

## The Rotary Club of Chippenham Wiltshire Vale



# DRAGON BOAT RACING

Saturday 16th July 2016 River Avon, Monkton  
Park, Chippenham  
10.00am – 4.30pm

## Information & Terms of Entry

### What is Dragon Boat Racing?

This sport can be traced back more than 2000 years, to China's Mi-Lo river around the year 400BC. Today, with over one million teams competing worldwide, it is claimed to be the second most popular sport on the planet!

### Dragon Boats

Dragon boats are long, elaborately decorated canoes, with a dragon's head and tail attached. Chippenham Rotary's Dragon Boats supplier provides a helmsman for each boat, electronic timing, scoreboard, race commentaries and essential support services for the event.

### Racing

The racing comprises a series of heats over a course of approximately 250 metres, with each team taking part in at least three heats. The fastest teams then go through to the finals stage. This year races will take place approximately every 10 minutes.

### Safety

All able-bodied crew-members must be confident in deep water, and be capable of swimming 50 metres wearing a lifejacket. Lifejackets will be provided for all competitors, and must be worn at all times whilst on the water. Compliance with this provision is the responsibility of each Team Captain. Special provision will be made for competitors who are identified as having special needs. All crewmembers with special needs must sign (or have signed on their behalf by an appropriate person) a waiver form, available on request from [infodragonboatscwv@gmail.com](mailto:infodragonboatscwv@gmail.com)

The company supplying the dragon boats will provide First Aid and support to the crews (including a safety boat) whilst on the water. Anyone failing to obey instructions of the Organisers, or the person in charge of a boat, or behaving in a manner that could be prejudicial to the safety of others (e.g. standing in a boat once launched) may be barred from further races.

## Teams

Page 2

Participation is open to anyone aged 12 years or over, and is not limited to those who have had previous racing experience. Everyone is encouraged to put forward a team and participate. Crews can be male, female, or mixed, and up to 30 teams can compete. Each team comprises between 12 and 16 paddlers plus one drummer, with an experienced helmsman being provided by Dragon Boat Events. Teams of up to 20 people can compete with the advantage that this allows for reserves/substitutes, spreads the cost of entry and increases the fund-raising capability of teams.

### **Entry Fees – Same as previous years – no increase in cost !!**

The entry fee is £399 per team (= £19.95 per team member based on a 20-person team). A special £100 discount is available for schools, youth groups, or teams comprised mainly of under -18 year olds, who can enter for £299 (= £14.95 per team member based on a 20-person team).

A non-refundable deposit of £100 is required per team booking. These are the same prices as charged for the previous four years, making them exceptionally good value!

Should teams require it, 'Boat Branding' is available at extra cost (dependent on artwork etc), with a guarantee that the team will have at least one photo opportunity in their branded boat, plus a further photo opportunity in their branded boat if they make it through to the Final.

### **Fund Raising / Sponsorship**

Dragon Boat Racing is all about having fun whilst fundraising for charity. In addition to their entry fee (which covers the cost of staging the event), each team is expected to raise a minimum sponsorship for charity of £20 per team member. More will be welcome, and previously teams have raised up to £2000 = £100 per team member, so the challenge is there!

Teams will be required to provide a minimum of £100 in sponsorship money or signed Gift Aid pledges for at least this sum when they register for races on the day of the event. Additional sponsorship funds can be collected by teams after the event and passed to the Rotary Club of Chippenham Wiltshire Vale or made on their page on the My Donate website. Any team that is unable to provide the minimum £100 of sponsorship at the time of registration may not be permitted to paddle. Any team that is not permitted to paddle on the day will not be entitled to a refund of any of the money they have paid to compete in the event.

In addition, to sponsorship raised by team members there are opportunities for companies to promote themselves by providing corporate sponsorship.

### **Allocation of Sponsorship Money**

Where a team raises money for a Registered Charity, then the Rotary Club of Chippenham Wiltshire Vale will send the Team Captain a cheque payable to the nominated charity for all sponsorship money raised, together with any related Gift Aid.

Where teams raise money for an organisation that is not a registered charity then the Rotary Club of Chippenham Wiltshire Vale will retain 20% of money raised or £75, whichever is the greater, and distribute this to charities of Rotary's choice. The remainder of the sponsorship money will go to the organisation nominated by their Team Captain. Team Captains are required to take responsibility for collecting all sponsorship monies from their team members, and passing it to the Rotary Club of Chippenham Wiltshire Vale within the agreed time frame.

As soon as all sponsorship monies have been received by The Rotary Club, a cheque will be issued in favour of the nominated charity and sent to the team captain to present to that charity..

### **Sponsorship Form**

A sponsorship form is attached. When Gift Aid donations are made, the Inland Revenue gives an additional 25p for every £1 donated. Team members can also raise money online through

'Mydonate' (see below).

### **How to Enter**

Please complete and return an Application Form, together with your deposit. Applications will be accepted on a 'first come, first served' basis.

### **Payment of Balance of Entry Fee**

The balance of the entry fee (£299, or £199 in the case of an under-18 team) must be paid in full no later than Monday 27<sup>th</sup> June 2016. The Rotary Club reserves the right to offer the opportunity to others in the event that entry fee balances are not paid in full by this date. Cheques should be made payable to 'Rotary Club of Chippenham Wiltshire Vale' and sent to: Dragon Boat Event, c/o Caroline Attridge, 39 Yewstock Crescent West Chippenham Wilts SN15 1 QX

### **Postponement or Cancellation**

The Rotary Club may, in consultation with the Dragon Boats supplier, postpone the event if it considers that conditions are too hazardous for the event to proceed on the planned date or for any other reason. In the event of postponement the Rotary Club will retain entry fees already paid by teams and, as soon as reasonably possible, advise Team Captains of an alternative date for the event. No refunds will be given if an alternative date is offered. If the event is cancelled for any reason before any races have been held then monies already paid by teams will be returned or if the event is cancelled after all teams have completed one race then 50% of the money paid by teams will be returned and this will be the full extent of the liability of the Rotary Club.

### **Acceptance of Conditions**

By returning a completed Application team members acknowledge that they have read and accept the terms and conditions of entry, including the health and safety requirements for participants in the event. Furthermore, it is a condition of participation that Team Captains are required to sign an acknowledgement that they fully understand health and safety issues, and will convey such information to all their team members.

## **Event Schedule**

09.00 - Team Captains register at Rotary Tent on site

10.00 - Racing Commences

16.00 - The Final

16.15 – Awards Presentation

All efforts will be made to keep to this schedule – but subject to the no. of teams taking part

## **Awards**

Awards will be made as follows:

- Winners medals
- 2<sup>nd</sup> and 3 place medals
- Best fancy dress team prize
- Best under- 18 team prize

## **Supporting Activities**

The Rotary Dragon Boat Racing event will take place alongside 'Art In The Park', a 'hands on' art and music family fun day organised by our sister club, the Rotary Club of Chippenham. For further information see [www.chippenhamrotary.org/artinthepark.php](http://www.chippenhamrotary.org/artinthepark.php)

## **Other Facilities**

Food, coffees, teas and soft drinks will be available for purchase on the site, and an application made for a beer tent licence. Tents and toilets will be provided on site. Those competitors arriving by car are requested to make use of public car parking available within Chippenham. The location of car parks and pedestrian routes, to and from the site, are shown on a Google Map of the site.

If you have any questions, please email:

[infodragonboatscwv@gmail.com](mailto:infodragonboatscwv@gmail.com)

or Tel: Bill Henry on 01249 740714

or Tel CM Attridge on 01249 650294

# DRAGON BOAT RACING

Saturday 16<sup>th</sup> July 2016

## Collecting Sponsorship is Fun!

The following suggestions are to alert you to ways and means of maximising the amount you raise through sponsorship, and to make it easier and fun to do.

Register yourself and your team name on the Mydonate website. See the Mydonate instructions page to do this.

It's easy to set up. You can then send an e mail to everyone you know requesting sponsorship

for you and your nominated charity.

Your sponsors can then go on to your page on the Mydonate website and make a credit card donation that will be credited to you and your team. Sponsors can also make a goodwill comment of encouragement for you to read.

Your sponsors are always prompted to Gift Aid their donations. This will increase your sponsor's

donation by 25% and will be automatically recovered from the Government HMRC and credited to your account on Mydonate.

Using the Mydonate website option takes all the chore out of collecting cash too.

People will usually happily sponsor you when asked, but it can be a chore collecting money after the event. As you are only asking people to sponsor you to PARTICIPATE in the event, as opposed to completing a course or a set distance etc, ask if you can have the money there and then. They can say 'no', but if you only get 50% of the money this way it will make collecting money after the event easier.

Divide the team into 2 or 3 groups and run a competition between them to see which group can raise the most money.

Delegate 2 or 3 individuals within the team to encourage, motivate and coax all team members to ask for sponsorship.

All organisations buy and sell goods and services. Approach at least your major suppliers and ask for a £50 team donation (10 x £50 = £500, 20 x £50 = £1,000). Delegate one or two team members to do this. Maybe your organisation also has customers who might be happy to support such a worthwhile event; it's worth asking !

Get one person each day to sponsor you £1.50 for taking part. In 70 days you will have raised £105. Alternatively, 50 people at £2 = £100.

Encourage team members to carry the sponsorship form with them at all times.

Remind participants that taking part in events like this is worthy of mention on CVs, and that the leadership and teambuilding skills which you learn can be valuable in the workplace.

Sponsorship money collected prior to the event should be paid by Team Captains upon registering the team on the morning of the event, preferably by cheques made payable to the 'Rotary Club of Chippenham Wiltshire Vale', or in cash. All original Sponsorship Forms should be handed over at this time too, to enable Gift Aid to be collected. Sponsorship money pledged but not paid prior the event, should be declared in full when registering the team, and paid within 1 month (i.e. by 12<sup>th</sup> August 2016). Payment should be ideally by cheques made payable to 'Rotary Club of Chippenham Wiltshire Vale' and sent to Dragon Boat Event, c/o Caroline Attridge, 39 Yewstock Crescent West Chippenham Wilts SN15 1 QX

Team Captains are required to take responsibility for collecting sponsorship money and the forms from their team members and passing them ALL to the Rotary Club by the 12<sup>th</sup> August 2016

# DRAGON BOAT RACING

Saturday 16th July 2016

## Sponsorship Form

TEAM

.....  
(Enter your TEAM NAME here)

### Information for each donor

Using Gift Aid means that for every pound donated, the charities benefiting from this event get an extra 25 pence from the Inland Revenue – helping your donation to go further. This means that £10 can be turned into £12.50 just so long as donations are made through Gift Aid.

Imagine what a difference that could make, and it doesn't cost you a thing!

So, if you want your donation to go further, Gift Aid it. Just complete this form. (Participant – please ensure that you give the original of this form to your team captain for him to present upon registering the team on the morning of the event. Please also keep a photocopy of the completed form so that you can complete the collection of any outstanding sponsorship money.)

## Sponsorship and Gift Aid Declaration Form

**Please sponsor me** .....(Your name in BLOCK CAPITALS) To compete in the Chippenham Dragon Boat Race on Saturday 16<sup>th</sup> July 2016

My contact details address and post code please : .....

.....  
In aid of: The Rotary Club of Chippenham Wiltshire Vale Trust Fund (Reg Charity No. 1041015)

We who have given our names and addresses below and have ticked the box headed 'Gift Aid? [

Full Name	Home Address Not Work address- essential for Gift Aid	Post Code (Vital)	Amount Donated £	Date Paid :	Gift Aid: Yes/No

Full Name	Home Address Not Work address- essential for Gift Aid	Post Code (Vital)	Amount Donated £	Date Paid :	Gift Aid: Yes/No
Total Donations Received			£		
Total Gift Aid Donation			£		

