



## Dragon Boat Captain's Check-off List

In these two sheets is a very detailed list of what you need to have ready for your team. I know that it looks long but it is in great detail and answers many of the most common questions that we get from teams. If you have any other questions, you can always email me at [texasdragonboat@gmail.com](mailto:texasdragonboat@gmail.com) or call me at 713-205-7373. — *David Mandell, Executive Director*

---

- **FINALIZING PAPERWORK:** Fill out the two pages of the Race Entry paperwork for your team (one page for youth) and scan it to [texasdragonboat@gmail.com](mailto:texasdragonboat@gmail.com) or fax it to 713-205-7373. Make sure all of your information is accurate and clear.
- **TENT INTERESTS:** Communicate with TDBA if you are planning to bring your own tent, or would like to rent a tent. TDBA can pass on the tent rental information to you, just ask.
- **MAIL YOUR ORIGINAL PAPERWORK** with payment to: Texas Dragon Boat Association, P.O. Box 980972, Houston, Texas 77098
- **BUILD TEAM ROSTER & GET T-SHIRT SIZES:** Reach out to your organization and start putting together a team roster. **Don't forget that you need to have a MINIMUM of 8 females and 8 males on your team!!** Per the USA Dragon Boat guidelines and rules, you will be given time penalties if you do not have the gender correctly factored on your boat. **HELPFUL HINT:** When someone RSVPs to you, immediately email them back and request their t-shirt size for the Dragon Boat t-shirt that each of your 25 paddlers get. This will save you trouble later.
- **DISCUSS YOUR TEAM OUTFIT:** Talk to your team and organization and decide if you want to order a uniform for the team or want to all wear the same colored shirt, etc. so that you guys all look the same, identify as a team, and you can spot one of your team members in a crowd.
- **CHARGE YOUR TEAMMATES:** Some teams may want to consider collecting a token deposit from team members in advance, even if the team is fully sponsored. This amount can be refunded, used for team lunches, snacks, or donated to a charity, on "day of", as the team decides. This helps assure active participation, and reduces no-shows on the festival day.
- **TEAM PICTURE/LOGO & DESCRIPTION:** In our event programs that we pass out, we usually dedicate a portion of it to our team where you place your company logo or team picture along with 3-4 sentences about your team that you want everyone to know. Please send me this at least 3 weeks before the event so it meets printing deadline.
- **PICKING A TEAM PRACTICE SLOT:** Soon after we have your paperwork, Sign up for practice on the website.. If your team is interested in an extra practice session, please let us know. The cost is \$250 for each additional practice session. Build and verify your team members contact information including with, name, cellphone, and e-mail addresses in advance. Your team will appreciate your quick, reliable, and routine updates. Verify contact information regularly.
- **GET READY FOR TEAM PRACTICE:** Make sure your team brings plenty of water to practice. Wear comfortable clothing that can get wet, it is suggested to avoid cotton if possible. Please arrive 15 to 30 minutes BEFORE your session so that everyone is ready to go when your time slot starts and gives everyone an opportunity to sign the waiver.. Make sure to forward your team any maps, etc.

- **SIGNED WAIVERS:** Have your team pre-sign the waivers or sign it the day of your practice session. Make sure that you can see everyone's name clearly and accurately. I recommend that you type up your team's names and information to this sheet BEFORE practice and bring this typed up sheet with you to practice so that all your teammates have to do is sign it.
  
- **COME TO THE CAPTAIN'S MEETING:** This meeting is always held the Wednesday before the Festival at the location determined by TDBA. This information will be sent to you in an email. If you cannot attend, be certain to confirm a replacement/representative for you at this meeting. Please make sure to have any questions or comments with you. You will get your wristbands, t-shirts and parking passes, instructions and more during this meeting.
  
- **PARKING SITUATION:** During the May Festival, there is limited parking. Please reach out to your team and recommend that they carpool together or get together in a nearby location and share cars before so that they can have fewer problems with the parking.
  
- **GET TO THE FESTIVAL EARLY:** Your team needs to get there around 7:30am or earlier. There is a drop-off zone for your items at the front of the festival. You can drop them off there and have your carpool buddy walk to the team space or have them on hold for you until you park your car and walk back. Also, if your team is the first team to paddle, you need to make sure to be there early because the first race STARTS at 8:50am and opening ceremony is at 8:30am.
  
- **ATTEND THE CAPTAIN GATHERING AT 8:00AM SHARP!!:** This will be announced while your team is getting ready but probably near the finish line. It is during this meeting where all the captains come together, ask any last minute questions, get last minute instructions and are given the team race schedule for the day.
  
- **DOUBLE CHECK WRISTBANDS:** Make sure all of your paddlers have signed the waiver and have their wristbands on for the event.
  
- **PICTURE TIME!** : Your team picture for the festival competition is taken right before your first heat. Make sure everyone looks gorgeous, say "WINNERS!", and get your props ready, war paint on, company banners, etc. for this photo shoot. Details on these photos will be at the Captain Meeting on Wednesday with order forms in the team packets. Only prepaid orders will be delivered after the event. Contact Mark Lester, the TDBA photographer for any photo needs, team photos with sponsors, etc.
  
- **GET READY TO RACE FOR THE GOLD!!** – Talk to your team, tell them that they are your favorite and paddle, paddle, PADDLE !!