

Managers Meeting

April 29, 2010

Agenda:

Team Manager

Job Description

Role: *The team manager is responsible for the welfare and conduct of all team members during practices and on the Race weekend.*

- *Must be a non-water team member during festivals.*
- The team manager is responsible for the team, and should demonstrate the following essential characteristics:
 - Strong communication skills (necessary to liaise with team members, coaches and Festival officials)
 - Strong organizational skills
 - Solid knowledge of rules and regulations governing the Festival
- Desirable characteristics:
 - Previous experience with team management
 - Current First Aid certificate/ CPR training

Responsibilities:

Before the Festival:

- Gather and submit all necessary forms and waivers to Festival officials in a timely manner
- Ensure all team members meet Festival requirements- minimum age, waivers, practices
- Act as liaison with race committee, Festival officials and volunteers
- Must be in attendance at practices, and keep track of team members' waivers and attendance at Dryland / Steering and Drumming Clinics, plus on-water practices. Sign-in sheets will be kept with the equipment and the manager will take that list and mark each team member who is present
- Liaise with all team members and coaches to ensure participants are appropriately dressed and informed of training/ practice times.
- Communicate and distribute team information to all team members
- Ensure all team members understand rules and regulations governing the Festival
- Ensure all welfare and safety requirements for team members are met
- Ensure team members under 18 years old are supervised at all times, and protected from harassment while participating in a team event

During the Festival:

- Must attend Festival, overseeing the team's conduct during the course of Festival participation (*CONDUCT OF CREWS. "Any Dragon Boat crew or competitor who attempts to win a race by other than honorable means, or who deliberately breaks the Race Rules, or who disregards the honorable nature of the rules shall face disqualification from the competition."* - LRDBF Rules and Regulations)
- Liaising with all team members and coaches to ensure participants are appropriately dressed and informed of race times.
- Ensure personally- or team-owned equipment being used in Festival is checked by appropriate Festival officials prior to start of first race
- Attending "Manager's Meeting" at the start of the Festival, and communicating that information to all team members, including, but not limited to:

Wristbands

- Must emphasize the need for wristbands to remain worn throughout the course of the entire Festival, must not be removed
- Ensure wristbands are properly worn (wrist only, not ankle or anywhere else).
- Wristbands should be worn tight enough that they cannot be slipped on/ off, and must not be cut and patched back together.
- Manager must contact Festival Officials on festival weekend if replacement wristbands are needed, and original wristbands will need to be turned in to receive a replacement.
- No one without a wristband on will be allowed into the Marshalling Area or on any boat!

Pet Policy

- No pets, esp. dogs, will be allowed into Racers' Village, Beer Garden/food court, or the Marshalling area.

Liquor Policy

- No Liquor in Racers' Village. No one who has been drinking will be allowed on a boat.

Team Photos

- Team photos will be taken prior to the team's first race

Miscellaneous

- Racers should not take radios or cell phones, or other valuables into the boats. In fact, they should not bring valuables to the race site.
- Please clean up the tent and area around the tent at the end of the Festival. Garbage bags will be provided.
- Act as liaison with race committee, Festival officials and volunteers (*only team manager is to*
- *Speak on behalf of the team members during the course of festival participation*)

- Represent the team to Festival officials in the event of protests
- Must check in with Marshalling Officials to ensure the team will not be missing or late moving into the Marshalling area or loading into a boat.
- Manager should check in with Marshalling Officials a minimum of one hour before each scheduled race, to keep track of whether Marshalling is ahead or behind, and by how many races.
- Note: The team should be gathered together at a pre-determined gathering place 1- 1.5 hours before the team's next race, and should be starting warm-up activities when Marshalling Officials are marshalling 45 minutes before that race.)
- Manager should check in with Marshalling Officials approximately every 15 minutes after the hour-before check in, to ensure the team will be on time for Marshalling their race and will not hold up the loading process.

Registration

Waivers

Should Practices will be cancelled, we will make every effort to post on the MAIN page of the website on the Day of practice at 4:00 pm or Saturday at 9:30 am

- In the event of a windstorm with wind velocities greater than 32km/hr
- In the event of a lightning and thunderstorm
- In the event of cold conditions forecasted for that practice with a wind chill temperature of 7 degrees
- In the event of temperatures forecasted at 10 degrees or less and mild precipitation
- Practices will be cancelled AT THE LAKE when appropriate and posted when possible.
- Clinics – watch practice schedule
- Steers Accreditation – check website for classroom sessions
- Safety Orientations – when and where posted
- Practices – be sure your team arrives ½ hour prior to the posted time
- Coaches and those working the dock are all volunteers
- Managers package handed out at race weekend – be sure to check it
- Watch for the Challenges on race weekend!
- Parking - race weekend and practices parking is allowed in the Exhibition North Parking lot.
- Emergency Action Plan – May 11 late practice
- Need Paddlers? Email dragonboat2007@gmail.com

Coaching Session – you do not need to have experience to come to this!

MAY 8, 2010 9am to 3 pm morning at City Hall, Afternoon on the lake

With Jackie Webber of Waters Edge Sport Performance

http://watersedgesportperformance.com/index.php?option=com_frontpage&Itemid=1

Classroom:

- Stroke Mechanics
- Methodology of the Stroke
- Critique Techniques - root and effect
- How to use video to review technique

Lunch break

On Water:

- Drill work
- Individual critique
- Review “starts”

Cost: \$100.00 plus gst, and your own lunch (Thanks to the Rotary for picking up half of the cost!)

Please come with

- A change of clothes for paddling (we will have access to the equipment at the dock)
- Munchies if you need them
- RSVP to Karen at runningdboat@hotmail.com