

**TABLE OF CONTENTS**

Contact Information.....2

Festival Board of Directors.....3

Pledge Challenge.....4

General Information.....6

Practice Information.....10

Advancement Rules.....11

Challenge Cups/Races.....13

Glossary of Dragon Boat Terms .....15

First Ecologo Festival - Be a Green Team.....17

Rules and Regulations.....18

## Contact Information

**OFFICE:** 180 Kent Street  
Unit 4, Ground Floor  
Ottawa, Ontario  
K1P 0B6

**PHONE:** (613) 238-7711

**FAX:** (613) 565-2662

**FESTIVAL WEBSITE:** [www.dragonboat.net](http://www.dragonboat.net)

**TEAM INQUIRIES:** team@dragonboat.net

**FOUNDATION WEBSITE:** [www.dragonboatfoundation.net](http://www.dragonboatfoundation.net)

**FOUNDATION INQUIRIES:** foundation@dragonboat.net

**EXECUTIVE DIRECTOR:** John Brooman (ext. 225)

**TEAM SERVICES MANAGER:** Jessica Main (ext.226)

**LOGISTICS MANAGER:** Antony Cooper (ext. 227)

**FOUNDATION COORDINATOR:** Jennifer Mackiddie (ext. 223)

**DEVELOPMENT OFFICER:** Meaghan Davis (ext. 221)

**VOLUNTEER COORDINATOR:** Shannon Wenkoff (ext. 222)

**SPECIAL EVENTS ASSISTANT:** Jenifer Haakman (ext. 228)

## Festival Board of Directors

Martin Vervoort Chair	Maclaren Corlett LLP/ CLV Group Lawyer
Sandy Foote, Past Chair Sponsorship Committee	Footeworks Co-founder
Cameron Best Treasurer	KPMG
Warren Creates Sponsorship Committee	Perley-Robertson, Hill & McDougall Head of Immigration Law Group
John Edwards Race Committee	Canadian Canoe Association Domestic Development Director
Michelle Lavoie Sponsorship & HR Committee	
David Morrow Volunteer Committee	Miridaro I.B.S. (2004) Inc. President
Borden Hum Volunteer Committee	
Scott Seaby Race Committee	House of Commons Senior Systems Architect
Otto Heberlein Sponsorship & HR Committee	Chateau Cartier
Jason Kelly Sponsorship Committee	Cachet Consulting
Frank Ling Honorary Director	Kalfat Corporation President
Michael Chambers Honorary Director	Canadian Olympic Committee President

# The Ottawa Dragon Boat Foundation

In 1998, a charitable component was added to the Ottawa Dragon Boat Race Festival raising funds for local charities on an annual basis. The Ottawa Dragon Boat Foundation was officially established in 2003 to help focus and grow the level of community support. To date over \$2.1 million has been raised through the annual Pledge Challenge and those funds have benefited **over 28 Ottawa area charities.**

## Pledge Challenge

The Pledge Challenge is an opportunity for our paddlers and the community to raise funds for local charities. Money is raised on behalf of the Ottawa Dragon Boat Foundation and then dispersed to selected charities. Teams fundraise by collecting pledges from friends and family and holding fundraising events. Many teams see the pledge challenge as way to have fun and give back. **The 2011 Pledge Challenge goal is \$350,000.** In 2011, the Ottawa Dragon Boat Foundation will be supporting seven local charities through a three-tier system.

## Charities

The Charity recipients for the 2011 Pledge Challenge are:

- **Sens Foundation/project s.t.e.p**
- **CHEO Foundation**
- **Bruyère Foundation**
- **ArtsSmarts**
- **Ottawa Humane Society**
- **U of O Institute of Mental Health Research**
- **Debra Dynes Family House**

## Chris and Erin Phillips – Honorary Foundation Co-Chairs

"Erin and I are so proud to be named honorary co-chairs of the Ottawa Dragon Boat Foundation. The Foundation and Festival have provided much needed support for very worthwhile charitable organizations in our region... We would like to thank all the paddlers and donors at this year's Festival." -Chris Phillips, Ottawa Senators

## Individual Prizes

For every \$100 raised, paddlers will be given the chance to win two round trip tickets to Hong Kong, courtesy of Cathay Pacific. Paddlers who raise \$100-\$249 will be entered in a draw to win Tim Hortons product packages. Paddlers who raise \$250 or more will receive select prizes including gift certificates from the Royal Oak, the Sens Store and Tim Hortons.

Those who fundraise over \$1000 will become a member of the Grand Dragon Club with additional membership perks. Additional prizes are also given to the top three individual Pledge Challenge winners.

### **Team Prizes**

The top two fundraising teams with the highest Pledge Challenge totals win select prizes including registration refunds, free practices, a Sens suite and VIP parking.

### **Charity Challenge Cup**

Hand in your pledges by Friday, June 17<sup>th</sup>, 2011 by 8:00 pm and your team will have the opportunity to participate in a Charity Challenge Cup Race. Pledge Challenge teams ranked 9-16 will race first in the B race, followed by teams ranked 1-8 in the A race. Both the Charity Challenge Cup Race A and B have a declared winner. The two races take place on Saturday, June 18<sup>th</sup>, 2011.

### **Silent Auction**

A charity silent auction will be held at the Tim Hortons Ottawa Dragon Boat Festival. All proceeds benefit the Ottawa Dragon Boat Foundation and its recipient charities.

**Tent Hours: June 18<sup>th</sup> 10 am—5 pm**

**June 19<sup>th</sup> 10 am—1 pm**

**Please contact Jennifer MacKiddie at the Ottawa Dragon Boat Foundation office  
with any questions and/or concerns:**

**613-238-7711 ext. 223**

**[foundation@dragonboat.net](mailto:foundation@dragonboat.net)**

**Visit [www.dragonboatfoundation.net](http://www.dragonboatfoundation.net) for more details.**

## GENERAL INFORMATION

**Team Arrival Time:** Team members should arrive on site an hour before your first race. All team members must report to the Team Staging Area at least half an hour before your scheduled race time.

**Team Captain's Meeting:** Team Captains and Steerspeople must meet with the Race Officials on Friday, June 17<sup>th</sup> at 6:00 pm to review the rules and regulations, pick up any last minute information and team identification wristbands. This meeting is held in the Royal Oak Pubs Main Tent at Mooney's Bay Park.

**Tim Hortons Team Area:** The festival site is located at Mooney's Bay Park off Riverside Drive, south of Hog's Back Road. The Tim Hortons Team Area will be marked off for the exclusive use of the participants. **Space for tents or tarps will be assigned based on order of payment date.** Team site size is 12' x 20' and teams will be contacted to select their site. Teams will be allowed to set up starting at 8:00 am on Friday, June 17<sup>th</sup>. A list of team names and your assigned team site number will be posted on the onsite walking path entrances.

**PLEASE NOTE:** City of Ottawa regulations dictate that nothing be tied to the trees. Items left in this area are done so at your own risk. The Team Area DOES NOT INCLUDE THE SPECTATOR AREA – no tents or tarps are permitted in the spectator area. BBQ's are not allowed on site.

**Weather:** It will be the decision of the Race Committee regarding any need to delay racing due to inclement weather. The Board of Directors have a written policy for determination of the organizing committee's responsibilities and actions to be taken in response to weather variations. A copy of this policy is available upon request. As a general guideline, racing continues in the case of rain, and is only delayed if there is lightning in the area, significant high water conditions or severe winds.

**Personal Flotation Devices (PFDs):** As a result of the consultations between the Ontario Dragon Boat Racing Association, the Canadian Coast Guard, and the Ottawa Police Marine Section, it has been mandated that PFDs must be worn by all participants during all dragon boat practice sessions and races in an effort to further the safety standards of the sport. PFD usage will be monitored and enforced by the interested parties throughout the season at practice and racing sites. Only PFDs with approved Canadian Coast Guard (CCG) or United States Coast Guard (USCG) markings will be permitted in the boat. Participants are responsible for ensuring this requirement is complied with.

**NEW RULE:** Teams who have selected the "competitive" racing category do not have to wear PFDs while racing. The correct number of PFDs must be in the boat during the races, but do not have to be worn by paddlers. Community teams advancing to the A and B finals will have the option to wear PFDs or not.

**Ottawa Citizen Bike Parking:** The festival offers volunteer run, supervised, onsite bicycle parking free of charge. It is located near the West entrance to the festival site, along the bike path.

**Vehicle Parking & Shuttle Buses:** The Tim Hortons Ottawa Dragon Boat Festival offers free parking and free OC Transpo shuttle buses to assist in getting to the Festival site. The shuttle stops are at the

Rideau Centre/Mackenzie King Bridge Upper Deck, with stops at Metcalfe & Albert, Bronson & Somerset and at Carleton University Lot #7 (Bronson and University). For the return trip, catch the Shuttle on the East side of Riverside Drive, at the corner of Ridgewood Avenue. On festival weekend, visit [www.octranspo.com](http://www.octranspo.com) or phone 613-741-4390 for full schedule details.

**PLEASE NOTE: There is no public parking available on site.**

Free parking is available at Carleton University, ("Anniversary Lot" #7) and Canada Post Headquarters at the corner of Riverside Drive and Heron Road.

**Carpool Websites:** [www.ottawaridematch.com](http://www.ottawaridematch.com) or [www.ottawacarpool.ca](http://www.ottawacarpool.ca) or [www.kijiji.ca](http://www.kijiji.ca)

### **SPECIAL AWARDS:**

**Team Shirts:** All team members are encouraged to wear a team t-shirt/outfit at the festival. Be fun and creative! Team caps, war paint, tattoos, etc. are also encouraged. The festival will be presenting an award for the most creative team t-shirt/outfit. The winners will be announced during the Saturday Awards Ceremony.

**Team Site:** All teams are encouraged to decorate their team site to show off their team's spirit and enthusiasm for the festival. The winning team will be announced on The Royal Oak Pubs Main Stage during the Saturday Awards Ceremony.

**Team Spirit:** All teams are encouraged to show off their team's spirit by wearing themed costumes, creating cheers and chants and parading your spirit through the Team Area and the entire festival site. The winning team will be announced during the Saturday Awards Ceremony.

### **SPECIAL EVENTS OCCURING ON SITE:**

**Festival Kick-off Party:** **The Stanfields** and **The Trews** will be kicking off the festival on Friday, June 17<sup>th</sup> with a live performance on the The Royal Oak Pubs Main Stage. Admission is free to teams and the general public. The performance will start at approximately 8:00 pm, immediately following the Team Captain's Meeting. A delicious BBQ will be available. The gravel Hog's Back parking lot will be open and free of charge from 5-10 pm.

**Opening Ceremonies:** The Opening Ceremonies will be held at 12:00 pm in The Royal Oak Pubs Main Tent on Saturday, June 18<sup>th</sup>. All teams are encouraged to attend the Opening Ceremonies to watch traditional Chinese cultural performances and special guest speakers.

**Award Presentations:** Challenge Cup and Special Awards will be presented in groups starting in the afternoon on Saturday, June 18<sup>th</sup>. All remaining awards will be presented on Sunday, June 19<sup>th</sup> after the last race on The Royal Oak Pubs Main Stage. Check online for more details!

**On Site Entertainment & Activities:** Below is a list of activities that will be taking place on site throughout festival weekend:

- ⚙ Live entertainment in **The Royal Oak Pubs Main Tent** (time subject to change):
  - The Stanfields and The Trews on Friday at 8:00 pm
  - Steven Page (of The Barenaked Ladies) on Saturday at 5:30 pm
- ⚙ Liquid Lounge Stage in the **Mill Street Beer Garden:**
  - The Dunn Boys on Friday
  - Amos the Transparent, Ash Koley, San Sebastian, Jim Bryson on Saturday
  - Chris Maclean, Silver Creek, and Monkey Junk
- ⚙ Beer Garden (serving Mill St. products; compostable beer cups)
- ⚙ Numerous exhibitors and multicultural food vendors, including an organic food option (with vegetarian menu items)
- ⚙ Children's Area with live entertainment & activities including BMX demonstrations
- ⚙ Tim Hortons Coffee Kiosk
- ⚙ On site "RBC Hydration Station" to refill your water bottles
- ⚙ Dragon Boat Foundation Silent Auction
- ⚙ Spectator bleachers on the beach with a great view of the finish line and Paddleboard demonstration
- ⚙ BOB FM and CHIN airing live on site
- ⚙ BMX demonstration

**Scotiabank Food Drive:** Please bring a non-perishable food item to the Scotiabank Food Drive Tent located near The Royal Oak Pubs Main Tent along the main bike path. All collected items will be donated to the Ottawa Food Bank.

**Visit [www.dragonboat.net](http://www.dragonboat.net) for a complete listing of onsite entertainment. Remember access to the festival is free for spectators to watch the races and enjoy the on site activities!**



## **RACE SCHEDULE & RESULTS**

The Saturday morning race schedule will be available online\* by Friday, June 10<sup>th</sup>. Please visit the ***Jubilee Fine Jewellers Rolex Race Results Tent*** for race results and the Saturday afternoon schedule and final standings and the Race Info Tent for general inquiries about the schedule and team sites.

Saturday's final race results & Sunday's race schedule will be available online\* after 8:00 pm on Saturday, June 18<sup>th</sup> and in Sunday's edition of the Ottawa Citizen. Sunday's final race results will be available in Monday's Ottawa Citizen and online\* on Monday after 6:00 pm.

\*online refers to the Tim Hortons Ottawa Dragon Boat Festival website: [www.dragonboat.net](http://www.dragonboat.net)

**Race Info Tent:** Located besides the Team Staging Tent, the new Race Info Tent will be able to answer race related questions regarding the schedule, the race currently staging, and team area sites.

**Team Services Tent:** Located beside the Judge's Stand on race weekend to assist in team related issues. Visit the Team Services Tent for any team issues over the weekend such as wristbands, waivers, roster updates, and protests.

**Jubilee Fine Jewellers Race Results Tent:** Located beside the Team Services Tent; this tent will show live race results and standings.

## **IMPORTANT POLICIES**

**No Smoking Policy:** No smoking is permitted on site, including the Team Area. Individuals in violation of this policy may be asked to leave the site.

**No Alcohol Policy:** No alcohol is permitted on site in non-licensed areas. If alcohol is found on you or your team site, you will be requested to remove it from the festival. No second warning will be given. If the alcohol is still on site after further inspection, the Festival reserves the right to confiscate and dispose of the alcohol or expel the team from the Festival.

**NO VEHICLES ARE ALLOWED ONSITE AT ANY TIME**

## PRACTICE INFORMATION

The two practices included in your festival registration fee are coordinated by the Rideau Canoe Club (RCC). To schedule your practices please contact Scott Seaby at [dragon@rideaucanoecub.ca](mailto:dragon@rideaucanoecub.ca). **ALL practices are held at the Rideau Canoe Club.**

Experience gained during the two practices will enable your team to operate the boat safely on race weekend. Additional practices can be purchased through the RCC via Scott Seaby should your team desire. Please be advised that the festival does not control or influence the pricing of any additional practices you may decide to book through the RCC. Festival practices will be scheduled **June 1<sup>st</sup> – June 17<sup>th</sup>, 2011**. The scheduling of practices can only be done on receipt of registration, payment and acceptance.

Arrive at least 15 minutes prior to scheduled practice time to allow for parking and assembling as a team, as well as for a warm-up/stretching period. Sessions start and finish promptly and are 55 minutes in length. Sessions are held rain or shine!

Dress appropriately, active or casual, and be prepared to get a little wet. Shorts and T-shirts work best! Eyeglasses and jewellery should be secured to prevent loss. Water bottles are recommended for on water activity.

Upon arrival check the bulletin board for your boat number and assemble by your boat number sign. Your coach will meet you there.

All equipment and instruction is provided. PFDs are mandatory. Leave all equipment in the boat when you finish your session unless otherwise notified.

To maximize your fun and performance have crewmembers attend all practices. Appoint a steersperson/captain who preferably has some sailing or boating experience. This person should definitely attend all practice sessions and race weekend. You will also need a drummer, with a big voice.

**Steering Clinics:** Each clinic costs \$10/person; organized by & held at the Rideau Canoe Club June 5<sup>th</sup> and June 12<sup>th</sup> from 3-5 pm

To register visit:

<https://spreadsheets.google.com/viewform?hl=en&pli=1&formkey=cGJVN0R0dnIDQmVwVWVhKQ0Y2dW5VV1E6MA..#gid=0>

**Drumming Clinics:** Each clinic costs \$5/person; organized by & held at the Rideau Canoe Club will be held immediately following the Steering Clinics and will be 45 minutes in length.

**IMPORTANT:** There have been instances in the past of break-ins in the RCC parking lot. Please do not leave ANY valuables in your car. Dry bags can be purchased at stores such as Canadian Tire and Wal-Mart to allow you to take your keys, wallet, etc. on to the boat with you during practice. **Parking is also limited, so if possible carpool, bike, or take public transit.**

## ADVANCEMENT RULES

**The Jubilee Fine Jewellers Rolex Race Schedule:** The Tim Hortons Ottawa Dragon Boat Festival is a two-day racing event.

1. All teams will race twice on Saturday in various categories of race events and challenges. Challenge Cup awards will be presented to the first place team in each cup category.
2. The top 75 mixed community teams will return on Sunday for the 500m final and two 200m final races. The top 16 mixed sport crews will also return. There will be declared winners in the 500m and 200m races. The top 8 men's sport teams will advance to Sunday.
3. The top 16 all-women community crews will advance to Sunday and compete in the 500m final and two 200m final races. The top 16 women's sport teams will also return. There will be declared winners in the 500m and 200m races.
4. Saturday race schedule will be available in the Jubilee Fine Jewellers Rolex Race Results Tent and the Race Info Tent and posted on the website. Race results will be available in the Jubilee Fine Jewellers Rolex Race Results Tent during the races.
5. Sunday race times will be posted on our website after 8:00 pm on Saturday evening.
6. The races are scheduled approximately 10 minutes apart.

### **SATURDAY, JUNE 18<sup>th</sup> and SUNDAY, JUNE 19<sup>th</sup>**

**Please note: Teams will race once in the morning and once in the afternoon.**

1. For the second race on Saturday (PM), each mixed team will be ranked according to the time in their first race.
2. **Challenge Cups:**
  - a. Where there are a total of eight (8) or fewer teams in a Challenge Cup grouping, they may be grouped together for their first race and the winner of that race will be that Challenge Cup winner.
  - b. Where there may be eight (8) or more teams in a Challenge Cup grouping, they will be grouped as determined by the Race Committee, and the teams that post the eight (8) fastest times from their first race within a given Challenge Cup grouping will advance to their second race which will be the Challenge Cup final race.
  - c. The highest-ranking team in a Challenge Cup final race is the winner of the Challenge Cup.
3. All Challenge Cup teams who do not qualify for a Challenge Cup second race will be assigned to the Mixed Pool for their second race and ranked in the Mixed Pool based on their first race time ranking in the race standings.
4. The fastest 75 mixed community teams and top 16 mixed sport teams of the Saturday races will advance to the championship races on Sunday. The top 8 men's sport teams will advance as well.  
**IMPORTANT NOTE:** If a team that qualifies declines to race Sunday and announces such to the Chief Official before the end of the last race on Saturday, the next ranked team (76<sup>th</sup> and so on) will be added to the list of those teams advancing to Sunday.

5. The top 16 all-women community crews and top 16 women's sport teams will advance to Sunday and will be assigned based on their best time from Saturday. The top eight fastest teams from the Saturday races will advance to the Women's 500m A Final on Sunday AM and two 200m races on Sunday. The next eight fastest ranked Women's teams (9 through 16), will advance to the Women's 500m B Final on Sunday and two 200m races on Sunday PM. The fastest ten teams from Saturday's racing in all categories (Women's or Mixed) advance to the Footeworks World Championship 100m Sprint Race on Sunday.
6. The fastest eight teams from the Saturday morning races will be invited to compete in a 2km demonstration race (using the 500m course) at the end of the day on Saturday.
7. Please note that times for exhibition races are not included in the determination of times for advancement from Saturday to Sunday racing.

### **Mixed Teams - Sunday Races:**

Based on ranking from Saturday races

Teams 69-75	J Final
Teams 61-68	I Final
Teams 54-60	H Final
Teams 46-53	G Final
Teams 39-45	F Final
Teams 31-38	E Final
Teams 24-30	D Final
Teams 16-23	C Final
Teams 9-15	B Final
Teams 1-8	Championship (A) Final

### **Women's Teams - Sunday Races:**

Based on ranking from Saturday races

Teams 9-16	B Final
Teams 1-8	Championship (A) Final

## **CHALLENGE CUPS**

- The Nepean Masters Swim Club Breast Cancer Challenge Cup
- The CTV Media Challenge Cup
- The Minto Developments Education Challenge Cup
- The Brymark Embassies & Foreign Missions Challenge Cup
- The Hong Kong Economic Trade Organization Government Challenge Cup
- The Donna Cona Healthcare & Ambulance Services Cup
- The Allegro Residences High Tech Challenge Cup
- The Gibsons LLP Legal Services Challenge Cup
- The Millstreet Brewery Hospitality & Tourism Challenge Cup
- The Jubilee Fine Jewellers – Rolex Emergency Services and Canadian Forces Challenge Cup
- The Majic 100 & BOB FM Professional Services Challenge Cup
- The Genworth Challenge Cup for Financial Services
- The Goodlife Fitness Friends & Family Challenge Cup
- The Cinanni Construction Building & Development Challenge Cup
- The Girls n’ Women and Sport Challenge Cup

## **MIXED TEAM’S FINAL RACE CUPS**

### **The Tim Hortons 1<sup>st</sup> Place Championship A Final Cup**

The Scotiabank 2<sup>nd</sup> Place Championship A Final

The Majic 100 & BOB FM 3<sup>rd</sup> Place Championship A Final

### **The Minto Developments 1<sup>st</sup> Place B Final Cup**

2<sup>nd</sup> Place B Final

3<sup>rd</sup> Place B Final

### **The Rhodes & Williams 1<sup>st</sup> Place C Final Cup**

2<sup>nd</sup> Place C Final

3<sup>rd</sup> Place C Final

### **The Royal Oak Pubs 1<sup>st</sup> Place D Final Cup**

2<sup>nd</sup> Place D Final

3<sup>rd</sup> Place D Final

### **The CHIN 1<sup>st</sup> Place E Final Cup**

2<sup>nd</sup> Place E Final

3<sup>rd</sup> Place E Final

### **The INTACT Insurance 1<sup>st</sup> Place F Final Cup**

2<sup>nd</sup> Place F Final

3<sup>rd</sup> Place F Final

**The CTV 1<sup>st</sup> Place G Final Cup**

2<sup>nd</sup> Place G Final

3<sup>rd</sup> Place G Final

**The Ottawa Citizen 1<sup>st</sup> Place H Final Cup**

2<sup>nd</sup> Place H Final

3<sup>rd</sup> Place H Final

**The BFI Canada 1<sup>st</sup> Place I Final Cup**

2<sup>nd</sup> Place I Final

3<sup>rd</sup> Place I Final

**The Morguard Investments 1<sup>st</sup> Place J Final Cup**

2<sup>nd</sup> Place J Final

3<sup>rd</sup> Place J Final

**WOMEN'S TEAMS FINAL RACE CUPS**

**The Fendock 1<sup>st</sup> Place Women's A Final Cup**

2<sup>nd</sup> Place Women's Final

3<sup>rd</sup> Place Women's Final

**The Donna Cona 1<sup>st</sup> Place Women's B Final Cup**

2<sup>nd</sup> Women's Final

3<sup>rd</sup> Women's Final

**OTHER RACES**

The Footeworks World Championship 100m Sprint Cup

The RBC 2k Exhibition Cup

The Ottawa Dragon Boat Foundation Charity Challenge Cup

**OTHER AWARDS**

Team Spirit Award

Best Team T-Shirt Design

Best Team Site Award

The Jubilee Fine Jewellers – Rolex Fastest Race Time of the Event Cup

Top Fundraising Team – Pledge Challenge

Top Fundraising Individual – Pledge Challenge

## GLOSSARY OF DRAGON BOAT TERMS

### **"All Down"**

Command from drummer/steersperson to stop paddling and rest with paddles on laps.

### **"All Up!"**

Command from drummer/steersperson to ensure everyone begins to paddle in unison. Paddles are paused in the catch position until command to start paddling is given.

### **"Attention, please"**

Command given by race starter to prepare crews for departure, the start gun will follow in approximately 3-5 seconds.

### **Back Paddling**

The stroke used to bring a boat backward into or away from a dock or a race start.

### **Catch**

The point when the paddle first comes into contact with the water.

### **Check**

'Check the boat' or stopping the boat's momentum whether in a forward or backward motion i.e. if moving forward a 'check' would be accomplished by back paddling.

### **Draw Stroke or Draw**

Stroke used most often by front or back paddlers to line a boat up straight at the start of the race or to turn the boat around. The paddle is placed perpendicular to the side of the boat and 'drawn' towards the boat.

### **Drummer**

The person who sets a crew's timing by rhythmically pounding a drum or calling stroke rates. The drummer sits in the bow and is usually lightweight and has a big voice.

### **Engine Room**

Refers to the larger paddlers in the middle to back of the boat.

### **Exit**

The point in a stroke in which the paddle leaves the water cleanly and quickly midway between the paddler's knee and hip.

### **Finish**

The point near the end of a race (in a 500m race usually the last 100m mark) when a team's drummer/steersperson calls for an increase in power and rate.

### **Hitting the catch**

Driving the paddle forcefully into the water at maximum reach.

### **Ignition**

Refers to the paddlers at the front of the boat who set the pace.

### **"Let it Run"**

Command from drummer/steersperson to stop paddling and let the boat coast with blades out of the water.

### **Pull**

The phase of the stroke in which the paddle is fully buried in the water and the paddler pulls the paddle back directly parallel with the boat.

### **Reach/Extension**

The phase of the stroke in which the paddler maximizes the length of their stroke before hitting the catch.

**"Ready, Ready"**

Command used by steersperson/drummer to prepare crew for race start - paddles buried in water at beginning of stroke phase.

**Recovery**

The final phase of the stroke in which the paddle, following the exit, is snapped forward to the catch position.

**Rotation**

The stroke phase that involves trunk rotation in order to maximize reach.

**Rushing**

Occurs when a paddler's timing is ahead of and out of sync with the rest of the crew.

**Steersperson**

The person located at the stern of the boat responsible for steering and giving the crew commands, preferably someone with sailing or boating experience. A minimum of two dragon boat practice sessions are required to acquire the skills necessary to steer the boat, however, extra practices are recommended to avoid collisions and damaged equipment.

**Stroke**

Refers to one cycle of the paddling motion. Also refers to the first two paddlers in the front seats who set the pace for team.

**Stroke Rate**

The paddling pace, the number of times the paddle goes through the water in a minute. Rates can vary from 40 to over 80 depending on the intensity of effort. The crew's optimum rate for racing is determined by the coach.

**Swinging**

The bad habit of dropping the top hand into the boat on the recovery phase thus causing the blade to swing out over the water. This inefficient technique prevents the achievement of higher stroke rates necessary for racing.

**"Take it Away"**

Command given by drummer/steersperson to begin paddling, usually follows command of 'All Up'.

**Top Arm Drive**

To maximize the catch, the top arm is driven down aggressively burying the paddle. The top arm continues to push down until the end of the stroke.

**Turbo**

Refers to paddlers at back of the boat. Paddlers in the back seats must catch the water very aggressively because the water is moving faster and is harder to get a good hold.

**Set**

Command to place paddles in a position across laps with blades out over the water in preparation for the 'All Up' command.

**Six-Sixteen**

A common race start technique consisting of six hard strokes followed by sixteen faster strokes.

**Series**

Race strategy whereby crew pulls harder for 10-20 strokes.





## **FIRST ECOLOGO FESTIVAL - BE A GREEN TEAM!**

The Tim Hortons Ottawa Dragon Boat Festival is very proud that it became the first festival to achieve certification by EcoLogo, one of North America's largest, and most respected environmental standard and certification marks in 2010.

EcoLogo provides customers – public, corporate and consumer – with assurance that an event bearing their logo meets stringent standards of environmental leadership. To be awarded EcoLogo certification, the THODBF has met criteria in a variety of categories including materials, waste, energy and transportation, and successfully passed on-site audits to ensure compliance.

"On behalf of the EcoLogo Program, I am proud to recognize the Tim Hortons Ottawa Dragon Boat Festival as the first to be certified under the EcoLogo Program's standard for Events," says Scott McDougall, President of TerraChoice, manager of the EcoLogo Program. "Tim Hortons, the Festival organizers, and the paddlers themselves can be proud of creating and participating in this great greener event. EcoLogo certification means leadership in the use of renewable electricity, offsetting carbon emissions, waste reduction and disposal, and the use of environmentally greener products and services."

With nearly 5,000 paddlers and over 70,000 visitors we can make a huge difference if everyone contributes to these initiatives. Here are some examples of what you and your team can do:

### **Suggestions:**

- Bring a personal water bottle and refill from our RBC Hydration Station instead of individual plastic bottles. Last year we prevented over 7,500 bottles from entering landfills.
- Forward information about practices, race schedule, etc. by email instead of printing it.
- If participating in the Pledge Challenge, have people donate online (electronic tax receipts are sent instead of paper receipts).
- Carpool, bike, walk or take transit to practices and the festival. Free bike parking is available in the Ottawa Citizen Bike Parking area. OC Transpo shuttles are available on Saturday and Sunday of festival weekend from various locations within the city. Check our website closer to the festival for specific details on locations and schedule.

Carpool Websites: [www.ottawaridematch.com](http://www.ottawaridematch.com) or [www.ottawacarpool.ca](http://www.ottawacarpool.ca) or [www.kijiji.ca](http://www.kijiji.ca)

- Purchase bulk team snacks (i.e. trail mix, granola bars) to share; organize shopping list for team members.
- Collect disposable water bottles/pop cans while on site and bring them to our designated recycling collection area. Composting will also be available.
- Bring a personal water bottle to practices; cut down on disposable bottles left behind.
- Bring reusable cups, plates, and cutlery to the festival.

**Look for recycling and compost bins throughout site!**

## 2011 RULES AND REGULATIONS

**It is the responsibility of the Team Organizer and/or Team Captain to read and understand all rules and regulations contained in this document.**

Please note, rules are subject to change.

### Overall Management

1. The overall management of the Tim Hortons Ottawa Dragon Boat Festival (hereinafter called the "Festival") rests with the Board of Directors of the Festival.
2. The overall management of the Racing Program for the Tim Hortons Ottawa Dragon Boat Festival (hereinafter called the "Races") rests with the Race Committee of the Festival.
3. The Race Committee of the Festival is the final authority with respect to all matters pertaining in any way to the Races and its decisions and rulings shall be final and binding on all persons, groups and organizations, incorporated or unincorporated, concerned with the decision or ruling.
4. The Dragon Boat Races shall be under the supervision and control of the Chief Race Official of the Races. The Chief Race Official shall have the power to appoint such on-water and off-water officials as (s)he deems appropriate for the proper control and management of the races and results.
5. **Protest Procedure:** Any team that wishes to protest any aspect of their race is entitled to launch a protest with the Protest Committee. There is a \$20.00 fee to launch a protest (this fee is refunded if the protest is successful). The committee will consist of a minimum of one official. The Protest Committee has complete authority to grant any remedy they deem appropriate under the circumstances surrounding the protest, including allowing the aggrieved team to re-race. The decision(s) of the Protest Committee are final and binding on all participants. Protests are processed at the Team Services Tent.

### Eligibility

6. To be eligible to compete or participate in any way in the Races a team and all of its members must conform to the Rules and Regulations of the Races.
7. The number of teams participating in the Races shall be in the discretion of the Race Committee of the Festival.
8. The Race Committee of the Festival has the right to accept or reject any entry submitted for any reason the Race Committee considers appropriate.

### Registration

9. Each team must complete the on-line registration process accompanied with the appropriate registration fee. Registration is limited to 190 teams and closes when 190 teams have been accepted or by **May 1<sup>st</sup>, 2011** which ever comes first subject only to fill-in from a waiting list should a team withdraw after registering. The Race Committee reserves the right to accept or reject late entries.
10. The registration fees for 2011 are:  
Early Bird: \$1,225 plus HST (available to first 75 teams to register AND pay in full by January 31<sup>st</sup>, 2011).  
Regular: \$1,325 plus HST (after the early bird spots have been filled and/or after January 31<sup>st</sup>, 2011).

**Payment is due within 60 days of registration or the registration deadline, whichever comes first. The Festival reserves the right to request immediate payment in the event that registration sells out.**

11. There are NO REFUNDS of registration fees after **May 20<sup>th</sup>, 2011**.

12. A team wishing to withdraw from the Festival can do so by delivering to the Festival office no later than **4:30 p.m. on May 20<sup>th</sup>, 2011** a written notice requesting a refund of its registration fee. In this case only will there be a refund of the registration fee minus an administration charge of \$50.00 (+HST).

13. A completed team roster of members giving the names and gender of each team member must be completed on-line, or in the case of manual registration delivered to the Festival office no later than **May 27<sup>th</sup>, 2011**. **A PERSON MAY BE A MEMBER OF AND RACE FOR ONLY ONE TEAM PER CATEGORY.** The categories are **WOMEN & MIXED**. A steersperson may paddle for one team and may steer for more than one team.

**PLEASE NOTE: Teams advancing to Sunday are NOT permitted to submit any roster changes after 6:00 pm on Saturday, June 18<sup>th</sup>, 2011.**

### **Team Categories and Groupings**

14. In order to be eligible to be a team member a person must be at least 14 years of age as of **May 31<sup>st</sup>, 2011**.

15. There are two team categories: **Women** and **Mixed**.

16. All mixed teams must race with at least 8 paddlers of each gender (does not include steersperson/drummer).

17. All women's teams must have **all female paddlers**, but can have a male drummer and/or steersperson.

18. The Race Committee of the Festival may at its discretion group teams together such as financial groups, professional firms, municipalities, women, etc. to provide group competition.

19. The manner of grouping teams together for each race event during race day shall be as determined by the Race Committee of the Festival.

20. The Chief Race Official shall have full authority to carry out the directions of the Race Committee on race day with respect to race event groupings and team advancement. Each Team Captain shall deal exclusively with the Chief Race Official with respect to any questions regarding race event groupings or team advancement.

### **Safety**

21. Each team member is solely responsible for his or her own safety at all times while engaging in activities related to practicing and racing in the Dragon Boats (or other craft that may be provided for the purpose of practice) and must have signed a Festival waiver (see 26-28).

22. Each team member must be a competent swimmer (able to swim 100 metres while wearing light clothing) and it is the responsibility of the Team Captain to ensure that all members of the crew are competent swimmers.

23. Personal Floatation Devices (PFDs – Life Jackets) will be provided to all team members and must be properly worn at all times while in the dragon boats, in both practice and competition. Other PFDs may be worn provided they are Government approved and, in the opinion of the Chief Race Official, provide

equivalent safety to the festival supplied PFDs. PFD's must bear a mark of certification from the Canadian Coast Guard, US Coast Guard or Transport Canada.

24. A dragon boat team showing up at the race start line with any member of its crew not properly wearing a PFD in compliance with Rule No. 22 will not be allowed to start the race.

25. A **Steersperson** shall stand at all times at the helm of the boat. Due to safety constraints, any participant that is unable to stand to steer a boat is not permitted to enter a Festival boat.

### ***Safety Rule Amendments for 2011:***

A) Teams who have selected the "Sport" racing category do not have to wear PFDs while racing. The correct number of PFDs must be in the boat during the races, but do not have to be worn by paddlers. This rule change is applicable to competitive teams ONLY.

B) This rule will also apply to teams competing in the 100m Sprint Race and the "A" Finals on Sunday (mixed and women's divisions).

C) Drummers and Steerspeople will be required to wear PFDs.

D) Teams participating in the 2km exhibition race will be required to wear PFDs.

### **Waivers**

26. All persons practicing or racing in a dragon boat (or other craft that may be provided for the purpose of practice) must sign a waiver, and in the case of persons under the age of 18 also signed by their parent(s) or guardian(s), accepting the risks associated with their participation in the Festival (including preparation and practice as well as actual competition) and waiving any rights they may have to any cause of action against any person, corporation or organization in any way associated with the Festival.

27. **No person shall be permitted to engage in any practice session or competition unless (s)he has completed an online waiver or delivered a signed waiver to the Festival Office.**

28. All signed waiver forms must be signed on-line or delivered to the Festival Office by **May 27<sup>th</sup>, 2011.**

### **Dragon Boats and Equipment**

29. Only the boats and drums supplied by the Festival may be used in the coaching sessions and in the Festival Races. There can be no alternation to boats in any manner whatsoever.

30. The Race Committee of the Festival may in its sole and absolute discretion permit any team to use paddles or other equipment necessary to reasonably accommodate its special needs. Paddles, which have been authorized by the Race Committee of the Festival, may be used.

31. Each team is responsible for any damage to festival equipment for which they are responsible, as determined by the festival, including but not limited to, any damage caused to the boat (including head and tail), to paddles or loss of paddles, drums, related boat equipment and PFDs while being used by the team.

32. Paddles supplied by the Festival are not to be altered in any way including but not limited to, sanding of grip areas, application of any material with adhesive properties, scoring or other methods.

33. Electronic devices, including radio communications, signalling devices, bilge pumps or any other bailing devices shall not be used by a team during races and are prohibited from being in the dragon boat at any time during the race.

34. Only the drum and drumstick provided (or the steersperson's voice) shall be used to signal the stroke rate. Whistles, rattles, air horns, noise making devices or other means of enhancing the drummer's voice or cadence are prohibited from use and are prohibited from being in the dragon boat at the start of the race.

35. Paddlers shall be permitted to use their own paddles provided that they conform to the IDBF PS101/202 or 202a Racing Paddle specification (carbon fibre paddles will be allowed). The minimum length shall be 105cm and its maximum length 130cm. The blade width shall be 18cm. The paddle must fit within the measurements indicated.

## Teams

36. Only persons who have been registered as team members as provided in Rules 9 thru 13 above, may race for a team.

37. **A PERSON MAY BE A MEMBER OF AND RACE FOR ONLY ONE TEAM PER CATEGORY.**

§ The categories are **WOMEN & MIXED.**

§ A **steersperson/drummer** may **paddle** for one team and may steer/drum for more than one team.

**PLEASE NOTE: It is each team's responsibility to manage conflicts that arise from paddlers racing on two teams. No delays in the race schedule will be allowed to accommodate for paddlers or steers persons in transit between team boats and/or races.**

38. A team that races shall be comprised of its drummer, 20 paddlers and its steersperson (22 team members in all). A boat with less than 20 paddlers may choose to participate in a race however their time for the race will not be recorded and will not be used for calculation for advancement, sprint or challenge cup results. In no circumstances may a team race with fewer than 16 paddlers.

39. Team rosters are limited to a maximum 28 including the Team Captain. The 22 actual participants in any race must be selected by the team from those it has duly registered.

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

41. Any team that allows a person not registered with that team to participate as a crewmember shall be subject to immediate disqualification from the race and from further participation in the Festival.

42. Each Team Captain shall be responsible for (but not limited to) team conduct, securing and delivering waivers, liaising with the Chief Race Official, and attending the Team Captain's Meeting prior to the commencement of races on Festival weekend.

43. Any on-water or off-water official, including the Dock Marshall and his or her designates, may at any time require a dragon boat team to identify the names, genders and ages of its members. **Wristbands provided by the Festival must be worn at all times. Failure to do so may result in team disqualification.**

## Rights, Sponsorship, Etc.

44. The Ottawa Dragon Boat Race Festival owns all rights relating to the Festival, in particular and without limitation, the rights relating to its organization, use of the name, exploitation, advertising, sponsorship, commercial representation, broadcasting and reproduction by any means whatsoever.

45. Representation of the organization responsible for a team and its sponsor(s) shall be limited to: competition and warm-up uniform (T-shirt, sweat suits, hats, headbands, swim trunks or shorts); one team flag not exceeding six feet in any direction - team flags are not permitted to be flown in the boats during races; any other items as deemed appropriate and approved by the Race Committee of the Festival.

## **Practices**

46. Each team shall be entitled to two practice sessions (approximately one hour in length each) as shall be arranged through the auspices of the Festival office. Teams that fail to show up for a booked practice session forfeit their entitlement to that practice session. Teams whose members are not located in the Ottawa area are entitled to two practice sessions when they arrive, time permitting.

## **Races**

47. All races will be held on Mooney's Bay on Riverside Drive.

48. Dragon boats shall proceed to the start line by a route outside of the actual racing lanes on the day of competition except while engaged in an actual race event.

49. Crews must embark and disembark the dragon boats as directed by the Dock Marshall or his/her designate.

50. Crews must race the entire length of the racecourse in the allocated lane.

51. Following each race, the crews must proceed IMMEDIATELY to the docking area to disembark.

52. The racecourse is 500 metres in length, from a line pre-set at the southern end of Mooney's Bay beach down to a finish line located in front of the Judges Stand at the northern tip of Mooney's Bay beach. Saturday's races will be 500m in length. Sunday will include one (1) 500m final and two (2) 200m races (a semi final and final).

53. The Race Committee of the Festival may provide for one or more races over a course length of 100 metres with the same finish as the 500 metre races.

54. Each lane is 11 metres in width and will be marked with buoys as will the start and finish line. **A crew's lane is the lane immediately to the left of the buoy marker with that crew's lane number. Your numbered buoy marker, which corresponds to the number on the boat, will be to the right of the boat's dragon head.**

55. The finish line is reached when the furthest point forward at the bow of the boat, typically the nose of the dragon's head if attached, but excluding any unattached items such as paddles, breaks the plane of the finish line. In the event the dragon head is not attached to the front of the boat at the finish, the furthest point forward at the bow of the boat shall be the determining point for that boat's finishing time. All crew members must be aboard at the completion of the race or the crew will be recorded as DNF (Did Not Finish).

56. Except for Saturday AM races, the starting order for all teams shall be determined by ranking. For the Sunday PM Finals, the team lane assignments shall be seeded from the centre lanes out.

57. The first race of each team shall be printed in the race schedule. Times of second or subsequent races will be announced and posted on race day at the race site.

### ***Races Amendments for 2011:***

A) The fastest eight teams from the Saturday morning 500m race will be invited to compete in a 2k exhibition race (using the 500m racecourse) at the end of the day on Saturday (approximately 6:15pm).

B) Team Captains from the qualifying teams will need to confirm participation in the Team Services Tent by 1:00pm on Saturday. If teams choose to not participate the next fastest team will be contacted and offered the opportunity.

C) The 2k race will begin at the Finish Line and the race will include 3 turns.

D) The race will include 20 second start intervals (from slowest to fastest qualifying times).

E) A 5 second penalty will be applied for early starts.

F) If the nose of the inside boat is at least at the first paddler position of the outside boat, the inside boat has the right of way. If the nose of the inside boat is not at least at the first paddler position of the outside boat, the outside boat has the right of way and the inside boat must give way. Failure to give way which results in a collision will result in disqualification of the offending crew. Disqualifications at the turns are not appealable.

G) Wash riding is allowed.

H) No contact is permitted.

I) Minimum of 16 paddlers is required to participate in the 2k race.

J) A 250m warm-up period will be provided.

K) All steerspersons will be required to attend a meeting with race officials in the Team Staging Area prior to the start of the race.

L) No protests of official's decisions are permitted in this race.

### **Start of Races**

58. It is the responsibility of each team to be at the start for its races.

59. The objective is to give all teams a dead, even start on the defined start line. The nose of the Dragon of each boat shall be the starting point of reference.

60. The procedure to be followed by the Referee(s) and Starter is as follows:

§ The Starter shall announce to the teams in the race "3 minutes to start";

§ The Referee(s) shall space the teams behind the start line in their respective lanes;

§ The starter shall announce to the teams in the race "1 minute to start";

§ When the Referee(s) is (are) satisfied the teams are properly spaced and aligned behind the start line he or she will hand the race over to the Starter with the words "Mister/Madam Starter the race is yours";

§ No boat may allow the Nose of its Dragon to cross the start line before the start of the race but shall draw up to the start line as directed by the Starter;

§ When the Starter is satisfied that the teams are in dead even line for the start he or she shall announce to the teams "Attention Please" and within 3 seconds either fire a gun or sound an air horn signalling the start of the race;

§ False starts are not permitted. The Starter shall disqualify any teams that start to paddle after the "Attention Please" and before the start of the race;

§ The Starter may call back any race for a re-start provided (s)he does so immediately after the start of the race and only in the event that the Starter is of the opinion the start was not a dead even start with the teams properly spaced and aligned. The Starter will signal a re-start by a second shot of the gun or second sound of the air horn whatever was used to start the race;

§ At any time after the Referee(s) hands the race over to the Starter, but before the "Attention Please" is given to the teams, the Referee(s) may, in the event of improper alignment or spacing of teams, take the race back from the Starter by announcing "Mister/Madam Starter I have the race".

### **Conduct of Races**

61. Teams and team members shall immediately follow and comply with all instructions of the Starter and Referee before, during and after a race while on the water. Any failure to do so may result in disqualification of the team from the race by the Starter or Referee, as applicable, and in the event of flagrant disregard of such instructions may result in disqualification from further participation in races by the Chief Race Official.

62. Each team shall keep to the centre of its own lane and avoid contact or interference with other teams.

63. When a boat is in a position to overtake another boat during a race, it is the duty of the boat overtaking to keep clear, at all times of the boat overtaken. Equally, the boat being overtaken is not allowed to alter course to make difficulties for the overtaking boat.

64. Any team that leaves its own lane and contacts or otherwise interferes with any other team may be disqualified by the Referee.

65. A Referee may stop any race after its start by firing a shot or sounding an air horn, and order the race re-started if the Referee is of the opinion to do so is necessary to ensure a fair race and result. Any team or teams committing fouls that give rise to the re-start of the race may be disqualified from the re-start of the race.

66. Upon disqualification during the course of a race a team shall be told by the Referee to stop paddling and shall immediately stop paddling until the race passes the team by. Notwithstanding, a Referee may tell a team to stop paddling without disqualifying the team for the purpose of race control and the team shall stop paddling until advised by the Referee to start up paddling once again.

67. Each boat must cross the finish line by its bow and in its proper lane in order to count as having finished the race. Any boat crossing the finish line out of its lane is automatically disqualified.

68. A race shall be officially completed when the Referee(s) raises either a white flag signalling the race was "o.k. as run", or a red flag, signalling that a foul was committed by a team during the course of the race. The Referee(s) shall raise the appropriate flag as soon as all boats still in the race have crossed the finish line.

69. A Starter may disqualify any team on the water prior to the start of a race or on the start of a race for failure to abide by the Festival Rules and Regulations.



70. A Referee may disqualify any team on the water prior to the start of a race, during the course of a race, or on the finish of a race for failure to abide by the Festival Rules and Regulations.

71. The Chief Race Official may disqualify any team at any time, on or off the water, from the competition for failure to abide by the Festival Rules and Regulations.

### **Protests**

72. A team may protest any decision of a Starter or Referee in respect of a race provided the Team Captain notifies the Protest Official verbally within 10 minutes of the race of the protest and files particulars of the protest in writing with the Protest Official together with a Protest fee of \$20.00 within 20 minutes of the completion of the race. The Protest Official shall consider the protest and allow or disallow the protest as (s)he considers appropriate. If the Protest Official allows the protest (s)he may order a race re-run or take such other corrective action as (s)he considers appropriate. If the protest is allowed the protest fee of \$20.00 shall be refunded to the team.

### **Scoring and Prizes**

73. The Chief Race Official is responsible to confirm and announce the order of finish in each race and to record the race time of each boat in the race.

74. The awards and prizes to be awarded shall be as determined by the Race Committee of the Festival.

75. All trophies are the permanent property of the Festival. A trophy winning team may keep the trophy for one year provided it is to be returned in good condition to the Festival office no later than May 15<sup>th</sup> of the following year.

### **National Qualifier**

For teams using the ODBRF as a qualifying event for DBC sanctioned events please visit our website or contact our office for a complete set up DBC Qualifier rules & regulations.