

Lake Champlain Dragon Boat Festival

Tips for Team Captains

Please know that Dragonheart Vermont is so appreciative of the dedication of the people who serve as the Team Captains for our Lake Champlain Dragon Boat Festival teams. [Three Cheers to our Captains!](#)

LCDBF Captain Duties - the condensed version

1. Recruit and register 16 to 20 paddlers, 1 drummer, and up to 3 alternates for your team.
2. Serve as the leader and communicator for your team.
3. Collaborate on a team name, team bio, team cheer or song, and team tent.
4. Encourage your team to raise a minimum of \$100 per person beyond your race fees to further the Festival charitable cause.
5. Accept Dragonheart's appreciation as well as that of your teammates for your amazing organizational and leadership efforts.

The expanded version

1. Recruit and register 16 to 20 paddlers, 1 drummer, and up to 3 alternates for your team.
 - a. Enlist a team of people to race on Festival Day. You will want to sign up enthusiastic people who can commit to a full day of racing on Festival Day as well as to the 90-minute practice session on Practice Weekend.
 - b. A full team consists of 20 paddlers and 1 drummer. You must have at least 16 paddlers. Everyone on the boat must be at least 16 years old. At least 10 of your paddlers must be female. You may register up to three additional alternate team members.
 - c. Your drummer should be a lightweight person who is enthusiastic, fearless, and willing to dress it up as well as ham it up at the event.
 - d. Register your team on our website to secure a spot on the Festival roster. Registration indicates your commitment to full payment of race fees. There are three types of team entries:
 - i. *Fully sponsored*—a company or individual sponsors the team by paying the full \$1785 registration fee (\$85 each for 21 paddlers).
 - ii. *Partially sponsored*—a company or individual sponsors the team by paying a \$945 registration fee (\$45 each for 21 paddlers). Each paddler is required to pay/fundraise \$40.
 - iii. *Self-sponsored*—each individual paddler pays/fundraises for their own \$85 entry fee.
 - e. You can register yourself as a team member at the same time and complete your personal information, sign your waiver, and select your t-shirt size.
 - f. Team members are registered in one of two ways:
 - i. Enter their email address in the registration system and send them an invitation.
 - ii. Invite team members to go to dragonheartvermont.org and click on the Lake Champlain Dragon Boat Festival link to register themselves.

- g. Each racer fills out their individual registration, signs their waiver, and selects their shirt size
 - h. Check to see if your business has a firewall that restricts incoming email. It may be best to use personal email addresses.
 - i. Be sure to save your username and password so that you can return to your team registration page.
 - j. Included in your team's fee is a professionally-coached practice session; 21 Festival shirts and participatory medals; 2 to 4 races on Festival Day; and the chance to vie for trophies and bragging rights. Race fees are not refundable.
 - k. Be sure your team's registration is completed well in advance of Festival day. Completed registration includes the names and e-mail addresses of all participants, the full race fee, a team name and bio, and the date and time for your practice session. Also all participants need to have submitted their on-line waiver and fill in their personal information page, including shirt size.
2. Serve as the leader and communicator for your team.
- a. Poll your teammates to find out when is the best time for them to have their practice session on Practice Weekend and sign up on the website.
 - b. We strongly encourage everybody to participate in practice weekend. It's a great team-building session where your team can learn to paddle together, and it means you will paddle faster and safer at the Festival. (Plus it's fun!)
 - c. Keep your teammates posted about the Festival. Encourage them to keep fundraising and remind them about upcoming dates.
 - d. Remind your teammates to complete their on-line waivers and to let us know their shirt size.
 - e. Distribute posters and flyers to your teammates so they can let everyone know about this great thing they are doing.
 - f. Make sure your teammates know that the Lake Champlain Dragon Boat Festival is a smoke-free event, and that no grills (gas, charcoal, or electric) are permitted at Waterfront Park. The City of Burlington also prohibits the consumption of alcohol at Waterfront Park outside of the confines of the Vermont Hard Cider Tent.
 - g. You have a break from your leadership role while on the water. Dragonheart will provide a steersperson/coach who will be in charge while your team is on the boat.
3. Collaborate on a team name, team bio, team cheer or song, and team tent.
- a. Every team needs a team name and a team bio. The captain enters the team name when registering. Your team bio is entered later along with your team fundraising goal and any picture you'd like to use to highlight your team.
 - b. Every team also needs a team cheer or song. Not your thing? The captain doesn't necessarily need to be the one to come up with these; you just need to find the person who will. Your team will perform your cheers and songs on Festival Day to vie for Spirit Awards for your enthusiasm, look, sound, and spirit.
 - c. Dragonheart will provide each team with a 15' by 15' space in Athlete's Village on Festival Day. Each team needs to provide their own canopy and seating. (And decor! Don't forget those Spirit Awards!) This is where your team will relax and get psyched up

for your races. There will be plenty of food and drink at Waterfront Park, but feel free to bring your own if you'd rather. (Remember, no smokes, no alcohol, and no grills.)

4. Encourage your team to raise a minimum of \$100 per person beyond your race fees to further the Festival charitable cause.
 - a. It is our hope that each racer will raise (at least) \$100 beyond their race fees.
 - b. One easy way to do this: racers can then ask people to contribute \$10 for the chance to sign their festival shirts or hats. It's amazing how fast the money can add up, and racers end up with a wonderful, unique souvenir of their race experience.
 - c. Distribute "Pick-Your-Prize" raffle tickets to team members to sell to friends and family and encourage them to come to the Festival to cheer on your team on race day.
5. Accept Dragonheart's gratitude and appreciation, as well as that of your teammates for your amazing organizational and leadership efforts. Be proud that you have chosen to be a big part of this community charity event and are willing to lend your time and efforts to the cause. We couldn't do it without you. Thank you.