the regulations have been broken during the competition. The decision of the committee shall be based on the rules as shown in this document.
3. 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 race committee shall caucus and determine the appropriate actions as a group.)

The race committee may disqualify any competitor who behaves improperly, or who by his/her conduct or speech shows contempt towards the officials, other competitors, or onlookers.

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).

Official Timing Procedure

Stopwatches or other accurate timing devices shall be used to time the race heats.

For all international sanctioned events, the starter shall be equipped with a device, which shall electronically start the timers. At the starters mark, the electronic clocks shall commence the race timing. The clocks shall be automatically stopped upon the removal of the finish flag from its buoy.

There shall be at least one backup timer per lane using a manual stopwatch. The team with the fastest time shall be declared the winner.



1. General

1.1 A team representative from each team shall attend an orientation of the race regulations prior to the races.

1.2 Written guidelines and the race rules shall be available to teams upon request prior to the competition.

1.3 All boats and paddles used by the competitors shall be provided by the race officials. Race officials shall assure that paddles of various lengths and weights are equally distributed among boats. The allocation of boats and paddles to individual teams shall be at the discretion of the officials. Only paddles provided by the race organizers shall be used.

The officials shall not be responsible for any failure of equipment during a race and each team is advised to carefully check the boat and paddles allocated to it before racing and request any spares. The race officials are obligated to replace damaged equipment at the request of a team before the team leaves the marshaling area.

1.3.1 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 roughening the hand gripping surfaces.

1.4 A team is under the control of the race officials from the time it is called to the team assembling area, or twenty minutes before the time of its race, if earlier, until it leaves the team assembly area after its race.

1.5 Kneepads and/or gloves may be worn; however, any other equipment (automatic bailers, spray skirts, cushions, etc.) or modifications to the boat shall not be allowed. Thongs or

flip-flops may not be worn as footwear within the boat.

1.5.1 Small water bottles may be taken into the boat for drinking between heats.

1.6 Each team must have a representative, who must be present during the time that the team is under the control of the race officials.

The team representative shall be responsible for liaising with race officials.

1.7 Once in the marshaling area or on the racecourse, teams must obey any instructions given to them by race officials.

1.8 All competitors must be eleven years of age or older at the time of the event.

A responsible adult must accompany any competitor under eighteen years of age. The adult has responsibility for the competitor's conduct. (This adult may be the crew captain.)

1.9 The race organizer reserves the right to refuse any team entry into a race if the team does not comply with the race rules and conduct.

1.10 Any team that fails to observe these rules may be disqualified.

1.11 Signaling devices such as radio communications or other electronic items (intercoms, etc.), shall not be used by any team during the races.

1.12 Only the drum and drum sticks provided shall be used to signal the stroke rate; whistles, rattles, air horns or any other noise making devices are prohibited from use.



2. Safety

2.1 Each competitor shall be required to wear a life jacket during the competition and all practice sessions.

It is the responsibility of the team captain to make sure that all members of the team comply with this rule.

2.2 All teams shall have the opportunity to train in a dragon boat prior to the races.

2.3 The race organizer shall provide an experienced Dragon Boat Sternsman unless the team has a sternsman who is experienced and approved by the practice committee.

2.4 Each lane shall be at least ten meters in width to help prevent collisions.

2.5 NO alcohol is permitted on or near the boats during practice or competition.

2.6 All paddlers must sign a release form prior to each practice and the event and be physically fit enough to participate.

2.6.1 Each team member is required to be able to swim 100 meters while wearing a PFD (Personal Flotation Device - Life Jacket). It is the responsibility of the team captain to ensure that all members of the team are able to comply with this regulation.

2.7 Wrist bands must be worn by all participants. Liability waivers must have been signed by every participant.

NOTE: If you have people who must leave (such as a Doctor) or have commitments during the dragon boating activities, **make arrangements ahead of time! Races / practices will not be held up for missing paddlers.**

2.8 When loading from the beach, load from the front seat by pairs. All paddlers should hold their hands up to help keep the balance of subsequent paddlers when they walk down the middle beam of the boat.

2.9 When unloading at the beach or dock, paddles should be placed on the outside of the boat and away from the dock. Paddlers should disembark in the reverse order as when they loaded. It is essential that everyone leave their seat in order and that the seated paddlers have their hands up to offer support. Failure to unload correctly may result in serious injury and/or disqualification.

2.10 It is the captain's responsibility to orient his/her team to these rules before they enter the boats for the first time, or to have a qualified person from the ADBA do so.

2.11 Respect the equipment. Do not scrape paddles along the gunwales of the boat. This creates potential splinters and ruins the boats and paddles.

2.12 Do not sit or stand on life jackets. To do so shortens the life span of the jackets and is in violation of these rules of the competition.

2.13 Insure your team is warmed up before taking your team through any strenuous sprints or race starts to avoid strains and exertion injuries.

2.14 In the event of bad weather, high winds, lightning, or approaching darkness get your team off the lake or river immediately.

2.15 Use common sense. If safety rules are followed by all, everyone can have a summer full of fun that is injury free.



- 2.16 The race committee and the ADBA reserve the right to refuse the use of any dragon boat or equipment to any team member failing to follow these rules.
- 2.17 Each competitor is solely responsible for his/her own safety during official practice sessions and during races and no responsibility shall be accepted by the race officials, the American Dragon Boat Association, any official volunteer, or any sponsoring organization for any injury, damage or loss incurred or born by competitors or members of a team.
- 2.18 Any injuries sustained as a result of participating in the races or practices must be reported immediately to the information tent, and the team captain must submit an injury report to the information tent immediately following the injury. Incident report forms are available at the end of this document.

3. The Team

- 3.1 Team composition shall be governed by the race organizer except in the events that are qualifying races for international competition. In such cases the USDBF rules concerning team composition shall take precedent. Each mixed team must have at least **eight** women and **eight** men **PADDLERS** in the boat at all times. Drummer, flag-catcher and stern do not count as paddlers.
 - 3.1.1 No PADDLER may compete on more than one team. Once a PADDLER has competed with one team, he or she may not paddle as a member of any other team. This rule applies for the duration of the event. Exception: Sternsmen, Drummers & Flag Catchers may compete with more than one team.
 - 3.1.2 Junior division recreation teams may have up to 4 adult team members in the boat. The junior recreation crews are comprised mostly of young men & women aged 11 to 18.
 - 3.1.3 Junior division competition class teams must meet the Junior Division age limits (no adults in the boat).
- 3.2 Paddling styles are restricted in dragon boat racing to a seated position. The race organizer may be require a team to demonstrate their ability to race safely and successfully the entire course length.
- 3.3 Each team is entirely responsible for team conduct and for complying with the race rules.
- 3.4 Each team must wear a team uniform, distinctive tank or T-shirt while racing.
- 3.5 Crews may not substitute paddlers between heats. Crews shall paddle short when paddlers are missing.



- 3.6 Any person observed by an official to be under the influence of alcohol or drugs shall be removed from paddling and cannot be replaced. In addition, that person's team may be disqualified.
- 3.7 A team that allows a non-waivered / registered person to participate as a team member shall be subject to disqualification for that race, and may be disqualified from further participation in the festival.
- 3.8 Novice teams are entitled to two practices, Intermediate teams are entitled to four practices, and International class teams are entitled to unlimited practice. In the event of severe weather, lightning and thunderstorms, a practice shall be called off.
- 3.9 Individual team members are permitted to attend as many practices as they like, but the team may not exceed the practice limits as set out in 3.8. This is to ensure fair and equitable competition.
- 3.10 Close to the event weekend, the potential exists that a practice may be called off due to weather and there may not be any available time slots for rescheduling.
- 3.11 Team rosters should be limited to 25 persons for all classes of competition. Exceptions shall be granted at the discretion of race officials.

4. Marshaling

- 4.1 A team must be assembled in the designated area and be ready to board fifteen minutes before the time of its race.
- 4.2 A team must board the boat in accordance with the instruction of the race officials.
- 4.3 A team must board the boat allocated to it. In events with more than two boats, each boat shall carry a number indication of the lane in which the boat is to race.
- 4.4 A team is not permitted to choose which boat or lane to use and must race in the lane allocated to its boat.
- 4.5 Teams shall leave the boarding area and proceed to the starting area, keeping clear of the course and not interfering with any race in progress.



5. The Start

- 5.1 A team on the water shall obey the instructions of the course umpire, starter, and other race officials.
- 5.2 A team shall take up its position in the starting area in the correct lane allocated to it.
- 5.3 Boats shall line up at the starting point according to instructions from race officials.
- 5.4 Approximately one minute before race start a warning shall be given. This is signified by the command, **“Sternsmen, are you ready?”**. Two (or as many as there are boats at the starting line) “Yes” answers will allow the race count down to continue. Approximately ten seconds before the start of the race, a second warning shall be given. This is signified by the command, **“Paddlers, are you ready?”**. Approximately five seconds before the start of the race, the final warning shall be given. This is signified by the command, **“SET!”**. A horn, gun, whistle, or shout **“GO!!”** shall be heard, signaling the race start.
- 5.5 In the event of a false start, a second horn, gun, whistle or shout shall sound and all boats must return immediately and the race shall be restarted. The starter shall issue a warning to any team that causes a false start.
- 5.6 Any team that fails to return after a false start, or that causes two false starts shall be disqualified from that race.

6. Race Conduct

- 6.1 Each boat must remain in its correct lane and must not interfere with other boats in the race. Lane markers may be positioned beyond the finish line to

- guide teams. Course distances should not be less than 300 meters (884 feet), 2 lanes each 10 meters (33 feet) wide.
- 6.2 Umpire boats may follow each race to observe the course taken by each boat.
- 6.3 Any boat failing to keep to its proper course shall be warned by a race official. Boats must not pass outside buoys marking the edge of the course.
- 6.4 In the event of a boat failing to keep its proper course and thereby interfering with the course of another boat, or in the event of a collision between two or more boats, the head race official may disqualify the offending boat or boats, or may order one or more boats to re-paddle the race if, in the opinion of the head race official, the result of the race has been substantially effected.
- 6.5 If, in the opinion of the head race official, a boat has been swamped or capsized deliberately by a team, the race organizer after consultation with the American Dragon Boat Association's Board reserves the right to refuse said teams entry in future races.
- 6.6 If, in the opinion of the head race official, a boat is damaged deliberately by a team, the race organizer reserves the right to require a team to pay for the costs of repairs to the damaged boat(s) and bar the said team, entry in any / all future races.



6.7 It is the responsibility of the race organizer to provide adequate safety boats and keep the course clear of unauthorized crafts.

6.8 Spin outs. **A spin out / leaving the race lane is not a protestable incident. It is the crew's responsibility to keep the boat on course.**

In the event of a spinout, it is the sternsman's call if the race continues. The crew may:

1. Continue the race upon recovery.
2. Choose to take a five second penalty from the other team's time and not finish the race.
3. Re run the heat.

Assisting the sternsman in recovery is permitted, however the crew must listen carefully for commands. All sternsmen's commands will be looked at as commands given by the head race official. If the sternsman calls for the boat to "shut down" for any reason, the crew must comply.

If a spinout occurs during a race heat the opposing team has two options:

1. They may complete their race heat and register a heat time;
2. They may stop the race heat and re-run the heat for a registered heat time.

The crew, which had the spinout, shall return to the starting dock in a steady, progressive fashion to re-run their heat. The re-run heat time will be considered final and not open for protest.

NOTE: The crew's safety will come first in all circumstances.

6.9 Broken paddles. It is the participant's responsibility to ensure that the equipment is acceptable for competition. Broken paddles and sterns paddles are NOT grounds for protest.

7. The Finish

7.1 The finishing order of a race and the time taken by each boat shall be determined by the finishing judges whose decision shall be final.

7.2 In the event of a tie for any place determining advancement to the next round, one of the following methods shall be utilized to determine the advancing ' (as it is listed in the captain's manual).

- Running an additional set of heats.
- Average race time (the sum of all previous races divided by the number of races).
- The better over all record (wins divided by races run).
- The fastest heat of all races run to this point.

7.3 Crews not involved in the dead heat shall immediately return to the crew assembly area and disembark.

7.4 A team must finish with someone in the drummer and sternsman positions. The flag catcher must remain on the boat during and after grasping the flag. Each team must catch the flag to get total time. **Only the flag catcher may pull the flag.** In the event the flag catcher misses the flag for any reason, the time for the team shall be five seconds from the other team's race time.

In the event of a boat deviating from its course, see section 6.8.



- 7.5 If a paddle is dropped in the water by accident during a race and not retrieved, the paddler may, at his or her discretion, use a spare, or not paddle for the remainder of the race. All paddlers must stay in the boat.
- 7.6 If a paddle is deliberately thrown in such a manner as to enter the lane and hinder a competing boat, the boat from which the paddle came may be disqualified.
- 7.7 A video camera shall be sighted along the finish line in order to facilitate the decisions of the finishing judges.
- 7.4 If a paddle is dropped in the water by accident during a race and not retrieved, the paddler may, at his or her discretion, use a spare, or not paddle for the remainder of the race. All paddlers must stay in the boat.
- 7.5 If a paddle is deliberately thrown in such a manner as to enter the lane and hinder a competing boat, the boat from which the paddle came may be disqualified.
- 7.6 A video camera shall be sighted along the finish line in order to facilitate the decisions of the finishing judges.

8. Tie Breakers

This shall be as listed in the captain's information packet.

- 8.1 Regardless of bracketing or festival format, the result of a tie shall be determined by the following methods:
- Running an additional set of heats.
 - Average race time (the sum of all previous races divided by the number of races).
 - The better over all record (wins divided by races run).
 - The fastest heat of all runs to this point.

9. Protests

- 9.1 In the event of a team wishing to lodge a protest, the team captain must lodge the protest **in writing** with the head race official within fifteen minutes of the conclusion of the race. The protest, together with the report and recommendations of the race officials, shall be referred to the race committee whose decision shall be final. A \$100 dollar (US) fee shall accompany the written protest. The protest fee shall be refunded to the protesting team if the protest ruling is in favor of the protesting team.
- 9.2 No protests shall be allowed concerning equipment or any matter other than the conduct of teams in a race.
- 9.3 In the event of a protest *only* the team captains shall be permitted in or near the race committee tent. If other team members are present, team disqualification may result.



APPENDIX III – Single Heat & Hong Kong Rules of Competition

Race Committee

The management of the competition shall be in the hands of a race committee, which shall consist of:

- Head Race Official
- Race Organizer
- Board Representative

The Race Committee shall:

1. Hear any protests that may be made and settle any disputes that may arise. In the event of a protest involving an international team.
2. Decide matters concerning disqualification in cases where the regulations have been broken during the competition. The decision of the committee shall be based on the rules as shown in this document.
3. 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 race committee shall caucus and determine the appropriate actions as a group.)

The race committee may disqualify any competitor who behaves improperly, or who by his/her conduct or speech shows contempt towards the officials, other competitors, or onlookers.

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).

Official Timing Procedure

Stopwatches or other accurate timing devices shall be used to time the race heats.

Electronic timing and a high-speed camera shall be used to determine race times / results for international sanctioned Honk Kong style & international sanctioned single heat races. The starter shall be equipped with a device, which shall electronically start the timers. At the starters mark, the electronic clocks shall commence the race timing and queue the finish line video capture gear.

There shall be at least one backup timer per lane using a manual stopwatch. The team with the fastest time shall be declared the winner.



1. General

1.1 A team representative from each team shall attend an orientation of the race regulations prior to the races.

1.2 Written guidelines and the race rules shall be available to teams upon request prior to the competition.

1.3 All boats and paddles used by the competitors shall be provided by the race officials. Race officials shall assure that paddles of various lengths and weights are equally distributed among boats. The allocation of boats and paddles to individual teams shall be at the discretion of the officials.

The officials shall not be responsible for any failure of equipment during a race and each team is advised to carefully check the boat and paddles before racing and request any spares. The race officials are obligated to replace damaged equipment at the request of a team before the team leaves the marshaling area.

For Hong Kong style racing, paddlers may bring their own paddles, but all paddles must meet the USDBF competition standards.

1.3.1 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 roughening the hand gripping surfaces.

1.4 A team is under the control of the race officials from the time it is called to the team assembling area, or twenty minutes before the time of its race, if earlier, until it leaves the team assembly area after its race.

1.5 Kneepads and/or gloves may be worn; however, any other equipment (automatic bailers, spray skirts,

cushions, etc.) or modifications to the boat not be allowed. Thongs or flip-flops may not be worn as footwear within the boat.

1.5.1 Small water bottles may be taken into the boat for drinking between heats.

1.6 Each team must have a representative, who must be present during the time that the team is under the control of the race officials.

The team representative shall be responsible for liaising with race officials.

1.7 Once in the marshaling area or on the racecourse, teams must obey any instructions given to them by race officials.

1.8 All competitors must be eleven years of age or older at the time of the event.

A responsible adult must accompany any competitor under eighteen years of age. The adult has responsibility for the competitor's conduct. (This adult may be the crew captain.)

1.9 The race organizer reserves the right to refuse any team entry into a race if the team does not comply with the race rules and conduct.

1.10 Any team that fails to observe these rules may be disqualified.

1.11 Signaling devices such as radio communications or other electronic items (intercoms, etc.), shall not be used by any team during the races.

1.12 Only the drum and drum sticks provided shall be used to signal the stroke rate; whistles, rattles, air horns or any other noise making devices are prohibited from use.



2. Safety

2.1 Each competitor shall be required to wear a life jacket during the competition and all practice sessions.

It is the responsibility of the team captain to make sure that all members of the team comply with this rule.

2.2 All teams shall have the opportunity to train in a dragon boat prior to the races.

2.3 The race organizer shall provide an experienced Dragon Boat Sternsman unless the team has a sternsman who is experienced and approved by the practice committee.

2.4 Each lane shall be at least ten meters in width to help prevent collisions.

2.5 NO alcohol is permitted on or near the boats during practice or competition.

2.6 All paddlers must sign a release form prior to each practice and the event and be physically fit enough to participate.

2.6.1 Each team member is required to be able to swim 100 meters while wearing a PFD (Personal Flotation Device - Life Jacket). It is the responsibility of the team captain to ensure that all members of the team are able to comply with this regulation.

2.7 Wrist bands must be worn by all participants. Liability waivers must have been signed by every participant.

NOTE: If you have people who must leave (such as a Doctor) or have commitments during the dragon boating activities, **make arrangements ahead of time! Races / practices will not be held up for missing paddlers.**

2.8 When loading, follow the directions of the staging / marshalling staff.

2.9 When unloading at the dock, paddles should be placed on the outside of the boat and away from the dock or taken out of the boats as instructed. Paddlers should disembark in the reverse order as when they loaded. It is essential that everyone leave their seat in order and that the seated paddlers have their hands up to offer support. Failure to unload correctly may result in serious injury and/or disqualification.

2.10 It is the captain's responsibility to orient his/her team to these rules before they enter the boats for the first time, or to have a qualified person from the ADBA do so.

2.11 Respect the equipment. Do not scrape paddles along the gunwales of the boat. This creates potential splinters and ruins the boats and paddles.

2.12 Do not sit or stand on life jackets. To do so shortens the life span of the jackets and is in violation of these rules of the competition.

2.13 Insure your team is warmed up before taking your team through any strenuous sprints or race starts to avoid strains and exertion injuries.

2.14 In the event of bad weather, high winds, lightning, or approaching darkness get your team off the lake or river immediately.

2.15 Use common sense. If safety rules are followed by all, everyone can have a summer full of fun that is injury free.



- 2.16 The race committee and the ADBA reserve the right to refuse the use of any dragon boat or equipment to any team member failing to follow these rules.
- 2.17 Each competitor is solely responsible for his/her own safety during official practice sessions and during races and no responsibility shall be accepted by the race officials, the American Dragon Boat Association, any official volunteer, or any sponsoring organization for any injury, damage or loss incurred or born by competitors or members of a team.
- 2.18 Any injuries sustained as a result of participating in the races or practices must be reported immediately to the information tent, and the team captain must submit an injury report to the information tent immediately following the injury. Incident report forms are available at the end of this document.

3. The Team

- 3.1 Team composition shall be governed by the race organizer except in the events that are qualifying races for international competition. In such cases the USDBF rules concerning team composition shall take precedent. Each mixed team must have at least **eight** women and **eight** men **PADDLERS** in the boat at all times. Drummer, and stern do not count as paddlers.

- 3.1.1 No PADDLER may compete on more than one team. Once a PADDLER has competed with one team, he or she may not paddle as a member of any other team. This rule applies for the duration of the event. Exception: Sternsmen, & Drummers may compete with more than one team.
- 3.1.2 Junior division recreation teams may have up to 4 adult team members in the boat. The junior recreation crews are comprised mostly of young men & women aged 11 to 18.
- 3.1.3 Junior division competition class teams must meet the Junior Division age limits (no adults in the boat).
- 3.2 Paddling styles are restricted in dragon boat racing to a seated position. The race organizer may be require a team to demonstrate their ability to race safely and successfully the entire course length.
- 3.3 Each team is entirely responsible for team conduct and for complying with the race rules.
- 3.4 Each team must wear a team uniform, distinctive tank or T-shirt while racing.
- 3.5 Crews shall paddle short when paddlers are missing.
- 3.6 Any person observed by an official to be under the influence of alcohol or drugs shall be removed from paddling and cannot be replaced. In addition, that person's team may be disqualified.
- 3.7 A team that allows a non-waivered / registered person to participate as a team member shall be subject to disqualification for that race, and may be disqualified from further participation in the festival.



- 3.8 Novice teams are entitled to two practices, Intermediate teams are entitled to four practices, and International class teams are entitled to unlimited practice. In the event of severe weather, lightning and thunderstorms, a practice shall be called off.
- 3.9 Individual team members are permitted to attend as many practices as they like, but the team may not exceed the practice limits as set out in 3.8. This is to ensure fair and equitable competition.
- 3.10 Close to the event weekend, the potential exists that a practice may be called off due to weather and there may not be any available time slots for rescheduling.
- 3.11 Team rosters should be limited to 26 persons for all classes of competition.

4. Marshaling

- 4.1 A team must be assembled in the designated area and be ready to board fifteen minutes before the time of its race.
- 4.2 A team must board the boat in accordance with the instruction of the race officials.
- 4.3 A team must board the boat allocated to it. In events with more than two boats, each boat shall carry a number indication of the lane in which the boat is to race.
- 4.4 A team is not permitted to choose which boat or lane to use and must race in the lane allocated to its boat.
- 4.5 Teams shall leave the boarding area and proceed to the starting area, keeping clear of the course and not interfering with any race in progress.

5. The Start

- 5.1 A team on the water shall obey the instructions of the course umpire, starter, and other race officials.
- 5.2 A team shall take up its position in the starting area in the correct lane allocated to it.
- 5.3 Boats shall line up at the starting point according to instructions from race officials.
- 5.4 Approximately one to three minutes before race start a warning shall be given. This is signified by the command, "**xx Minutes until race start**". Boat alignment commands will be given. "Attention", "Go" will start the race. The "Go" command may be a horn, cannon or other audible start device.
- 5.5 In the event of a false start, a second horn, gun, whistle or shout shall sound and all boats must return immediately and the race shall be restarted. The starter shall issue a warning to any team that causes a false start.
- 5.6 Any team that fails to return after a false start, or that causes two false starts shall be disqualified from that race.



6. Race Conduct

- 6.1 Each boat must remain in its correct lane and must not interfere with other boats in the race. Lane markers may be positioned beyond the finish line to guide teams.
- 6.2 Umpire boats may follow each race to observe the course taken by each boat.
- 6.3 Any boat failing to keep to its proper course shall be warned by a race official. Boats must not pass outside buoys marking the edge of the course.
- 6.4 In the event of a boat failing to keep its proper course and thereby interfering with the course of another boat, or in the event of a collision between two or more boats, the head race official may disqualify the offending boat or boats, or may order one or more boats to re-paddle the race if, in the opinion of the head race official, the result of the race has been substantially effected.
- 6.5 If, in the opinion of the head race official, a boat has been swamped or capsized deliberately by a team, the race organizer after consultation with the American Dragon Boat Association's Board reserves the right to refuse said teams entry in future races.
- 6.6 If, in the opinion of the head race official, a boat is damaged deliberately by a team, the race organizer reserves the right to require a team to pay for the costs of repairs to the damaged boat(s) and bar the said team, entry in any / all future races.
- 6.7 It is the responsibility of the race organizer to provide adequate safety boats and keep the course clear of unauthorized crafts.

6.8 Spin outs. **A spin out / leaving the race lane is not a protestable incident. It is the crew's responsibility to keep the boat on course.**

In the event of a spinout, it is the sternsman's call if the race continues. The crew may:

1. Continue the race upon recovery.
2. Choose to take a five second penalty from the other team's time and not finish the race.
3. Re run the race.

Assisting the sternsman in recovery is permitted, however the crew must listen carefully for commands. All sternsmen's commands will be looked at as commands given by the head race official. If the sternsman calls for the boat to "shut down" for any reason, the crew must comply.

If a spinout occurs during a race the opposing team has two options:

1. They may complete the race and register the time;
2. They may stop the race and re-run for a registered time.

The crew, which had the spinout, shall return to the starting dock in a steady, progressive fashion to re-run the race. The re-run time will be considered final and not open for protest.

NOTE: The crew's safety will come first in all circumstances.

- 6.9 Broken paddles. It is the participant's responsibility to ensure that the equipment is acceptable for competition. Broken paddles and sterns paddles are NOT grounds for protest.



7. The Finish

- 7.1 The finishing order of a race and the time taken by each boat shall be determined by the finishing judges whose decision shall be final.
- 7.2 In the event of a tie for any place determining advancement to the next round, one of the following methods shall be utilized to determine the advancing ' (as it is listed in the captain's manual).
- Running an additional race / or race distance.
 - Average race time (the sum of all previous races divided by the number of races).
 - The better over all record (wins divided by races run).
 - The fastest run of all races to this point.
- 7.3 Crews not involved in the dead heat shall immediately return to the crew assembly area and disembark.
- 7.4 A team must finish with someone in the drummer and sternsman positions. In the event of a boat deviating from its course, see section 6.8.
- 7.5 If a paddle is dropped in the water by accident during a race and not retrieved, the paddler may, at his or her discretion, use a spare, or not paddle for the remainder of the race. All paddlers must stay in the boat.
- 7.6 If a paddle is deliberately thrown in such a manner as to enter the lane and hinder a competing boat, the boat from which the paddle came may be disqualified.
- 7.7 A video camera shall be sighted along the finish line in order to facilitate the decisions of the finishing judges.

8. Tie Breakers

This shall be as listed in the captain's information packet.

- 8.1 Regardless of bracketing or festival format, the result of a tie shall be determined by the following methods:
- Running an additional race.
 - Average race time (the sum of all previous races divided by the number of races).
 - The better over all record (wins divided by races run).
 - The fastest race time of all runs to this point.

9. Protests

- 9.1 In the event of a team wishing to lodge a protest, the team captain must lodge the protest **in writing** with the head race official within fifteen minutes of the conclusion of the race. The protest, together with the report and recommendations of the race officials, shall be referred to the race committee whose decision shall be final. A \$100 dollar (US) fee shall accompany the written protest. The protest fee shall be refunded to the protesting team if the protest ruling is in favor of the protesting team.
- 9.2 No protests shall be allowed concerning equipment or any matter other than the conduct of teams in a race.
- 9.3 In the event of a protest *only* the team captains shall be permitted in or near the race committee tent. If other team members are present, team disqualification may result.



APPENDIX IV - ADBA Forms

Membership Application Form

Name _____

Voting membership:

Attn: _____

____ ADBA Affiliate Association (\$250)
(for festival/race organizers)

Address _____

City _____

Non-voting memberships:

State _____ Zip _____

____ ADBA Individual (\$25)

Phone _____

____ ADBA Club / Team (\$250)

Email _____

Please make checks payable to:

American Dragon Boat Association

Mail To:

American Dragon Boat Association
PO Box 477
Dubuque, IA, 52004 - 0477



American Dragon Boat Association Athlete Waivers

Please detach these pages following, complete and return them to the address indicated upon each page.

Waivers must be completed by each team member prior to the first practice. Please bring these along to the first practice and hand them to the ADBA representative, the trainer or sternsman. Remember that minors must have a parent or guardian sign their waiver.



Team Athletic Waiver and Release of Liability

TEAM NAME _____ **Date:** **20** ____

1. In consideration of being allowed to participate in any way in the American Dragon Boat Association dragon boat/paddling program and related events and activities, the undersigned:
2. Agrees that prior to participating, I will inspect the facilities and equipment to be used, and if I believe anything to be unsafe, I will immediately advise my team captain or the chief dragon boat activity organizer of such condition(s) and refuse to participate.
3. Acknowledge and fully understand that I will be engaging in activities that involve risk of serious injury, including permanent disability and death, and severe social and economic losses which might result not only from my actions, inactions, the negligence of others, the rules of play, or the condition of the premises or of any equipment used. Further, that there may be other risks not known to me or reasonably foreseeable at this time.
4. Assume all the foregoing risks and accept personal responsibility for the damages following such injury, permanent disability or death.
5. Release, waive, discharge and covenant not to sue the AMERICAN DRAGON BOAT ASSOCIATION, its affiliate dragon boat clubs and/or committees and organizers, any coaches, trainers, sternsmen and other employees of the organization, other participants, sponsoring agencies, advisors, advertisers, and if applicable, owners and lessors of premises used to conduct the event, all of which are hereinafter referred to as the "releasees" from any liability to the undersigned; his or her heirs and next of kin for any and all claims, demands, losses, or damages on account of injury, including death or damage to property caused or alleged to be caused in whole or in part by the negligence of these releasees or otherwise.
6. Agree to wear an approved life jacket properly fastened at all times while in the boat and to ensure all responsibility for informing myself of all **safety rules** and to abide by all such rules related to the activity.
7. I HAVE READ THIS RELEASE, and understand this waiver to be in effect for any and all activities related to the AMERICAN DRAGON BOAT ASSOCIATION, the dragon paddling program, and any and all related events.

Name (print)	Address	Phone	Signature
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____
6)	_____	_____	_____
7)	_____	_____	_____
8)	_____	_____	_____
9)	_____	_____	_____
10)	_____	_____	_____
11)	_____	_____	_____
12)	_____	_____	_____



TEAM NAME _____ Date: _____ 20 _____

TEAM ATHLETIC WAIVER AND RELEASE OF LIABILITY (Page 2)

- 1. In consideration of being allowed to participate in any way in the and the American Dragon Boat Association dragon boat/paddling program and related events and activities, the undersigned:
2. Agrees that prior to participating, I will inspect the facilities and equipment to be used, and if I believe anything to be unsafe, I will immediately advise my team captain or the chief dragon boat activity organizer of such condition(s) and refuse to participate.
3. Acknowledge and fully understand that I will be engaging in activities that involve risk of serious injury, including permanent disability and death, and severe social and economic losses which might result not only from my actions, inactions, the negligence of others, the rules of play, or the condition of the premises or of any equipment used. Further, that there may be other risks not known to me or reasonably foreseeable at this time.
4. Assume all the foregoing risks and accept personal responsibility for the damages following such injury, permanent disability or death.
5. Release, waive, discharge and covenant not to sue the AMERICAN DRAGON BOAT ASSOCIATION, its affiliate dragon boat clubs and/or committees and organizers, any coaches, trainers, sternsmen and other employees of the organization, other participants, sponsoring agencies, advisors, advertisers, and if applicable, owners and lessors of premises used to conduct the event, all of which are hereinafter referred to as the "releasees" from any liability to the undersigned; his or her heirs and next of kin for any and all claims, demands, losses, or damages on account of injury, including death or damage to property caused or alleged to be caused in whole or in part by the negligence of these releasees or otherwise.
6. Agree to wear an approved life jacket properly fastened at all times while in the boat and to ensure all responsibility for informing myself of all safety rules and to abide by all such rules related to the activity.
7. I HAVE READ THIS RELEASE, and understand this waiver to be in effect for any and all activities related to the AMERICAN DRAGON BOAT ASSOCIATION, the dragon paddling program, and any and all related events.

Table with 4 columns: Name (print), Address, Phone, Signature. Rows 13) through 24) are listed with blank lines for input.



Individual Athletic Waiver and Release of Liability

1. In consideration of being allowed to participate in any way in the American Dragon Boat Association dragon boat/paddling program and related events and activities, the undersigned:
2. Agrees that prior to participating, I shall inspect the facilities and equipment to be used, and if I believe anything to be unsafe, I shall immediately advise my team captain or the chief dragon boat activity organizer of such condition(s) and refuse to participate.
3. Acknowledge and fully understand that I shall be engaging in activities that involve risk of serious injury, including permanent disability and death, and severe social and economic losses which might result not only from my actions, inactions, the negligence of others, the rules of play, or the condition of the premises or of any equipment used. Further, that there may be other risks not known to me or reasonably foreseeable at this time.
4. Assume all the foregoing risks and accept personal responsibility for the damages following such injury, permanent disability or death.
5. Release, waive, discharge and covenant not to sue the AMERICAN DRAGON BOAT ASSOCIATION, its affiliate dragon boat clubs and/or committees and organizers, any coaches, trainers, sternsmen and other employees of the organization, other participants, sponsoring agencies, advisors, advertisers, and if applicable, owners and lessors of premises used to conduct the event, all of which are hereinafter referred to as the "releasees" from any liability to the undersigned; his or her heirs and next of kin for any and all claims, demands, losses, or damages on account of injury, including death or damage to property caused or alleged to be caused in whole or in part by the negligence of these releasees or otherwise.
6. Agree to wear an approved life jacket properly fastened at all times while in the boat and to ensure all responsibility for informing myself of all **safety rules** and to abide by all such rules related to the activity.
7. I HAVE READ THIS RELEASE, and understand this waiver to be in effect for any and all activities related to the AMERICAN DRAGON BOAT ASSOCIATION, the dragon paddling program, and any and all related events.

Please Print

YOUR Name : _____
 Team Name : _____
 Address : _____
 City : _____ State : _____ Zip : _____
 Work Phone : _____ Home Phone : _____

Please Sign

Participants Signature : _____
 Guardians Signature : _____
 (for participants younger than 18 years of age) :





Injury / Incident Report

Date & Time: _____

Person Concerned: _____

Address: _____

Phone (Work) _____

Phone (Home) _____

Describe the Incident or Cause of the Injury:

Describe the Injuries:

Did you consult with the on-site medical personnel (Yes / No)? Who was this?

Witnesses to the Incident or Injury:

Signature: _____

ADBA or Affiliate Representative: _____





Team Tracking List

No.	Team Name (print)
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No.	Team Name (print)
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Mail To:

The American Dragon Boat Association
PO Box 0477
Dubuque, IA, 52004 - 0477

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