



## Richmond International Dragon Boat Festival Participant Checklist

This document contains important information for **Team Captains and participants**. Please read carefully to help ensure you have a great experience at the Festival on race day.

A Festival Guide Newsletter will be sent to participants in preparation for the event the week leading up. You must be **subscribed** to our email list.

### Practice & Race Day Info

#### ☐ Event Practices

Pre-event practices will be held from **Wednesday, July 29<sup>th</sup> until Friday, July 31<sup>st</sup>** at **Rocketts Landing**. Registered teams with a confirmed practice should **arrive at the venue 20 minutes before** their scheduled time to allow time to check in with a Sports Backers/GWN representative. Practices are **50 minutes long** and will not be extended for any teams that arrive late to a practice session.

**Please note**, parking is very limited near the venue. Please see 'Parking at Rocketts Landing' information below.

For more information, please visit the 'Practice' section of the [festival page](#).

To purchase additional practice sessions, please [login](#) to your account, click on your team name associated with the event, and click on the 'Get More' button.

If your team has not yet booked a practice, please contact [bookings@gwndragonboat.com](mailto:bookings@gwndragonboat.com).

#### ☐ Race Day Schedule

The race schedule will be posted on **Monday, July 27<sup>th</sup>**, on our website under the 'Schedule' section. Team Captains must check in on the morning of race day to receive racing wristbands.

Check-in will open at approximately **6:30AM at Race Headquarters** (please stay tuned for the Festival Guide for exact timing).

For more information, please visit the 'Schedule' section of the [festival page](#).

### □ Team Captain's Meeting

There will be a Team Captain's meeting on Saturday morning in front of the Performance Stage Area to discuss race day rules and address any questions, one hour prior to the first race (please stay tuned for the Festival Guide for exact timing).

### □ Parking at Rocketts Landing

The event is held at **Rocketts Landing at 4708 East Old Main Street, Richmond VA 23231**. Parking for the event is limited near the venue. To help eliminate traffic congestion when entering and exiting the venue, carpooling or taking the GRTC Pulse, which stops right outside of the venue, is strongly recommended.

For more information, please visit the 'Parking' and 'Location' sections of the [festival page](#). For more information on the local transit system click [here](#). Please stay tuned for the Festival Guide for any updates.

To help the race schedule run on time, please plan to arrive early to the venue.

### □ Event & Venue Policies

Crews are expected to respect the rules of the Venue. Unless specifically stated on [gwndragonboat.com](#), the following rules apply when visiting Rocketts Landing:

- BBQs and grills are not permitted.
- Glass bottles are not permitted.
- Every bag will be subject to a search, including coolers.
- Alcoholic beverages are prohibited unless purchased from an on-site licensed vendor.
- Where tents are provided to teams or purchased from GWN, no additional tent structures are permitted.
- **All cars must be parked in designated parking areas. Absolutely no vehicles are allowed in the Athletes' Village or on event grounds.**
- Teams are responsible for picking up their waste within their team sites. In addition to handing out wastebags during team check-in, there will be wastebaskets located throughout the Athletes' Village to maintain the park's cleanliness. Let's all work together to keep Rocketts Landing clean and green.

Crews in violation of any of the above rules will be given ten (10) minutes to rectify the situation. If not rectified within ten (10) minutes, a Time Penalty or disqualifications from the event may be assessed at the Chief Official or Event Director's sole discretion.

## Team Captain's Checklist

### □ Team Roster Rules

Please make sure that your team follows the **roster rules**. A team roster **must not exceed 26 members** - this includes a steersperson, drummer, and 24 paddlers. Teams without a steersperson will be provided one by GWN for race day and so the roster cannot exceed 25 members.

Please respect and follow the rules listed below, respective to your team's Race Class:

<b>Mixed Division</b>	<ul style="list-style-type: none"><li>• Maximum 10 male paddlers in the boat.</li><li>• Any number of female paddlers.</li></ul>
<b>Women's Division</b>	<ul style="list-style-type: none"><li>• All paddlers must be female.</li></ul>
<b>Open Division</b>	<ul style="list-style-type: none"><li>• Any combination of men, women, non-binary, gender fluid, gender non-conforming and gender queer paddlers.</li></ul>
<b>BCP Division</b>	<ul style="list-style-type: none"><li>• All paddlers and drummer must be a breast cancer survivor.</li></ul>
<b>ACP Division</b>	<ul style="list-style-type: none"><li>• All paddlers and drummer of all genders who are survivors of any type of cancer.</li></ul>
<b>Paradragons/Disabled Veterans (PD)</b>	<ul style="list-style-type: none"><li>• Comprised of athletes with some form of physical, psychological, neurological, sensory, developmental, or intellectual impairment.</li></ul>

**No paddler may paddle on two teams within the same Race Class.** For example, a paddler cannot paddle on two Mixed teams. However, the same paddler can paddle on one Mixed team and one Women's team. Visit the [FAQ](#) section for more info.

### ☐ [Waivers](#)

**Every participant**, including drummers and steersperson, must **complete, sign, and submit a GWN waiver**. Waivers must be completed online by **11:59AM EST on Wednesday, July 29<sup>th</sup>**. Please note that in order for waivers to be completed online, Captains must first create a roster and invite crew members.

For more information, please visit the [FAQ](#) section.

The registration system will close after **12PM EST on Wednesday, July 29<sup>th</sup>** and access to change the roster and accept invites will be restricted.

**After the deadline, any waivers and changes can be made on race day at Race Headquarters.**

### ☐ [Team Site](#)

**Each team will receive a 10x10 tent** within the Athletes' Village.

**Team Captains:** If you have not booked your team site by **Wednesday, July 22<sup>nd</sup>**, you will be placed in a site by GWN. To reserve your site, please view the site availability chart under the 'Athletes' Village' section of the [festival page](#) and contact [bookings@gwndragonboat.com](mailto:bookings@gwndragonboat.com) with the following information:

- Event name
- Team name
- Preferred site #

### **Rentals:**

**Teams cannot bring their personal tents to set up alongside event rental tents in the Athletes' Village.**

To upgrade your tent, rent tables and/or chairs, please [login](#) to your account, click on your team name associated with the event, and click on the 'Get More' button.

Deadline to order any rentals is **Wednesday, July 22<sup>nd</sup>**.

Any team wishing to **bring their own tent, may opt out** of a rental by notifying GWN in writing at least 10 days in advance from the event.

Please note that any tent(s) erected, must remain within the space provided and be no less than 10' from all other tents. Furthermore, any combination of tents cannot exceed 200 sq. ft. without written approval from GWN. Failure to comply by these rules can result in disqualification from the event. There will be no reduction in the registration fee for opting to bring your own tent(s).

### ☐ [Lodging Forms](#)

Part of our commitment to our local partners, as is with each community that hosts MLDB events, is to provide them with the economic impact of our festival.

**All teams** are required to complete and [submit a Lodging Form](#) before **Wednesday, July 29<sup>th</sup>** to [bookings@gwndragonboat.com](mailto:bookings@gwndragonboat.com).

**Teams will not be able to check in unless a form is submitted.**

### □ Rules of Racing

All Major League Dragon Boat series events follow a standard set of rules of racing. For reference, the Rules of Racing can be found [here](#).