



**2016 KAISER PERMANENTE NORTHERN CALIFORNIA
INTERNATIONAL DRAGON BOAT FESTIVAL
SEPTEMBER 17 & 18, 2016
LAKE MERRITT, OAKLAND**

NOVICE TEAM RACE DAY INFORMATION

Novice Team Captains and Managers: Please make sure this information is communicated to your team! You are the only way we can get this important information out. Also, much has changed from last year due to the new site, so read everything carefully.

1. Captain's Meeting on Thursday, 9/15/16

The Captains' Meeting is the Thursday before race, September 15, 2016 from 6:30 to 8:30 pm. Pizza dinner will be provided. Location is the Merced Room, 145 Lake Merced Boulevard, Daly City, CA 94105. If you didn't get the Evite invitation, please let us know. Every team must have a representative. Novice teams must send a captain, not just a coach. It is especially important this year that all teams attend, as many procedures and logistics have changed from previous years.

2. Race Weekend Food and Cooking

- On Site Cooking** - Not allowed, no exceptions.
- Sternos** - They are allowed, but you must tell us by Monday, September 12. Use this link to let us know - we will provide fire extinguishers for your tent.
<https://goo.gl/forms/xuz3zdvmki8ukW8d2>
- Race Day Team Catering** - Some of our onsite vendors will offer race day team catering. Here is the link to the catering menu. <http://www.sfdragonboat.com/catering-menu>

3. Paddler Parking and Shuttles

- Parking Maps and Directions** - In the next few days there will be detailed instructions and maps for Paddler Parking and Public Parking on website - www.SFdragonboat.com. It will be under the Racing Information.
- Paddler Parking Garages** - The CDDBA has negotiated with select nearby garages to stay open and charge a discounted rate for Dragon Boat Festival parking. There is one garage designated for all Comp/Rec paddlers and one garage for Novice and High School paddlers. The discounted Festival rate will be \$5 all day, and the parking will be in structured, secure parking garages. We will provide frequent, dedicated shuttle service throughout the day.

- ❑ **Loading and Unloading** - There will be loading and unloading on site, **but there is no on-site parking.** We also need to be good neighbors - **do not park in the local residential areas,** as this will threaten the future of our festival at Lake Merritt. The CDBA has worked hard to develop a parking plan that allows for inexpensive, all day, secure structured parking for teams with shuttle service directly to the site, so please park in your designated garage.
- ❑ **Public Parking** - We also have another garage designated Dragon Boat Festival Public Parking which will have shuttle service throughout the day.
- ❑ **Visiting Team Shuttles** - Visiting team shuttles for teams staying in the hotel will operate from the Oakland Marriott. Visiting teams not staying in the hotel can park in the Comp/Rec Parking Garage.

4. Paddlers Village and Friday Team Setup

- ❑ **Designated Space** - As always, we will have spaces designated for all teams in Paddlers Village. The site plan will be up by next weekend. We will go through the logistics and details at the Captains' Meeting.
- ❑ **Friday Setup** - Teams are welcome to set up on Friday afternoon after 1 pm. If you need to set up earlier, let us know and we can try to accommodate you. Check in with Festival / Operations Staff on Friday when you arrive to make sure that you set up in the correct location.
- ❑ **Security** - We will have overnight security on Friday and Saturday nights, but do not leave valuables. You may leave team tents set up overnight as long as you collapse them down and weigh them down properly.
- ❑ **Tents** - Note that unless you have rented a tent from us, we are expecting that you will bring your own tents for Paddlers Village. We will have sufficient tents for high schools on Sunday. Each crew is allocated a 10x20 space, which will fit 2 10x10 pop-up tents. Note that there is **NO STAKING** at Lake Merritt, so you should bring sandbags or other items you can use to weigh down your tents.
- ❑ **Tarps** - We highly recommend bringing tarps for your area, as well as camping chairs, picnic blankets. The team sites at Paddlers Village, unlike Treasure Island, are on grass and dirt, so tarps will be important.
- ❑ **No Balloons** - Note that no helium balloons are allowed at Lake Merritt due to the fact that it is a bird sanctuary.

5. Festival Volunteers Still Needed!

- ❑ **Saturday and Sunday** - We use around 400 volunteers over the two days to help with dock duty, in Dragon Land, and for general race and festival operations. We still are in need of volunteers, so if you know of any volunteer groups please email Diana Yee-Yip at diana.yee_yip@cdba.org as soon as possible!
- ❑ **Friday Setup** - We need help on Friday with many tasks. Please email Tek Li at tek.li@cdba.org if you can help out on Friday between 9 am and 5 pm.

6. Paddlers Welcome Mixer on Friday at the Oakland Museum!

Come mingle with paddlers from other teams at our annual Welcome Mixer! This year's Welcome Mixer for paddlers will be held at The Oakland Museum of California, combined with

their regular weekly Friday evening event - Friday Nights at OMCA! This event features live music, bars, and plenty of food trucks. Admission to the event is free, but food and beverage will be on your own. Dragon Boat Festival paddlers will get a reduced entrance fee of \$5 to the exhibits (optional). The CDBA has reserved a designated area for Dragon Boat Festival in the Oakland Museum gardens for paddlers to mingle and hang out. The Oakland Museum of California is walking distance from the Oakland Marriott, our host hotel, and located right on BART.

7. Social Media and Publicity

- Facebook Page** - Please help us get the word out about this year's festival! As usual, we will have a cultural festival with performers and entertainment, food vendors, merchandise and paddling gear vendors, and Dragon Land for children. We need to let the public know that we are not at Treasure Island! Please "like" our Facebook page <https://www.facebook.com/SFIDBF> and share posts frequently over the next couple of weeks before the event.
- HTML Email** - We will send out an HTML email that you can forward to friends and family about the event.
- Event Postcards and Posters** - These will be available at Lake Merced practices on Saturday and Sunday. Please take some and hand them out to friends and family. If you need to get extra postcards or posters, please contact Linda Cheu at linda.cheu@cdba.org.
- Please share with your team members to use the hashtag #cdbaNorCalRace.

8. Not enough paddlers? Too many paddlers? Please let Dave Chen or Hilland Chiu know if you have too many or not enough paddlers. As a reminder, novice teams must have novice division paddlers.

9. Manifest Submittal

- Manifests** - Manifests are now past due. Please submit ASAP. If you have submitted your manifest, we will be sending you your wristband count before the end of this week to cross-check. We've included a registration guide for Novice Team POCs for submitting your manifests.
- Waivers** - Team POCs, you must get your paddlers to complete the waiver online. If you have youth (under 18) on your team, you must also bring the hard copies of the waivers with you. Please ensure legibility and that the team name is written on the waiver and that they checked the appropriate checkboxes. This is crucial as we will not be able to prepare your wristbands or sort through waiver issues in time otherwise.
- Manifest tips and reminders:
 - Complete the manifest in alphabetical order
 - We only match names to the crew, not to the exact row or seat
 - Novice teams are only allowed to have up to 3 paddlers from the Comp/Rec division, but they must be related to the company. If you don't have enough paddlers, you can borrow other Novice paddlers.

Steering

If your steersperson is from a CDBA team, they must have a **red card** to steer.

If your steersperson is from a non-CDBA team, you need to fill out this form. <[LINK](#)>

We hope your dragon boat practices have been going great and look forward to seeing you on the water soon!

Hans Wu and Wilson Li, CDBA Race Director

Tek Li, CDBA Membership Director

Dave Chen, Novice Team Coordinator

Hilland Chiu, Practice Scheduler

Linda Cheu, Festival Director