

2014 Taipei International Dragon Boat Championship

1. Objective

To advocate our traditional culture, promote folk sports, and foster international exchange and friendship.

2. **Conduct:** Sports Administration, Ministry of Education

3. **Organizer:** Taipei City Government

4. **Manager:** Department of Sports, Taipei City Government

5. Co-Manager:

Department of Information and Tourism, Department of Transportation, Taipei City Fire Department, Taipei City Police Department, Department of Health of Taipei City Government, Department of Environmental Protection, Department of Government Ethics, Hydraulic Engineering Office and Parks & Street Lights Office of Public Works Department, Taipei City Public Transportation Office, Taipei City Parking Management and Development Office, University of Taipei, Taipei Municipal Dazhi High School, Taipei Song Shan High School of Commerce and Home Economics, The Red Cross Society of The Republic of China.

6. **Date:** May 31st, 2014 (Saturday) to June 2nd, 2014 (Monday)

7. **Location:** Dajia Section, Keelung Riverside Park, Taipei City (500m-long course)

8. Competition Events and Participation:

A. Full-Size Dragon Boat:

Open Division: Men's Open (maximum to 60 teams), Women's Open (maximum to 20 teams), and Mixed Open (maximum to 60 teams). Additional registrations for domestic teams will not be accepted once each category has reached full capacity.

B. Small Dragon Boat

1) Open Division: Men's Open (Maximum of 40 teams, female competitors are also allowed to compete in this category), Women's Open (Maximum of 20 teams)

Additional registrations for domestic teams will not be accepted once the category has reached full capacity.

2) High School Division: Students from public or private high schools (Including foreign or international high schools in Taiwan) may organize school teams to enter. Each school's team must only include students from the same school, and include the school's name in the team's name. Each team member is required to attach a photocopy of student ID to the application for registration.

3) Masters Division: Participants must be over 50 years old (born before May 31st, 1964). Gender ratio is not restricted, and there are no restrictions on the number of teams that may enter.

9. Registration

1. The teams that won their respective categories in the previous year's competition will be invited by the Organizing Committee, and reserve the right to indicate their interest in joining before registration deadlines.

2. Only applications received online will be accepted. Online registration procedures are listed in the "Procedures" section below.

3. All applicants must complete the online registration by filling in all the relevant fields and uploading digital photos. (Follow the instructions provided in the online registration guide) Registration begins at 08:00 AM on April 2nd, 2014 and closes at 17:00 PM on April 25th, 2014 on the "2014 Taipei International Dragon Boat Championship" official website

(<http://2014dragonboat.utaipei.edu.tw>) Changes and modifications to registration information will not be allowed after the deadline.

A. Procedures

Online Application → Entry Fee Payment → Sending in Hard Copy of the Online Application Form & Receipt of Entry Fee

(1) Click on "Registration" button on the website to begin.

(2) Set up an account with an account name and password, this is the account through which you will check and/or edit your registration information.

(3) Be sure to double check that all your information, including your contact information, so that you can be reached at need.

(4) Each participant must provide the requested information as well as a digital photo. No replacement of team member is allowed for unauthorized registration. Please make sure the team members are fully informed of their registration before sending in your registration..

(5) Before sending out the application, please review and check to ensure the provided info is correct and print out a copy (not valid for editing on the printed version).

(6) For participants under age of 18, the “Letter of Consent from Guardians for Under Age Participants” (Appendix 2) is required for each participant.

(7) Entry Fee

The entry fee for Open Division is NTD\$2000 per team. It is free for high school team and master teams.

Please transfer the fee to “University of Taipei Special Fund” account (Participants are responsible for any wire surcharges incurred by the transaction) by the registration deadline.

Bank Name: Taipei Fubon Commercial Bank
(Government Banking Department)

Bank Number: 0122102

Account Number: 16050041900008

(8) Submit a hard copy of the online application form and the receipt of the entry fee. Make sure to write down the division that you wish to participate and the name of your team on the copy of the receipt pasted on the application form.

The online application form must be printed and properly signed by the applicant and the captain, dated and verified by an official institution/company/school stamp and postmark in a registered mail to Sports Office of University of Taipei, Tianmu Campus No.101, Sec. 2, Zhongcheng Rd., Shilin Dist., 11153, Taipei City, post marked by April 28th, 2014 (Wednesday). This will be the final registration form for further reference and verification.

(9) Contact information

If you have any questions or concerns please contact one of the followings during working hours:

1. Information Division:

Mr. Dong-Ming Huang (02) 2871-8288 Ext. 3504

2. Competition Division:

Mr. Jen-Wei Fan (02) 2871-8288 Ext. 7303

3. Pre-Training Management Division:

Mr. Jia-Yu Wang (02) 2871-8288 Ext. 6520

10. The number of team members

1. The number of team members in full-size dragon boat must not exceed the maximum of 28 persons, including one captain, one coach, one manager and up to 25 competitors.
2. The number of team members in small dragon boat must not exceed the maximum of 19 persons, including one captain, one coach, one manager and up to 16 competitors.

11. Other Requirements for Registration

- 11-1. All participants must be 15 years of age or over (born before May 31st, 1999). Applicants under the age of 18 must provide a Letter of Consent (Appendix 2) signed by his/her guardian in order to register.
- 11-2. The captain, coach, and manager are only allowed to race if they are also registered as competitors.
- 11-3. Women are permitted to register for men's teams.
- 11-4. For the Mixed Open Competition, the number of male paddlers for any team in a match may not exceed 10 persons.
- 11-5. For women's teams, men are allowed to be the steersperson. All teams may assign a substitute steersperson (men are allowed to be the substitute steersperson). All of this information must be clearly indicated on the registration form.
- 11-6. The number of team members shall not exceed the aforementioned numbers. If necessary, each team may have an additional Captain and/or Co-captain, but they may not participate as a competitor.
- 11-7. The entry fee is non-refundable once registration is complete, regardless of whether or not the team participates in an event.
- 11-8. All participants must be able to swim as well as have passed a health examination in order to participate. Each team's captain, coach, and manager are responsible for insuring that all team members have met these requirements.
- 11-9. Each team shall prepare flags and poles to represent the team in the opening/closing ceremonies and during the competition. (Boats will be equipped with flag holders.)
- 11-10. Each team may hand in a 500 words description of its background, profile, history, and organization, etc. which will be used to introduce each team during the competition.

12. Race Format:

The decision of the race format applied will be based on the number of teams registered teams. It will be announced by the Race Officials after the registration process is closed.

13. Meetings

13-1.Drawing

The drawing will be held at the 3rd floor in the Audio Visual Room at the Department of Sports, Taipei City Government at 14:00 on May 7th, 2014 (Wednesday). Further notice will not be given. If a team cannot send a representative, then the administration office of the event organizer has the right to draw for the team, and the team must accept the drawing result. After the drawing, no changes to the line-up may be made.

13-2.Team Managers' Meeting

Team Managers' Meeting will be held at the 3rd floor, Audio Visual Room of Department of Sports, Taipei City Government at 09:00 AM, May 28th, 2014 (Wednesday). The Event Handbooks, Team Accreditation cards and registration receipt will be given out at the Team Managers' Meeting. Further notice will not be given.

14. Equipment

The Organizing Committee will provide all necessary equipments for the competition. The Organizing Committee reserves the right to make changes to the equipment in case of schedule changes or for any other reason.

15. Pre-Match Training Session

Each team can sign up for training sessions arranged by the Training Management Division after registration is completed. The training schedule is arranged on a first-come-first-serve basis. Each team must follow the rules set forth by the event organizer during training. The time that each team is scheduled to train at will be announced 20 days before training day on the website of Department of Sports, Taipei City Government.

[\(http://www.tms.taipei.gov.tw/\)](http://www.tms.taipei.gov.tw/)

16. Rules & Regulations

16-1.Each person is only allowed to compete for one team. Race officials will provide a race-sponsored steersperson for any team that requests one. Such request should be indicate in the

application form. Once the assignment is made, no changes will be made.

- 16-2. Each competitor must bring his or her own competition ID or personal ID (National Health Insurance Card, Drivers' License, or Student ID) to the Roll-call area at least 30 minutes before competition.
- 16-3. For full-size dragon boat racing, the team must include a drummer, a flag catcher, a steersperson, and in addition 16 to 18 paddlers. For small-size dragon boat racing, the team must include a drummer, a steersperson, and at least 10 paddlers.
- 16-4. For full-size dragon boat racing, the rankings are determined by the sequence in which the teams catch their flags. For small-size dragon boat racing, the rankings are determined by the sequence in which any part of the teams' boats cross the finish line.
- 16-5. Racing time counts from the time the start signal is fired to the time the flag positioned at the finish line is removed. If the flag is not successfully retrieved, the racing time will then be determined by the time when all parts of the boat passes the flag. When the race is completed, all teams should turn left and head back to the wharf.
- 16-6 For women's events, all team members must be females excepting the steersperson.
- 16-7. Every team must follow the match schedule posted by the Race officials. The Administration Office reserves the right to make any necessary changes. Any changes will be announced by the Race Officials.
- 16-8 Every team must use the standard dragon boat and paddles provided by the Organizing Committee.
- 16-9 All participants in the boat are required to wear the life-vest provided by the Race Officials during competition.
- 16-10 The team will be disqualified and its subsidy will be cancelled if any of the following situations occur:
 - (1) Not following the competition rules and regulations. For an example, the number of competitors is not followed.
 - (2) If any team's drummer also acts as the flag catcher.
 - (3) Any team member falls overboard during the race, capsized the boat or drop paddles and any race equipment on boat in the water. If the above mentioned conduct is caused by the collision of another off lane boat will be exempt.

- (4) Any team member (including the flag catcher) enters the water deliberately or any member who does not wear a life vest for the entire duration of the race (from starting, flag catching, and till returning to the wharf).
- (5) The team does not stay in its lane, including the boat deviates its direction partially or entirely, swamped or collided with or capsized another boat.
- (6) Any team shall not start paddling before the start signal is fired. The team will be penalized upon the second violation of this rule.
- (7) All paddlers must remain seated in the boat from the start to finish. Violation will result in cancellation of the subsidy.
- (8) Any team that misses a race, regardless of the reason, will be disqualified.
- (9) Any team or competitor who does not accept the judges' decisions, who harass other competitors or act in unsportsmanlike behavior, or act in any other manner deemed as unsuitable by the judges.
- (10) Steerspersons are not allowed to paddle during the race.
- (11) When violation of (5) occurs, the team in violation must return to the wharf immediately.

17. Awards

(1) Prize money will be awarded according to the following tables:

A. Full-Sized Dragon Boat Competition :

Number of entries	Ranks and amount of prize money (Unit: NTD\$10,000)					
	1 st	2 nd	3 rd	4 th	5 th	6 th
60 teams						
30-59 teams	40	20	15	10	5	3
10-29 teams	25	15	10	5	3	2
9 teams or fewer	15	5	3	2	1	

B. Small-Sized Dragon Boat Competition:

Number of entries	Ranks and amount of prize money (Unit: NTD\$10,000)					
	1 st	2 nd	3 rd	4 th	5 th	
10 teams or more	10	5	3	2	1	
6-9 teams	8	3	2	1		
5 teams or fewer	5	2	1			

(2) Trophies, medals and certificate of merits:

For all Divisions, the champion will be awarded a trophy; the top three teams will each be awarded a medal; the fourth and fifth teams will each be awarded a certificate (when 5 teams participate, only the top three teams will receive awards; when 6-9 teams participate, only the top four teams will receive awards; when 10 or more teams participate, the top five teams will receive awards. When 20 or more teams participate, the top six teams will receive awards.)

Position	1 st			2 nd			3 rd			4 th			5 th			6 th		
	T	M	C	T	M	C	T	M	C	T	M	C	T	M	C	T	M	C
5 teams or fewer	V	V	V	V	V	V	V	V	V									
6-9 teams	V	V	V	V	V	V	V	V	V		V							
10 teams or more	V	V	V	V	V	V	V	V	V		V	V		V				
20 teams or more	V	V	V	V	V	V	V	V	V		V	V		V	V			V

(T: Trophies, M: Medals, C: Certificate of Merit)

- (3) Subsidy will be issued to the teams that satisfy the followings:
- 3-1 Follow the rules and regulations set out by the Organizing Committee and attend the opening and closing ceremony in proper attire. Subsidy will be revoked if there are less than 10 attending members for the team.. When all members are in attendance, the event organizer assigned team sign carriers confirm the number of attendees and sign in for the team.
 - 3-2 Every team shall complete all the competition and follow the regulations. Allowance will be revoked for any violation of the regulations or forfeiting the match.
 - 3-3 Teams competing in full-size dragon boat competition that have met the requirements above and have a steersperson of their own will be subsidized NTD\$15,000 (NTD\$10,000 small sized dragon boat competition). Teams participating in master and senior-high competitions will receive a subsidy of NTD \$20,000. Teams that request a race-sponsored steersperson, however, will be subsidized at the reduced amount of NTD\$8,000 for full-size dragon boat competitions (NTD\$6,000 for small-size dragon boat competitions).

18. Disputes

- 18-1. Any disputes relate to the qualification of team members should be brought up at the time of assembly at the Roll-Call Area and cannot be disputed after the race. If the disputes regarding the competition arise, the referee's decision shall be final and binding.
- 18-2. Disputes regarding the competition or the referees' decisions must be reported to the chief referee on the spot and submit a written statement of the dispute, signed by either the captain or the coach with a deposit of NT\$5,000 to the Organizing Committee within 30 minutes after the competition is completed. Once the disputes are sustained, the deposit will be returned. However, if the Organizing Committee decides that the disputes are groundless, the deposit will not be refunded.
- 18-3. On the day of receiving a written statement of the dispute, the Organizing Committee will call a meeting with the Judicial Committee to discuss the dispute and confirm whether it is sustained or not. The Committee's decision should be final and binding.

18-4. If there is any act of opposing the Committee's final decision in written form or speech judged by the Judicial Committee, the team will be disqualified and the award or prize money will be cancelled.

19. Addenda

- 19-1. Foreign teams, Mainland Chinese teams and overseas Chinese teams will not receive additional subsidy if they have already accepted the organizer's offer for accommodation and travel arrangements. Foreign community teams may request the same subsidy as the local teams, but no additional meals or accommodation subsidy will be issued.
- 19-2. Each team shall cover its own transport, meals, clothing and other related expenses during the competition.
- 19-3. Teams shall obey the safety guidelines provided by the organizer's training staff and lifeguards. All team members must wear life vests during competition and practice, and must be able to swim. All teams shall take full responsibility for their own safety during pre-match training and competition.
- 19-4. All participants must follow "The Pre-match Training Safety Notice of Taipei International Dragon Boat Championship" (Appendix 3) and register their training time accordingly. The Pre-training schedule will be based on the order in which teams registered for their training sessions.
- 19-5. In case of the natural disaster or unpredictable events, the organizer has the right to suspend or delay matches. In such case, subsidies will be disbursed as usual. Prize money will be awarded at the discretion of the organizers depending on the progress of the competition.
- 19-6. Organizing Committee may request compensation should the boats capsize, be damaged, or if any other equipments are lost or damaged.
- 19-7. Should any competitor not accept the Organizing Committee's judgment, harasses other competitor or act in unsportsmanlike manner, the Organizing Committee may notify the appropriate institution, company or school to sanction or forbid the aforementioned competitor from participating in the following year's competition.
- 19-8. All staff members of the Organizing Committee and judges are not allowed to participate as team members or staff for any team.

19-9. The winner's prize money is regarded as an income, and therefore must follow the Consolidated Income Tax rules of Taiwan accordingly.

20. The revision of the regulations will be adopted and announced by the Organizing Committee if the rules and regulations provided are not effective or integrated.

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Written Appeal Form

Subject of dispute		Time & Place	
Facts for Appeal			
Evidences & Witnesses			
Leader	(Signature)	Coach	Date
Opinion of Chief Judge			
Judgement of Committee			

Convener of Judicial Committee

(Signature)

- Note :
- 1 、 Appeal letters that are not pursuant to the regulations will not be processed.
 - 2 、 Both leaders and coaches are authorized to sign for their team.

2014 Taipei International Dragon Boat Championship

Letter of Consent from Guardians for Under Age Participants

I am giving my full consent for my son/daughter _____ -
____ to participate in 2014 Taipei International Dragon Boat Championship
and he / she has abilities to swim and engage in fierce exercise (In
accordance to regulation of competition 11-1-1 and 11-1-8) 。

Name :

Gander :

Date of Birth :

Identification Number :

Representing Unit :

Competition Division : Male Open Female Open Mixed Open

High School Male High School Female

Guardian Signature:

Notes :

**1 、 Letter of consent must be filled out and signed personally by
guardians.**

2 、 Please read the regulation of competition carefully before filling out letter of
consent.

3 、 Information on the letter must be filled in detail and properly.

Date: Month _____ Day _____ , 2014

Taipei International Dragon Boat Championship Pre-Match Training Safty Notice

1. To ensure safty, all participants must follow the “Taipei International Dragon Boat Championship Pre-Match Training Safty Notice ” provided by the Organizing Committee during the training session.
2. All registered teams of the 2014 Taipei International Dagon Boat Championship are eligible to sign up and take part in the training session.
- 3-1 The practice teams must sign up and submit their info. The practice hours are regulated as follows:
 - (1) Morning Session: 06:00-11:40 AM, trainees must be onshore by 12:00 AM.
 - (2) Afternoon Session: 01:20-05:40 PM, trainees must be onshore by 06:00 PM.
4. Basic swimming skills are essential for trainees. The trainees are required to do self-check on their personal health and physical condition before training sessions.
5. Warm-ups are required before every practice.
6. Teams can only practice in the assigned area: 500 meters east from the Dazhi Bridge (upstream) & 500 meters west from the Dazhi Bridge (downstream)
- 7-1 The teams must stay in their assigned lanes and the team members are not allowed to switch seats while on water.
- 7-2 All participants must wear life vests for the entire duration of the training sessions. Any attempts to practice without proper equipments will be denied. Lifeguards have the authority during the training session and all participants must follow their instructions.
- 7-3 Any deliberately act of danger is prohibited, which includes not following the lifeguards and staffs’ instructions. Should there be such act, the instigator will be subject to the Organizing Committee depending on the violation. It will cause a penalty to cut the instigator’s subsidy by half; repeated violation will result in cancellation of the subsidy entirely.
8. Team flags should be hung up during practice to identify the team. (Teams invited by the Organizing Committee are not included).
9. Teams must contact the Training Management Unit for rental equipments to ensure availability. Bookings are required beforehand. A minimum of 7 pairs of paddles for large dragon boats, or 4 pairs of paddles for small dragon boats, are required for rental services.
10. Equipments for practice purposes, including dragon boats, oars, and life

vests, will be provided by event organizers free of charge. All equipments, however, must be properly managed and returned. Compensation will be requested for according to the price if there is any damage or loss of the equipments.

11. Any intentional damage to equipments will result in penalty such as but not limited to cancellation of practice, full-priced indemnity, and disqualification of the event. Any illegal conduct is prohibited and if observed, it will be reported to the Law Enforcement Agencies.
12. The schedule of training sessions and location are subject to change due to the weather conditions. When in doubt, please contact Managing Unit. Trainees must follow the instructions from the staffs of the managing unit and stop practicing immediately if instructed so by the practice managing unit.
13. The Organizing Committee reserves the right to postpone or change the schedule of the training session, without the consent of teams.
14. Participants must bring their personal identifications (Photo I.D) for identity checks.
15. All teams are responsible for having its own steersperson to take part in the practice sessions with the team.
16. Inexperienced steerspersons must take part in the additional Steersperson Training Course.
17. Rules and regulations may be updated. Further supplement of the rules and norms will be informed in official announcements or on the bulletin at the site.