



Practice and Safety Rules

FOREWORD

The Portland Kaohsiung Sister City Association (PKSCA) hosts the Portland Rose Festival Dragon Boat Race as an expression of the ancient Chinese culture. It is an international people-to-people event as well as a local civic event. Our goal is to conduct a race that can be enjoyed by all members of our community. We intend for it to be fun and fair to new and recreational teams and paddlers as well as to experienced and world-class teams and paddlers. In the spirit of Sister Cities International and our beautiful city, we will adhere to the principals of fairness and friendliness to all.

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I. INTRODUCTION

- A. Under the authority granted by the PKSCA Board, the Portland Rose Festival Dragon Boat Race will be managed by the Race Director who is appointed by the PKSCA Board. Responsibility for the race and team practice sessions rests with the PKSCA Race Director who, along with the PKSCA Board, sets policies, rules and regulations governing these activities.
- B. If, for any reason beyond the control of the Race Director and the PKSCA Board, practices must be canceled or curtailed, then there will be no refund. This rule also applies to a possible terrorist threat or action.



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II. TEAM CAPTAIN RESPONSIBILITIES

- A. Ensure that each team member has read and is knowledgeable of the contents of the official rules and regulations, and that each team member and participant abides by them at all times while on the water, on the land, and on the dock.
- B. Maintain a file of completed and signed waivers in alphabetical order by last name for any team members, including all coaches, guests, chaperones, and volunteers for the practice season and race weekend. Captains do not have to maintain paper waivers for those team members registered on Stack Sports.
- C. Submit the following to the Race Director prior to a team's first practice; completed and signed waivers in alphabetical order by last name, and three registered Volunteers (for local-area teams only). The completed waivers must include a minimum of ten (10) paddlers, 1 caller, and 1 experienced tiller. Captains may submit a Stack Sports Roster for those team members registered on Stack Sports instead of paper waivers.
- D. Provide the Race Director at each monthly team captain's meeting with waivers for all new team members. Ensure waivers are completed and signed and are in alphabetical order by last name. Captains may submit an updated Stack Sports Roster for those team members registered on Stack Sports instead of paper waivers.
- E. For In-town teams have three required Volunteers registered on-line with PKSCA prior to the start of practices. Must have at least one volunteer registered to work on Sunday.
- F. To provide to the Race Directors at each monthly Team Captain's meeting in March, April, May, and June an updated team roster and a copy of the signed and completed waiver for each new person on the roster.
- G. Attend each of the monthly team captain's meetings (see the calendar located at www.pkscanet.net) or to arrange for a representative to attend.
- H. It is required for the team captain or a representative and the tiller(s) to attend the March team captains meeting for the U.S. Coast Guard's safety presentation.
- I. Attend or arrange for a representative to attend the final Wednesday team captain's meeting which is prior to race weekend, as well as the 7:30 AM team captain's meetings on Saturday and Sunday of race weekend. **Out-of-area** team captains are not required to attend either the March or the final Wednesday team captain's meetings. However, team captains of **out-of-area** teams are required to attend both of the team captain's meetings at 7:30 AM on Saturday and Sunday of race weekend.
- J. Provide the following documents to the Race Director on or before the Wednesday prior to race weekend. Local-area team captains should submit these documents at the final June, Wednesday team captain's meeting prior to race weekend. **Out-of-area** team captains should send the required forms by U.S. post or make other arrangements with the Race Director. **These documents must be received on or before the Wednesday prior to race weekend.** Send to PKSCA, PO Box 80404, Portland, OR 97280.



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Documents to be submitted are the following:

1. Final Team Photo Roster: in alphabetical order by last name; it must contain all team members who are eligible to paddle on that team. The caller, tiller, and flag catcher must appear on only one (1) Final Team's Photo Roster. See the Race Rules (www.pk sca.net) for detailed instructions for the Final Team Photo Roster. Submit a typed, alphabetical list (by last name) of all team members.
2. Completed and signed waivers in alphabetical order by last name for any team members and volunteers (volunteers are for local-area teams only) for which completed and signed waivers have not previously been submitted.
3. All other waivers for persons not listed on the Final Team Photo Roster and who have boarded a Portland Rose Festival dragon boat, including all coaches, guests, chaperones, volunteers, etc.

Local teams only: no additions to the Final Photo Team Roster and no new waivers will be accepted after the final Wednesday team captain's meeting which is prior to race weekend.

Out-of-area teams only: No additions to the Final Team Photo Roster and no new waivers will be accepted after having been received by the Race Director. **These documents must be received on or before the final Wednesday team captain's meeting which is the Wednesday prior to race weekend.**

III. CALLER AND TILLER RESPONSIBILITIES

- A. Caller and tiller shall have control of the team and the boat at all times during practices.
- B. On the water, the caller/coach shares the same responsibilities as the captain.
- C. Each team is required to have one experienced tiller on the boat at all times. When there is a tiller-in-training, then an experienced tiller must also be on the boat.
- D. At all times while in the boat, the caller is considered to be the captain of the boat and the crew. The caller/captain has the sole responsibility to enforce safety policies and rules. In emergency situations, the tiller may override the caller/captain and command a maneuver, or halt the boat. The caller/captain and the tiller may temporarily delegate the responsibility to a guest coach or caller.
- E. Tillers have the sole responsibility to ensure that the boat is located in the safe practice areas on the river at all times (see 'Safe Practice Areas and the Practice Area Map' contained in this document).
- F. If the tiller observes impending danger, then he/she must override the caller/captain and command a maneuver or else halt the boat. If a team member observes impending danger, then he/she must make a loud verbal warning.
- G. Tiller(s) is required to attend the March team captains meeting for the U.S. Coast Guard safety presentation.



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IV. TEAM AND PADDLER RESPONSIBILITIES

- A. Know and abide by all Portland Rose Festival Dragon Boat Race Practice and Safety Rules.
- B. Conduct oneself so as to maintain the highest integrity and dignity for oneself and the team with good sporting behavior, friendship, and respect for the traditions of the dragon boat race and the cultures of the participating countries, organizations, and individuals.
- C. Immediately report violations of the Practice and Safety Rules and damaged or broken PKSCA property to the Race Director.
- D. Each team member is responsible for his or her own safety at all times while engaging in activities related to practicing and racing in PKSCA boats. All crew members, particularly callers and tillers, must be aware that they have responsibilities for the safe control of the boat and should never go on the water if they are in any way impaired by alcohol, controlled or illegal substances, or performance-enhancing drugs.
- E. During practices, teams will be required to occasionally allow PKSCA officials to accompany them on the boat. The PKSCA official may direct the team to divert the boat to another location in order to observe and/or communicate with other boats.

V. TEAM COMPOSITION FOR SAFETY

- A. The number of persons on a boat may not exceed 30, except in rescue operations.
- B. The minimum number of persons on a boat at any time is twelve (12) with no fewer than ten(10) paddlers, 1 caller, and 1 experienced tiller.
- C. At least one responsible adult of legal age, 21 years or older, must be on a boat during all practices.
- D. The minimum age for any team member for all divisions is 14.
- E. In order to ensure a proper and safe lookout capability during practices, the caller/coach and the tiller, plus a minimum of four (4) persons located throughout the paddler's section of the boat must have vision at the level required by the Oregon Department of Transportation for a driver's license.

VI. PRACTICE TIMES

- A. Teams making application prior to the March team captains meeting will be assigned tentative practice times in the order each team's application is submitted and full payment is received. Payment by credit card online is available at application, or else payment by check must be mailed to the Race Director at PO Box 80404, Portland, OR 97280).
- B. Registered teams may begin practicing in Portland Rose Festival dragon boats only after having submitted the following required documents:
 - 1. Completed and signed waivers in alphabetical order by last name for a minimum of ten (10) paddlers, 1 caller, and 1 experienced tiller. Team members may register with Stack Sports and the Captain may submit a Stack Sports Roster in lieu of paper waivers.
 - 2. Have required three volunteers registered online with PKSCA with at least one registered for Sunday.



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- C. If practice requirements (see B above) are not met on or before the March team captain's meeting, then the tentatively-assigned practice times will be forfeited. New practice times will be assigned after the requirements have been met.
- D. Teams registering after the March team captain's meeting must meet practice requirements (see B above) before new practice times will be assigned.
- E. Each team is guaranteed a maximum of three (3) one-hour practices per week; not more than two (2) one-hour practices on separate days between Monday and Thursday, and not more than two (2) one-hour practices on Saturday and Sunday. Variations to this pattern must receive approval from the Race Director.
- F. Any team found to be practicing at an unassigned or unscheduled time and/or using more than one unassigned or unscheduled boat per practice will be charged \$250.00 rental fee per hour, per boat.

VII. GENERAL PRACTICE AND SAFETY RULES

- A. No alcohol, controlled or illegal substances or performance-enhancing drugs, or persons who are under the influence of these items or substances are permitted on the boats at any time.
- B. Animals or pets, other than certified service animals, are not permitted on PKSCA boats at any time.
- C. Teams must load, practice, and unload within the assigned practice time. No early departures are allowed. Boats must arrive to the dock five minutes prior to the end of the assigned practice time. Times are based on the official clocks located on each vertical locker.
- D. Each team is required to have one experienced tiller on the boat at all times. When there is a tiller-in-training, then an experienced tiller must also be on the boat.
- E. Not more than four PKSCA boats are permitted in a practice race.
- F. No video taping/filming of Portland Rose Festival Dragon Boat Race events, practices, and related activities for commercial purposes, broadcast or any other public distribution is permitted without written permission of the PKSCA Board. Direct any inquiries to the PKSCA Board President (see www.pkscanet.net) for contact information.
- G. When boarding and while aboard the boat, all people must wear a properly-fitted and secured U.S. Coast Guard-approved vest-style personal flotation device (PFD) that is **placed over all clothing.**
- H. Each boat must have one extra throwable flotation device (i.e., one extra PFD) located in the boat for each practice.
- I. At all times while in the boat, the caller is considered to be the captain of the boat and the crew. The caller/captain has the sole responsibility to enforce safety policies and rules. In emergency situations, the tiller may override the caller/captain and command a maneuver, or halt the boat. The caller/captain may temporarily delegate the responsibility to a guest coach or caller.
- J. At the conclusion of the practice, teams must promptly return PKSCA equipment to its assigned lockers. Team members must leave the dock promptly. Teams choosing to meet before or after the assigned practice time must meet in an area other than the dock.
- K. At the discretion of the Race Director, practices may be canceled or restricted due to weather, water, or other dangerous conditions.
- L. If a lightning storm, flood or other dangerous condition occurs during any practice session, then the caller/captain or the tiller must direct the boat immediately back to the dock. After the boat is secured, the crew must immediately proceed to land and shelter. If practice time



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- remains after the danger has passed, then the practice may continue until the team's assigned return time. Do not extend the practice time.
- M. Teams should have a cell phone on the boat during all practices.
 - N. Teams must load and unload the boats at the start and finish of the practice session at the PKSCA docking area which is located inside the marina. No loading or unloading of individuals away from the PKSCA docking area. Additional team members may be loaded on the outside of the marina dock once the boat is completely stopped with fenders deployed and with at least two team members holding onto the dock.
 - O. For all early morning and evening practices, quiet must be maintained on the boat when in and around the harbor in order to not disturb the harbor neighborhood. When exiting and entering the harbor at these times, the caller/captain and tiller must keep voices low.
 - P. Basic safety procedures should be reviewed at the beginning of each team practice, e.g., secure PFDs, know your seat mate, "hold the boat" command, stay with the boat if the boat capsizes or swamps, etc.
 - Q. The caller/captain shall take a headcount prior to leaving the dock.
 - R. The caller/captain shall take charge during an incident or mishap on the water. The caller/captain should conduct a headcount of the team to ensure that all team members are accounted for and that they remain together until an official rescue boat arrives or the boat is brought safely to shore. If a certified rescue boat arrives, (e.g., U.S. Coast Guard, river patrol, etc.), then the caller/captain surrenders command to the rescue personnel.
 - S. When exiting and entering the harbor, proceed slowly and carefully. **Avoid all contact with other boats, pilings, and the dock.**
 - T. At no time should any part of the boat and/or paddles make contact with any private boat unless there is an emergency. It is the duty of any team involved in or observing such incidents to immediately report incidents to the Race Director.
 - U. The tiller and caller/captain must always watch beyond the front, back, and sides of the boat. Both must always be standing and alert to possible dangers such as barges, other boats, floating debris, deadheads, etc.
 - V. No one is permitted to be on the head of the dragon boat unless he/she is secured by two ankle straps and is practicing flag catching.
 - W. Standing on the head of the dragon is prohibited at all times.

VIII. INTERNATIONAL WATERWAY SAFETY RULES

- A. According to the "International Regulations for Preventing Collisions" and the U.S. Coast Guard, no rules shall exonerate any vessel or crew from the consequences of any neglect to comply with the rules, or any neglect of any ordinary precaution, or any special circumstances. No boat has a clear right-of-way. However, this does mean that following all rules and applying common sense precautions indicates using good seamanship practices.
- B. Recognize that the dragon boats are not easily maneuverable and not very fast.
- C. Keep a proper lookout.
- D. Maintain a safe speed for conditions; usually slower is better, especially in the dock area.
- E. Take positive action to avoid accidents on the water and in the harbor.
- F. Give way to oncoming boats.
- G. When in doubt, give way.
- H. When overtaking another boat, pass with a wide margin and, if possible, announce the boat's position.



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IX. SAFE PRACTICE AREAS

- A. No practicing or stopping in the commercial channels. Note: there are commercial channels on both the east and west sides of Ross Island. Remain close to the shore (50 yards, or 150 feet or three boat lengths); see the Dragon Boat Practice Area Map on the last page of these Practice and Safety Rules.
- B. Use the most direct route when crossing the river.
- C. Race-course practice runs that cross the main commercial channel are only permitted to occur during full daylight hours. Be on high alert when crossing any commercial channel.
- D. If the tiller observes impending danger, then he/she must override the caller/captain and command a maneuver or else halt the boat. If a team member observes impending danger, then he/she must make a loud verbal warning.
- E. Always yield to commercial and public boat traffic. Immediately alter course to steer away from oncoming barges and boats. Do not attempt to outrun this traffic.
- F. Paddling north (downstream) of the Hawthorne Bridge is never allowed under any circumstances
- G. Paddling between the west pier of the Tillicum Crossing Bridge and the west bank of the river is not allowed under any circumstances.

X. DUSK AND NIGHT PRACTICES

- A. Dusk and night practices begin when the sun sets over the west hills and cannot be seen from the river.
- B. Paddling on the east side of the river is not allowed after dusk under any circumstances.
- C. All after-dusk practices must be near the west shoreline of the river and not farther than 50 yards from the shoreline.
- D. One bright white light must be placed in the holder on the tail of the dragon boat and the light must be turned on for all practices at and after dusk. Lights are provided by PKSCA and are located in the tall storage lockers on the dock.
- E. Do not depart the dock without a properly working stern light. The light must be operational before leaving the dock. If the light ceases to work during the practice, then the boat must immediately return to the dock. It is advisable to bring a spare light in case the PKSCA-provided batteries fail. Please notify the Race Director as soon as possible.
- F. Teams are allowed to add personally-owned white light to the stern holder. Do not use strobe lights because these indicate that a boat is in distress.

XI. DOCK AND BOAT SECURITY

- A. When returning boats to the dock, tie up all boats following these directions:
 - a. Two (2) abreast in the southern-most position, closest to the entrance.
 - b. Three (3) abreast in the next position.
 - c. Three (3) abreast in the next northern-most position, farthest from the entrance.
- B. All boats must be moored with heads facing south, toward the entrance.
- C. The last teams returning to the dock EVERY evening are required to secure and lock all boats. Generally, these teams will be returning to the dock at 9:00 pm. Check all eight (8) boats to ensure that all eight (8) are secured for the evening.
- D. Return paddles and lights to the assigned upright locker. Team captains, callers, and tillers are responsible for stowing paddles and lights properly.



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- E. Return PFDs to the assigned horizontal locker. Place PFDs standing upright rather than piled on top of each other. This allows fresh air to ventilate the PFDs which helps to reduce mold and odor. Team captains, callers, and tillers are responsible to ensure that PFDs are properly stored.
- F. Team captains must keep team members away from the center of the dock in order to permit pedestrians room to move safely.
- G. No inappropriate behavior or loud noises are allowed on the dock.
- H. Be a good citizen; pick up any trash found in the dock area and place it in the trash bins located on the boardwalk.

XII. EQUIPMENT

- A. All PKSCA boats, paddles, PFDs, and any other PKSCA-owned equipment used during the practice sessions must be returned undamaged and in serviceable condition. Replacement or repair costs of damaged equipment will be charged to the responsible team if PKSCA determines negligence or deliberate damage.
- B. Team members are not permitted to alter PKSCA-owned paddles in any way. This includes, but is not limited to, applying sticky or waxy substances to the shaft, roughening, or taping the hand-gripping surfaces. Friction tape and wax-type material may not be used on ANY PKSCA boats or equipment.
- C. Paddlers may use personally-owned, unmodified Sawyer Special paddles, model #SP8. Personally-owned paddles may have decorations such as decals, paint, or tape. Wax, wax-type materials and sticky substances may not be used on any equipment taken aboard a PKSCA boat.
- D. Team members may use personally-owned U.S. Coast Guard-approved vest-style PFDs. Ski-belt style PFDs are not allowed.
- E. Do not step on the seats/benches of a boat at any time; step between the seats/benches.
- F. Immediately report broken or damaged equipment to the team's captain and then to the Race Director to ensure the uninterrupted use of the boats and equipment.

XIII. STORAGE OF PERSONAL BELONGINGS

- A. The PKSCA, its officers, Board members, volunteers, and staff are not responsible for any lost, stolen, or damaged personal items stored in the lockers, on the dock, or in the boats.
- B. When storing and removing items in the lockers, team members must lock the lockers when leaving the dock.
- C. Team members are responsible for any damaged or lost PKSCA equipment or personal items stored by others. Please immediately notify the Race Director.

XIV. PRACTICE FLAG USE

- A. The practice flag and buoy will be made available approximately three weeks prior to race weekend.
- B. The first teams out each day are responsible to anchor the buoy.
- C. Place the anchor in the river so that the buoy floats in line with the dolphin which is located approximated 150 yards south of the floating restaurant.
- D. All practice runs will be made from south of the practice buoy starting within 150 feet of the west shore near the Marquam Bridge pier. Do not extend this run.



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- E. Under no circumstances will there be more than one boat making a practice run at any time.
- F. Teams should line up under the Marquam Bridge and take turns at practice runs.
- G. The flag catcher must be secured to the horns of the dragon with two ankle straps when on the head of the dragon boat while grabbing the flag.
- H. After the flag has been caught, immediately stop the boat, return the flag to the buoy, and then immediately move clear of the flag for the next team's practice run.
- I. No one is allowed to stand on the head of the dragon boat at any time.
- J. The last team returning to the dock each night is responsible for retrieving the buoy, the anchor and flag, and then for securing the buoy and anchor in the front foot well of an outside boat, and locking the flags in Locker Cluster #1, Locker #1 (the paddle locker, rather than PFD locker).

XV. PENALTIES

Penalties will be assessed for not honoring these Practice and Safety Rules. Penalties may include loss of practice times, disqualification of team personnel such as callers and tillers, and other appropriately deemed penalties as determined by the race officials.

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XVI. PRACTICE AREA MAP

