

Clarence Coast Dragon Boat Club Inc. **Regatta Guidelines for Team Managers**

As early as possible: The coach will notify club members of the upcoming regatta. Members should enter their names on the website Regatta Page. The closing date will be two weeks before entries close.

The coach will ask for volunteers to fill the positions of team manager and assistant. All information for Team Managers such as entry forms etc can be found on the DBNSW web site.

If more paddlers are needed the coach will liaise with other interested clubs to make a combined team and forward those names and ID numbers to the manager. The manager will collect entry fees.

Entry Forms: The manager completes and sends the entry form by the due date.

Regatta Preparation: Notify crew of paddling times if different from usual sessions

Delegate: Equipment, site set-up, uniforms – if any changes.

Paperwork: Type crew lists in alphabetical surname/full name as displayed on ID card order for submission on regatta day.

Have a separate crew list for each category entered. All lists need correct ID numbers and names as they appear on the ID tags.

Combined crew lists should have individual club members listed separately on the one form.

Regatta details: Regatta managers will send an email to all members in the week before the regatta reminding them of what to take on the day, i.e. ID tags, drink, food, chair, personal equipment, paddle etc.

ON REGATTA DAY:

Site setup: Make a time to meet to set up the site on regatta day.

Managers Briefing: The manager and assistant (or 1 person from the club forming the composite crew) to attend the briefing, which is usually about 1 hour before racing commences. Report relevant information to the crew as well as make decisions on the run during the day. Liaise closely with the coach.

Crew Registration: Hand in completed crew lists with payment at the Registration tent.

Race times: Keep the crew informed of race times. Regattas are rarely on time and if ahead of schedule, races will start earlier than the stated time. Listen for announcements and check with marshals.

Marshaling: Have crew at the marshaling area before their next race with ID tags ready. Remind everyone to have their ID tag; otherwise they will not be able to participate.

Results: Appoint 1 or 2 people to record placings and times of your races. This can be done by a non-paddler.

At the end of the day: Managers to coordinate the pack up of equipment.