



2019 Team FAQ

General Festival Information:

When is the festival? The 2019 festival will take place on the weekend of June 20th-23rd. Racing takes place on Saturday, June 22nd and Sunday, June 23rd; some special races may be held on the evenings of June 20th and June 21st.

Where is the festival? Mooney's Bay Park; click here for [Directions](#).

Is there a fee to attend the festival? There is no site admission fee and it is open to the public.

Is this a family event? Yes, please visit the [Free Scotiabank Family Fun](#) section of our website.

Is there entertainment on site? Check out the [Concerts](#) section of our website for a schedule of the free live concert line-up presented by the Rideau Carleton Casino.

Is there coffee available onsite? Tim Hortons will be setting up their coffee truck onsite serving up your favourite coffee! All proceeds go to the Ottawa Dragon Boat Foundation.

What are the festival's greening initiatives? Click here for more details about our [Greening Efforts](#).

Team Information:

Do I need to be an experienced "paddler" to participate? No, all levels of paddlers are welcome. The majority of teams are recreational, but there are many experienced and competitive teams for those wishing to compete at a higher level. Two team practices with qualified coaches are included in the team registration fee.

How many people do we need to form a dragon boat team? There are 22 spots in the boat (16-20 paddlers, one steersperson, and one drummer). There are 28 spots available on

your roster so that teams can also register up to six spare paddlers. The minimum number of paddlers for the races is 16.

How can I register a team? Register your team through our [online registration system](#), which only takes a few minutes to complete.

What information will I need before registering my team? You will need your team name, team division (mixed, women, or open) and the name and contact information for your Team Captain, Team Manager and Pledge Captain (one person can fill all of these roles and they may be re-assigned after your initial registration is complete). Your team roster may be completed online through the Team Login section by using the login information your Team Captain will receive by email.

How many males/females do I need on my team? All mixed teams must race with a minimum of 8 female paddlers (does not include steersperson/drummer). Mixed teams who are competing in the Sue Holloway Cup (DBC registered teams) must comply with DBC rules.

Open teams have no restrictions. Often comprised of primarily male paddlers, but females may also paddle on the team as well. Open teams can have a drummer and/or steersperson of either gender. Please note: open teams are only eligible to participate in select Challenge Cups, please contact our office for further details. Open teams who are competing in the Sue Holloway Cup (DBC registered teams) must comply with DBC rules.

Women's teams must race with all female paddlers, but can have a male drummer and/or steersperson. Women's teams who are competing in the Sue Holloway Cup (DBC registered teams) must comply with DBC rules.

Can a person paddle, steer or drum for more than one team? A person may be a member of and race for only one team per category. The categories are women, mixed and open. A steersperson/drummer may paddle for one team per category and may steer/drum for more than one team per category. **PLEASE NOTE:** It is each team's responsibility to manage conflicts that arise from paddlers racing on two teams. No delays in the race schedule will be allowed to accommodate for paddlers or steerspersons in transit between team boats and/or races.

How much is the entry fee?

Local Teams: There are various [entry fees](#) based on when you register and which division you are competing in. Regular rate is \$1,400 (+HST totals \$1582); approximately \$64 per person.

Out-Of-Town Teams: \$995 (+HST totals \$1124.35) for teams visiting from outside 100km radius of Ottawa.

How can I register if I do not have a team? If you would like to paddle, but don't have enough people to form a team you can register as an [individual](#) and we will help place you on a team. Individuals will be asked to pay their fee after they have been placed on a team.

Who pays the team entry fee? Teams may assign one person to pay the total payment and then forward individual payments to reimburse that person.

How can we pay? Payment may be done online through our registration system by credit card. Cheques are made payable to "Ottawa Dragon Boat Festival" and mailed or dropped off at our office. **PLEASE NOTE:** Teams are not officially registered until full payment is received. The registration fee is not a charitable donation and therefore not eligible for a tax receipt.

How much will this cost each team member? Depending on how many paddlers you have on your team will determine how much money you need to pay for your registration. Teams may book extra practices or purchase team t-shirts which may be an additional cost. Some teams try to acquire a sponsor to cover these expenses.

Is there a registration/refund deadline? Registration is complete when we reach 200 teams or May 31st. The refund deadline is 4:00pm on April 30th. There is an administration fee of 25% (+HST) for all refunds.

In the unlikely event of cancellation or postponement of this event due to circumstances beyond the reasonable control of the Ottawa Dragon Boat Festival, including but not limited to, safety, weather or similar concerns, Ottawa Dragon Boat Festival shall not be held responsible for any cost, damage, or expense which may be incurred by registrants as a consequence of this event being postponed or cancelled. It is further understood that Ottawa Dragon Boat Festival will incur significant upfront costs in organizing this event, and it is acknowledged and agreed and that the registration fee is NON-REFUNDABLE after April 30th.

Do I need to sign a waiver? Yes, all team members are required to submit a completed waiver. Waivers are to be submitted electronically through the online registration system.

Do we need a team t-shirt? All teams are encouraged to wear a team t-shirt or outfit at the festival, but it is not required. Many teams also wear team caps, face paint, temporary tattoos and themed costumes. An award will be presented for the most creative team t-shirt. The winning team will be announced during the Awards Ceremony held on Saturday.

Festival Weekend - Paddler Information:

Where will everything take place? All races will be held at Mooney's Bay Park (across the water from the Rideau Canoe Club). The Tim Hortons Team Area will be set-up throughout the festival site for teams to set-up tents, etc. The Team Staging Tent will be available for teams to get ready for their races; teams are asked to be in the staging area at least half an hour before their race time.

What equipment do I need to bring? The festival will supply all boats and equipment including paddles and PFD's. However, if you have an approved PFD of your own and your favourite dragon boat paddle, you can use it.

What should I bring? Many teams bring beverages and snacks to have throughout the day. A hydration station will be available for water bottle refilling. Food vendors will be on site with various types of food and beverages. You may also want to bring along some sunscreen and a lawn chair. Please note that outside alcohol is NOT permitted.

Is there somewhere I can put my stuff during the day? No, there are no lockers available on site. We recommend leaving valuables at home. We also recommend organizing a team friend or family member who can watch over any onsite valuables during your team's races.

What should I wear? Fast drying shorts/shirts and sandal/sneakers are typically worn in the boat. You may also want to bring along a dry set of clothes, raincoat and hat.

Where can I park? / How can I get to site? The festival offers free parking at Canada Post Headquarters on Riverside Drive. OC Transpo services the Mooney's Bay area as well; visit www.octranspo.com for local service schedule details.

Is there a drop-off zone? Yes, the festival's drop-off zone is just inside the entrance to the volunteer parking lot on the north side of Hog's Back Road (the Rideau Canal parking lot). Cars must NOT be left unaccompanied in this area.

PLEASE NOTE: There is no public parking available onsite. Parking will not be available at Mooney's Bay or on Riverside Drive on the weekend of the festival. Cars parked illegally in the surrounding areas will be ticketed and/or towed.

Can I park my bicycle on site? Free bicycle parking is available onsite. Help us help the environment and consider riding your bike to this year's festival. Help even more by making a donation to our Foundation for this free service.

Where can my team "hang-out"? Can we bring a tent or shelter? The [Tim Hortons Team Area](#) will be marked off onsite for the exclusive use of the participants. Space for tents or tarps will be assigned based on order of registration payment (Team Captains will be contacted for site selection). Team site size is 10' x 20'. Please note that City of Ottawa regulations dictate that nothing may be tied to the trees. Items left in this area are done so at your own risk. Your site will be reserved and numbered with the team site number that each team selects.

Note: The Tim Hortons Team Area does not include the spectator area – no tents or tarps are permitted in the spectator area. Barbecues are not allowed onsite and there is a strict no outside alcohol and no onsite smoking as per city bylaws.

Can we display our company banner? Yes, company banners may be displayed on your Team Area site, but may not interfere with another team's site. Banners are not permitted on boats.

When can we set-up our team site? Teams may set-up tents and bring in non-valuable items from 6:00am-2:00pm on Thursday, June 20th and Friday, June 21st. Please note that direct access via the gravel marina parking lot near the team area (north end of site, access off Hog's Back Rd) is only accessible during these hours. After 2:00pm there is no direct parking available.

Can we leave our tent and chairs overnight? Yes, all tents and chairs can remain overnight. Please keep all items contained to your assigned team site. There will be overnight security, but please do not leave anything of particular value overnight.

Will there be food and refreshments available on site? Yes, numerous [food vendors](#) offer a variety of food and beverages throughout the weekend. A free hydration station is available near the south entrance to refill your water bottles throughout the event.

Is alcohol served onsite? The festival grounds are fully licensed. Patrons must be 19 years of age or older to purchase alcohol. Proof of ID is required. Please note that NO outside alcohol is permitted onsite and will be confiscated by security upon entry to the festival grounds. Security bag checks will be in place at all entrances to the festival grounds.

When is the Opening Ceremony? The Opening Ceremony will kick off this year's festival on Friday, June 21st at 7:00pm in the Paddler's Paradise tent on the beach. Immediately followed by our top fundraising teams taking to the water in our Charity Challenge Cup races!

Race Information:

When does the racing start? Races begin at approximately 8:00am on both Saturday and Sunday. Racing will finish around 5:00pm on Saturday and 4:00pm on Sunday.

When does my team race? The Saturday race schedule will be available on our website the week prior to the festival. It will also be emailed to teams and the schedule will include both staging times and race times.

How many races will we compete in? All teams are guaranteed two races on Saturday. All teams will compete in one race Saturday morning and a second race in the afternoon. The top 75 mixed teams, top 32 women's teams, and top 8 open teams will advance to Sunday to compete in an additional three races.

What happens if it starts raining? The festival and racing will go ahead if it is raining. Generally, the only time the racing is postponed is if lightning or high winds occur.

How long is the racing distance? Both Saturday races are 500m in length. Sunday's race format will include 100m, 200m and 500m finals.

Will there be any prizes? When will they be awarded?

Saturday Awards: First place teams in the various Challenge Cup categories will receive individual medals and a large team trophy. The Saturday Awards Ceremony will be held in the Paddler's Paradise tent on the beach at 6:00pm.

Sunday Awards: Medals are awarded to the top three teams in each of the ten Mixed Cups (A-J) and four Women's Cups (A-D) and Open (A) for the 500m final ONLY (a large team trophy is also awarded to the top team in each division). Small "keeper" trophies are awarded to the top three teams in each division (Mixed A-J and Women's A-D, Open A) in the 100m and 200m finals. The Awards Ceremonies will be held in the Paddler's Paradise tent on Sunday at 12:00pm (100m and 200m awards) and 4:00pm (500m awards).

Please note: Large team trophies are awarded annually and are returned to the festival before the following year's event.

What are Challenge Cups? Challenge Cup races are designed to increase competition among teams from local industry or community groups. If you choose to enter a Challenge Cup you will be grouped with similar teams on Saturday. Please visit the [Challenge Cups](#) section of our website for more details about the various corporate and community divisions.

Are there any special awards? In addition to the awards for your on water performance, you can also win awards for what is happening off the water! Feel free to nominate your team or another for any of these awards at the Team Services Tent before noon on Saturday, June 22nd:

- ***Chairperson's Spirit Award*** - awarded to the team with the best team spirit displayed during the festival.
- ***Rookie Team Spirit Award*** - awarded to the first year team showing the best team spirit during the festival.
- ***Best T-shirt Design*** - awarded to the team with the most creative t-shirt. Teams wishing to enter the t-shirt contest are asked to drop off a sample at the Team Services Tent (including your team name, contact person, team site # and an onsite phone number for Saturday).
- ***Best Team Site Design*** - awarded to the team with the most colourful & creatively decorated team site.

The winners of these awards will be announced during the Saturday Awards Ceremony.

Where is the best view of the races? Bleachers will be available on the beach area near the finish line to allow spectators an opportunity to view the entire race from start to finish.



Is there a fundraising component in this event? Yes! Charitable fundraising has been a part of dragon boating in Ottawa for a very long time and our Pledge Challenge raises funds for numerous worthy charities supported through the [Ottawa Dragon Boat Foundation](#).

What is the Ottawa Dragon Boat Foundation? In 1998, a charitable component was added to the Ottawa Dragon Boat Festival, raising funds for local charities on an annual basis. Next, the Ottawa Dragon Boat Foundation was established in 2003 to help focus and grow the level of community support.

How much has been raised in the past? To-date, over \$4.5 million has been raised through the Foundation's annual fundraising, benefiting 50 Ottawa area charities.

What is their mission? The mission of the Ottawa Dragon Boat Foundation is to help build, strengthen and enhance community life in Ottawa by raising, managing and distributing funds to charitable organizations.

Who does the Ottawa Dragon Boat Foundation benefit? In 2019, ODBF is proudly supporting several inspiring children and youth focused programs in our community through the [Boys & Girls Club of Ottawa](#), [Ottawa Senators Foundation's Power Plays Program](#), [Tim Horton Children's Foundation \(Camp des Voyageurs in Quyon\)](#) and the great new children and youth programs being provided by the [OSEG Foundation](#).

In addition to our partner charities, the ODBF Community Fund will continue to provide funding to new or ongoing projects and programs being run by Ottawa based charitable organizations.

Can I pledge myself? Of course! It's always a great idea to make a pledge to yourself to show your potential donors that you are dedicated to your fundraising efforts.

Who is eligible for a tax receipt? Online donations of \$20 or more will be issued a receipt by e-mail automatically. Pledge form donations of \$20 or more must include the donor's name and a complete mailing address to be automatically issued a receipt by mail. Lesser amounts will be issued a receipt upon request.

How do I get started? Login to your profile in the registration system to set-up your personal donation page and send your fundraising link to your family and friends. You can also direct potential donors to our online [donation system](#) where they can support you and your team and help you reach your fundraising goal!

Are there any prizes for top fundraising teams and individuals?

The first place overall fundraising team will receive a complimentary registration for the 2020 festival and the second place team will receive a 50% discount off their entry fee. Top teams also receive fun prizes to help them celebrate their success!

The top fundraising individuals will receive prizes at various levels...

<i>PRIZING REWARD</i>	<i>PLATINUM (\$1500+)</i>	<i>GOLD (\$1000-\$1499)</i>	<i>SILVER (\$500-\$999)</i>
Tim Hortons \$20 Gift Card	✓	✓	✓
ODBF Custom Sublimated Tee	✓	✓	✓
Festival VIP Experience (2020)	✓	✓	
ODBF Arm Sleeve	✓	✓	
CUSTOM ODBF CLOTHING (ordered after deadline)	✓		

Raise \$1,000 by July 1st, 2019 and become a member of our prestigious Premiere Dragon Club! Members receive a VIP package for the 2020 festival including a coveted VIP parking pass as well as invitations to special events throughout the year and during the festival.

Do top fundraising teams receive an extra race?

Yes! Help your team reach its goal and qualify for the Charity Challenge Cup races...a chance to hit the water before anyone else and raise funds for great charities!

The fundraising deadline to qualify for these races is Thursday, June 20th at 9:00 pm. These special races will take place on Friday, June 21st immediately following the Opening Ceremonies:

- 7:30 PM Rookie Race – top 8 fundraising teams in their first year
- 7:40 PM Open Charity Challenge - top 8 open fundraising teams
- 7:50 PM Women's Charity Challenge - top 8 women's fundraising teams
- 8:00 PM Mixed B Charity Challenge - top fundraising mixed teams ranked 9-16
- 8:10 PM Mixed A Charity Challenge - top fundraising mixed teams ranked 1-8

How can I see how my team and I are doing in the standings? Click on the links below to see where you and your team are in the standings...the race is on to see which teams make it to the Charity Challenge Cup finals!

[Pledge Challenge Team Standings](#)

[Pledge Challenge Individual Standings](#)

What are some other ways I can contribute to the Foundation?

- **Hold a fundraiser!** Many teams hold fundraising events leading up the festival to raise funds at their workplace or in conjunction with local venues (pubs, comedy clubs, theatres, sports teams, etc.).
- **Contribute to our Silent Auction!** Donate to our very popular silent auction held during festival weekend, which raises upwards of \$20,000 annually. Donate an item valued at \$100 or more and receive credit for the value raised by your item(s) towards your fundraising total. Contact Lisa at assistant@dragonboat.net if you want to contribute!
- **Moffatt Farm Cycle Club** - donate \$5 for a great spin class. All proceeds go to ODBF between Jan-June 2019!
- **Gabriel Pizza (DB Pizza)** - your new favourite pizza, you just don't know it yet! Part of the proceeds go to ODBF, all year long!
- **Ottawa Race Weekend** – lace up and pick your distance! Raise pledges (100% of what you raise comes to ODBF).
- **United Way** – earmark your contribution to be directed to “Ottawa Dragon Boat Foundation”
- **Government of Canada Workplace Charitable Campaign (GCWCC)** – Enter our CRA registration number on the form (# 867660201 RR0001) and your funds will get directed to ODBF!
- **Corporate Matching Gift Programs** – check to see if your company offers this to its employees who fundraise for charities. If they don't, ask! 😊
- **ODBF Raffle** - get credit towards your fundraising goal by selling tickets on some great prizes! Tickets will be sold leading up to and during the festival...more details coming soon!

Contact us:

Fundraising/Foundation related questions

Shelley at sfreake@dragonboat.net or 613-238-7711, x226

Festival/Team related questions

Katie at teamassistant@dragonboat.net or 613-238-7711, x223