Attending a Race event – Roles and responsibilities

This document is intended to be a guide/checklist to help crews and people involved in organising crews when attending a British Dragonboat Racing Association (BDA) League event or National Championship. It may also help when attending any sort of competition but is specifically tailored to the BDA processes.

Contents

1) Introduction of roles
2) Crew members
    i) Pre-race
    ii) Post-race
3) Tasks and Responsibilities
    i) Pre-race
    ii) During Race
    iii) Post-race
4) Appendix A – Boat Checklist

Introduction

In order to compile this document we have broken it down into two parts. What each crew member is responsible for, and what are the responsibilities and actions people need to take before, during and after a regatta/race and which activities apply are recommended to apply to each role.

The roles have been designated, but it might not be possible to have specific people in these roles during a race – lack of numbers, or too small an event etc, and in those cases the responsibilities will need to be divided up.

Roles

Crew Member - Everyone in the team

Crew Manager - On the day responsible for race fixtures, race times speaking to race marshalls etc

Boat Captain – Person responsible for peoples positions in the boat and race strategy

Coach – Person responsible for training and training plan.

Boat Manager (Committee role) – Person responsible for the boat and equipment in the club

Fixtures and Transport (Committee Role) – Person responsible for organising race fixtures and transport and accommodation

Treasurer (Committee Role) – Person responsible for finances

Crew Member responsibilities

Prior to a race:

- RSVP attendance as early as possible to a confirmed race date (in Thames this would be via the Teamer app unless otherwise advised.
- Indicate if you need transport to the event to the Fixtures and Transport Committee member
- Indicate if you need accommodation to the fixtures and Transport Committee
- Ensure you have equipment for the race

A paddle is essential – if you don't have your own contact the Boat Manager on the Committee for paddle options

If either a junior (including a drummer), unable to swim confidently or competing in a race during the winter months a Buoyancy Aid is needed – contact the Boat Manager on the committee for Bouyancy Aid options.

- Ensure you have registered as a British Dragonboat Racing Assocation Member (BDA). Contact the fixtures and transport committee member if you need further information on this
- For race day ensure you bring <u>cash</u> to pay race day fees
- If you are good at baking, bring cake!

On Race Day:

- Ensure you pay your race day fees. This will normally be collected by a designated team member.
- Help to unload the boat onto the water, including dressing it with the head, tail and drum
- Help to erect the days equipment for the crew camp; gazebo, ground sheet etc
- Check boat position and race time with either the crew manager/boat captain before leaving the camp for any reason
- Time check and remember that pre-race warm up and briefing is normally down roughly 30minutes before the race start

- All crew members are required at the pre-race brief and warm-up and post race brief and warm-down
- If you have any injuries ensure you inform the crew manager/boat captain as soon as possible
- If coming by club arranged transport, ensure you pay your transport fees

Post Race

- Helping to undress the boat and take the boat off the water
- Clear up club camp – ie take down gazebo and ground sheet, throw litter etc
- Ensure someone is around for any race medals etc.

Tasks and Responsibilities

Table showing activities needed pre, during and post the race, and recommended which role performs the task

Pre/during/post	Activity	Role	Comment
Pre	Confirm helm and drummer	Boat Captain	
Pre	Confirm number of paddlers	Fixture & transport/Boat Captain	
Pre	Confirm which classes for boat/crew entry	Fixture & transport/Boat Captain	
Pre	Confirm final accommodation and travel arrangement and communicate to crews	Fixture & Transport	
Pre	Confirm which boat to use	Boat Manager	
Pre	Confirm whether to take paddles/Bouyancy Aids	Boat Manager	
Pre	Create boat order/line up and crew list	Boat Captain	
Pre	Confirm race timetable, including managers meeting	Boat Captain/ Crew Manager	
During	Attend Managers meeting pre-racing	Boat Captain/Helm	Inform officials if helm inexperienced, or need pool helm. Also if need extra paddlers or drummer
During	Collect race fees to pass to Club Tresurer	Crew Manager	
During	Submit crew list and BDA numbers	Crew Manager	For each day of racing, and each class of racing including helms and drummers
During	Submit boat crew numbers to marshalls before the boat leaves pontoon for a race	Crew Manager	Ensure marshalls know total number of people in your boat before each race
During	Confirm Lane number for boat in next race	Crew Manager	
During	Ensure someone will perform warm up	Boat Captain	Can designate someone at the start of the day
During	Confirm Next race times ASAP	Crew Manager	

During	Ensure any crew changes are compliant with rules and racing performance	Crew Manager/Boat Captain	-Check gender balance matches race class -Check any altered crew is submitted to race officials -Check boat balance(weights, correct sides etc)
During	Ensure every crew has a pre-race briefing	Boat Captain	
During	Ensure every crew has a post-race briefing	Boat Captain	
Post	Post race briefing to confirm what we won, how we did	Boat Captain	
Post	Who collects trophies	Boat Captain/Crew Manager	
Post	Go through boat and equipment checklist to ensure all accounted for	Crew Manager/Boat Manager	See appendix A
Post	Ensure all race fees collected and send to Tresurer	Crew Manager/Treasurer	

Appendix A

Boat and equipment checklist

Description	Category	Inclusion type	Comment
Dragonboat	Boat	Essential	Can be pool boat
Steering arm	Boat	Essential	
Steering rope	Boat	Essential	To fix steering arm to boat
Drum	Boat	Essential	
Bungee cords (at least 3)	Boat	Essential	To fix drum to boat
Drummer seat	Boat	Essential	
Ropes (x2)	Boat	Essential	To tie boat to pontoon dock when stationary
Fender (2 plus)	Boat	Essential	To stop boat damage
Boat Numbers	Boat	Essential	At least 1 to 3 for race lane numbers
Bailers (2 plus)	Boat	Nice to have	Especially on bad weather, rough courses
Helm speaker system	Boat	Nice to Have	
Gazebo	Camp	Essential	Ensure has poles, tent pegs and canvas
Ground sheet	Camp	Essential	Waterproof ground sheet to cover ground under gazebo
White Board/pens	Camp	Nice to Have	One per crew submitted
Dragonboat Flag	Camp	Nice to Have	Bring Thames Dragon Banner/flag
Paddles	Crew	Nice to Have	Bring if crew members don't have their own paddles
Bouyancy Aids	Crew	Nice to Have	Bring if junior paddler/drummer, if winter racing or someone isnt confident to swim