

1. Race Application 比賽申請

1.1 Team Information 隊伍資料

1.1.1 Team Name and Organization 隊伍名稱與機構

1.1.1.1 Team Name will be shown in race publications, please add "Dragon Boat Team" if your team would like to use company name as team name. Teams must also fill in the Organization name, write down "private team" if your team does not belong to any organization.

隊伍名稱將會刊登在大會刊物，如參賽隊伍以公司名稱作為隊伍名稱，請在公司名稱加上「龍舟隊」。另外隊伍必須填寫機構名稱，如貴隊伍並不屬於機構請填上[私人機構]。

1.1.1.2 Team Name must be filled upon your application. If team name is missing or it is not a valid team name, your race application and practice booking will not be proceeded.

請於報名時填妥隊伍名稱，否則本會將不受理該報名及預約練習之申請。

1.1.2 Team Manager and contact person 領隊與聯絡人

1.1.2.1 Team manager is the emergency contact of the team and is liable for all issues of the team happen during the period of practices and races.

各隊領隊是隊伍之緊急聯絡人並有責任處理各隊員於練習及比賽期間發生的任何事情。

1.1.2.2 Only inquiries and requests made by Team Manager would be accepted. Should there be any inquiries or amendments on race entry, race arrangements and practice schedule, please contact the organizer via written notification and the organizer would confirm upon receipt.

如各隊伍有任何有關報名、賽事及練習安排之疑問或更改，本會只接受各隊伍隊長的查詢及有關安排之決定。請以書面形式通知賽會並以賽會回覆作實。

1.1.3 Amendments on enrollment information 更改參賽資料

1.1.3.1 Teams are allowed to change their team name once and notify the organizer via email **within 2 weeks after your submission** of the application. Administration Fee of HK\$500 will be charged for any amendments afterward.

各隊伍只可更改名稱一次並於提交報名表的兩星期內以電郵通知為實。如需再次更改，賽會將收取行政費用港幣500元。

1.1.3.2 Team must notify the association via email anytime if there is any changes on contact information (such as change of contact person, address and contact number) of the team.

如隊伍有任何聯絡資料（如更改領隊或聯絡人、地址及聯絡電話），必須以電郵通知本會。

1.2 Entry Package 參賽套餐

1.2.1 Package I – HK\$15,500

- Entry Fee 參賽費
- Practice session with equipment X 12 hours 練習連器材 X 12小時
- Souvenir Tee 龍舟紀念T恤 X 20 pieces
- 20L Dry Bag 防水袋 X 1 piece

1.2.2 Package II – HK\$18,300

- Entry Fee 參賽費
- Practice session with equipment X 12 hours 練習連器材X 12小時
- Souvenir Tee 龍舟紀念T恤 X 20 pieces
- Padded Shorts 龍舟專用短褲 X 20 pieces
- 20L Dry Bag 防水袋 X 1 piece

1.3 Crew and Entry Group 船員與參賽組別

1.3.1 Each boat must carry at least 12 paddlers and up to 18, and must carry 1 steersman and 1 drummer. All competitors must be 12 years of age or above.

每船比賽人數為20人，包括18名槳手及1名舵手、1名鼓手，每場出賽槳手不可少於12人。參加者必須年滿12歲。

1.3.2 There is no gender restriction for drummers and steersmen.

舵手及鼓手不設性別限制。

1.3.3 Crew requirements of Entry groups. 參賽組別之隊員要求

1.3.3.1 Sun Life Gold Cup 永明金盃

This is a cup for elite teams and it is limited to 20 teams, teams in this category will be advanced to the Overall Grand Final. All of the existing Class A (Renamed as Sun Life Gold Cup in 2018) teams from previous year as well as the top 3 winners of the Class B Cup (Renamed as Open in 2018) final in pervious year will be classified as Sun Life Gold Cup this year. Other teams are negotiable.

永明金盃只限20隊，在之前一年所有甲組(今年改名為永明金盃)之隊伍及乙組盃(今年改名為公開組)賽前三名獲甄選參加，所剩餘額本賽會根據去年成績作出編排，唯賽會容許協商。首次參賽隊亦視乎實力而定。只有甲組隊伍可晉級「赤柱龍舟錦標賽金盃總決賽」。

1.3.3.2 Open 公開組

No gender restriction for this category.
此組別沒有性別限制。

1.3.3.3 Mixed 混合組

Mixed Teams must have a minimum of 8 and maximum of 12 female paddlers on board.
混合組每隊出賽時不可少於8位及不可多於12位女槳手。

1.3.3.4 Ladies 女子組

Each member of Ladies' teams must be female except the helmsman & drummer.
女子隊除舵手及鼓手可用男子外，其他隊員必須為女性。

2. Race Day Arrangement 比賽當日安排

2.1. Marquee Rental 帳篷租借

2.1.1. Rented Booths (Size: 3m X 3m X 2.5m) are provided by the Association, the rental fee is HK\$2,000 per booth. Teams are not allowed to use their own booths.

帳篷 (3米 X 3米 X2.5米(高)) 由大會提供租借服務(每個港幣2,000元)，不可自備。

2.1.2. No promotional activity can be held. Teams can only hang a banner which size is 3m (width) x 20cm (height) with a team name or logo across the front of their booth. The team banner, flag, etc. should be put inside the booth/ tent only for identification purpose and should not exceed 3m (width) x 30cm (height) in size, please note that only team name is allowed to be printed on the banner/flag, otherwise a fee of HK\$10,000 will be charged as for advertisements.

不能進行任何推廣宣傳活動，隊伍可自備隊伍橫額 (只可印有隊名/隊徽)，尺寸為3米闊及20厘米高。任何橫額、旗幟、巨型海報或貼紙只可放帳篷內，只供識別之用，且面積必需小於3米闊及20厘米和只可印上隊伍名稱，超出以上尺寸/印有隊名以外之隊伍，須繳付港幣10,000元之廣告費。

2.1.3. Location of the booths will be allocated by the Association. Specific location of the team marquee will be charged an additional HK\$1,000 per booth. Please contact the Organizer for more details.

所有帳篷位置均由本會安排。預留帳篷位置需付額外港幣1,000元 (每個帳篷)，請向本會查詢。

2.1.4. Please notify the Association via email for the cancellation or addition of marquee rental. The cancellation has to be confirmed by the association. Cancellation on marquee rental is not accepted 2 weeks prior to the races.

如需取消或租用額外帳篷，請以電郵通知並以本會回覆作實。比賽前兩星期不可取消租用帳篷。

2.2. Race Day Steersman 比賽日舵手

2.2.1. Official Steersman 大會舵手

For the teams hired official steersman during practice 隊伍在練習期間聘用大會舵手	HK\$500 (up to 3 rounds) 全日賽事港幣500元
For teams did not hire official steersman during practice 隊伍在練習期間 沒有 聘用大會舵手	HK\$1,000 (up to 3 rounds) 全日賽事港幣1,000元

2.2.2. Non-official Steersman 非大會舵手

Refer to Point 4.7.2. of this note.

請查閱第4.7.2項。

3. Team Manager Meeting 領隊會議

Special topics including new rules, starting procedure, draws, system of play and transport will be covered, 3 race brochures will be distributed to each team. All team Managers should attend, or bring the team captain along.

讓各隊可了解新規例、起步、抽籤、賽制及交通安排等措施並派發每隊3本場刊。各隊領隊務必出席，可聯同隊長出席。

Details of the Team Manager Meeting will be announced later. 領隊會議之詳情將於稍後公布。

4. Practice 練習**4.1. Practice Booking 預約練習時間**

4.1.1. Each entry is entitled to get 12-hour practice, teams can only choose it within the Official Pre-Race Practice Period (7th Apr to 15th Jun) on Practice Booking Form (P. 2 of the application form). Firstly, Put [S] in the box of the date if steersman is needed. Put [T] after [S] if trainer is needed. Then select your preferred practice time slots prioritize by writing 1-3 whilst 1 indicate highest preference.

每隊在報名時獲分配12小時練習，隊伍須於大會指定練習期(4月7日至6月15日)內選擇練習日期。請於報名表第2頁選定練習日期，如需聘用大會舵手請在所選的日期格內填上[S]；如需教練請於[S]號後加[T]。選擇練習日期後請選擇練習時段並以1-3排列首選之時段。

4.1.2. Practice chosen during the extra practice period or practice after 12 hours (per entry) will be charged at normal rate.

獲分配之12小時外或大會指定日期外所選之練習另行收費。

4.1.3. The Association also provides night training sessions (7 – 9pm) to teams. Please contact us for requiring a night training session. Teams must hire official steersman for night sessions due to safety reason.

本會亦提供晚間練習(晚上7時至9時)予有需要之隊伍。隊伍需付額外收費。基於安全理由，隊伍必須聘用大會舵手。

4.1.4. Practice booking has to be confirmed by the Association. Please allow 10 working days for processing the booking or request.

所預約之練習時段需由本會確認，處理需時約為10個工作天。

4.2. Practice Date 練習日期

Extra Practice 額外練習期	1 February 2018 – 6 April 2018 2018年2月1日至2018年4月7日 16 June 2018 2018年6月16日	Not included in the entitled 12-hour practice. Trainings in this period will be charged at normal rate. 報名時獲分配之12小時練習並不適用於這段日子，練習需另收費。
Official Pre-Race Practice 大會指定練習期	7 April 2018 - 15 Jun 2018 2018年4月7日至2018年6月15日	The entitled 12-hour practice must be chosen during this period. 報名時獲分配之12小時練習必須於此段日子中選擇。

4.3. Fees 費用

Extra Practice – Standard Boat Rental 額外練習 – 標準龍舟租船費		HK\$500 per hour 每小時港幣500元
Night Practice – Standard Boat Rental 晚間練習 – 標準龍舟租船費		HK\$600 per hour 每小時港幣600元
Extra Practice – Small Boat Rental 額外練習 – 小龍舟租船費	*Include steersman *包括舵手	HK\$1,000 per hour 每小時港幣1,000元
Official Trainer 大會教練		HK\$500 per hour 每小時港幣500元
Official Steersman 大會舵手		HK\$300 per hour 每小時港幣300元
Official Steersman – On site request 大會舵手 - 練習即日聘用		HK\$600 per hour 每小時港幣600元

4.4. Cancellation Policy 取消預約

4.4.1. Once the practice timetable is confirmed, please contact the Association 4 working days in advance for any cancellations, alterations or addition of practice, otherwise, no refund or reschedule will be provided.
練習時間表分發後，若有意取消、更改或增加練習時間，請於4個工作天前作出通知及經本會同意，否則將不予退款或重新安排練習時間。

4.4.2. Cancellation of practice due to unfavorable weather conditions, no matter decided by the Association or decided by the team, there will be no refund for Steersman, Trainer as well as boat rental.
因天氣欠佳取消練習(無論由賽會決定或隊伍自行決定)，舵手費、教練費及租船費用一概不發還。

4.5. Type of Boat 練習船

Standard Dragon Boat will be provided for practices. Additional fee will be charged for hiring a Small Dragon Boat. 練習日只提供標準龍舟。如果需租用小龍舟，需付額外收費。

4.6. Location 練習地點

Stanley Dragon Boat Training Centre and the race venue is located at Stanley Main Beach (Next to Hong Kong Sea School). Participants can get to the Stanley Bus Terminus by bus no. 6, 6X, 63, 65, 73, 260, 973 or 14, then reach the training centre from Stanley Police Station side with 2-minute walk, or take mini bus no. 40 or 52 to Hoi Fung Path with 1-minute walk.

訓練和比賽地點為赤柱正灘，赤柱龍舟協會龍舟訓練中心(香港航海學校旁)。參加者可以乘坐6、6X、63、65、73、260、973和14號巴士到達赤柱巴士總站，往赤柱警署方向步行約2分鐘，亦可乘搭小巴40、52號或16號至海風徑下車，步行約1分鐘。

4.7. Steersman 舵手

4.7.1. NO TEAM SHOULD MAKE PERSONAL ARRANGEMENT WITH THE OFFICIAL STEERSMAN &/or TRAINER OR PAY THEM DIRECTLY and bypass the proper booking procedure. Please make your payment to SRA officials during the practice if necessary.

所有隊伍均不可私下與大會舵手及教練預約練習時間(包括非本會所舉辦之比賽或練習)，亦不可把現金交予舵手/教練。如有需要，請於練習當日將款項交予本會職員。

4.7.2. All **Non-official** steersmen must be assessed and registered with the SRA prior to practice and race day. Please contact us before submitting the race application form if your team will use your own steersman. 非大會舵手必需經本會考核，獲發許可證方可在練習期間及比賽當日掌舵。如有需要，請在遞交參賽表格前與本會聯絡。

4.8. Trainer 教練

4.8.1. SRA trainers are experienced and familiar with our races and can deliver Dragon Boating Technique and DB race related information to teams.

本會教練經驗豐富並熟悉賽事，能為隊伍提供龍舟活動專業技巧及有關比賽信息。

4.8.2. All unofficial trainers must be registered with the SRA prior to practice. Please contact the office for details.

所有參賽隊自行安排之教練，必須持有本會發出的有效許可證及提早登記，請與本會聯絡以索取更多資料。

5. Payments 收費

5.1. The Entry Fee is non-refundable, payment should be settled in due course with your application even in the cases of team withdrawal. Please keep a photocopy of your application forms for future reference.

報名時請一併付費，如退出或棄權，報名費用概不發還。寄出前請自行複印存檔。

5.2. Your enrollment and booking will only be confirmed when payment is received.

費用收訖報名及練習預約方可作實。

5.3. All payments have to be settled 2 weeks before the race. Cheque payment is not accepted 2 weeks before the race, please pay by bank transfer.

所有費用須在賽前至少兩星期繳付。賽前兩星期不接受以支票付款，請以銀行轉帳付款。

6. Important notes 重要事項

6.1. Please read all documents related to the races and practices including but not limited to "Race Manual" and "Race rules and regulation" thoroughly.

請仔細閱讀本會有關賽事及練習之文件，包括並不限於參賽手冊及參賽規則。

6.2. Liability Waiver must be submitted to SRA office 2 weeks before the races.

「參賽聲明書」必須於比賽兩星期前交回本會。

6.3. Confirmation receipt will be sent to teams upon completion of race enrollment. Please allow no less than 10 working days to process your application.

報名完成後，隊伍將收到本會發出之確認收據。處理比賽申請需時大約並不少於10個工作天。

6.4. All rights reserved by the Organizer (Stanley Residents Association Limited).

赤柱居民會有限公司保留最終決定權。