

CARAVAN “HOW TO” FOLDER



Updated by DragonBoat SA

December 2023 – Version 2

Equipment needed and Personnel:

Setting up

- Setting up caravan
- Setting up the desk
- Setting up the Laptop
- Setting up the Printer
- Setting up the PA system
- Setting up the Lynx finishing system
- The 2-way radio

Using the airhorns

Race day logistics

- Laptop use during the race day
- Race draws
- PA system use during the race day
- Lynx use during the race day
- Queries/Disputes/Protests/Disqualifications and Appeals Money

At the end of the day

All needs to be packed up and put away in the correct place in the caravan or returned to the boatshed.

Caravan contents location guide (see separate sheet)

Equipment needed

- Caravan
- Table and chairs
- PA system
 1. amplifier
 2. microphone and cord
 3. cables
 4. speakers and stands x2
- Laptop, mouse, cables and wifi modem
- Printer, cables and copy paper
- Pens, scribble paper, and results folder
- Lynx mobile unit black coloured carry cases x2, camera lens, camera stand, step ladder, tent pegs
- Airhorn
- 2-way radios x 10 – 2 for the starter, 1 for boat, 1 for marshalling, 1 for caravan, 1 for timekeepers, 1 for chief official, 1 for race secretariat, 1 chief timekeeper, 1 spare
- Bunting - to be put around the front of the caravan and Lynx camera stand to stop people from blocking the view of the finish line
- DBSA banner – in black bag on the top shelf
- Power cords for all of the electrical equipment used, surge arrester
- Equipment for Starter
 1. Tent
 2. Lynx starter transmitter
 3. airhorns x2
 4. ear muffs (may be worn)
 5. flags – 1 red, 1 white
 6. loud hailer equipment
 7. 2-way radio x2
 8. race draw

- Personal stuff for Starter:
- sunscreen
 - water or other fluids
 - food such as nibbles
 - jacket if it is windy
 - esky

Personnel

Line of sight personnel	Calls out the boat numbers as they cross the finish line which is recorded on the line placings sheet by the scribe.
Chief timekeeper and assistants	Stopwatches are used as a backup to Lynx system, where possible one timekeeper for each lane. Require the times of the boats as they cross the line to be recorded on the race draw sheet.
Chief Judge	Confirm that the Lynx system and timekeepers are ready before each race and confirm with the Starter “finish line is ready”. Enters the start times of each race onto the race draw. Records the order of the boats crossing the finish line independently onto the race draw. Records the race times onto the race draw sheet .
Data entry person	Enters times given by the Lynx system person onto the Excel race day program on the laptop. Saves and prints results .
Camera (Lynx system) person	Operates the Lynx finishing system. Has the system ready for the race. Records the start through to the finish of each race.

	Replays the captured race and gives the times to the data entry person. Saves the captured race file and moves on to next race.
Announcer	Calls up teams, announces race results, and makes any other public announcements as required.
Chief Official	Observe & supervise the races ensuring the race program is followed and runs on time. Conducts the C&S meeting at the beginning of the day and any meeting called during the event. Acts as the Chair of the competition committee. Deals with queries/complaints/disputes.

Setting up the caravan

1. The caravan is allocated to be transported (and returned) by a Club as per the task list.
2. Need to check that the caravan is positioned so that the caravan is next to the power pole near the white marker on the east wall at Aquatic Reserve.
3. Check that the caravan is stable. (use the ochre-coloured pavers and stabilisers)
4. The tent for the Race Secretariat is placed either outside the caravan entrance or next to the front of the caravan, and the gazebo weights are used to secure it.
5. The results sleeve is attached to the tent with cable ties.
6. The assigned Club assists with set up and pack up (see notes below).
7. They need to check that the power cords are in place and that there is power to the caravan.

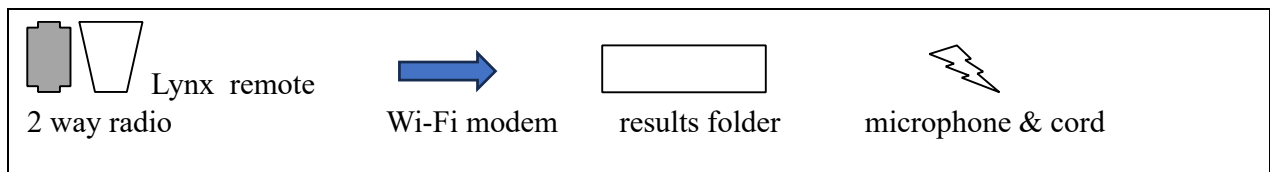
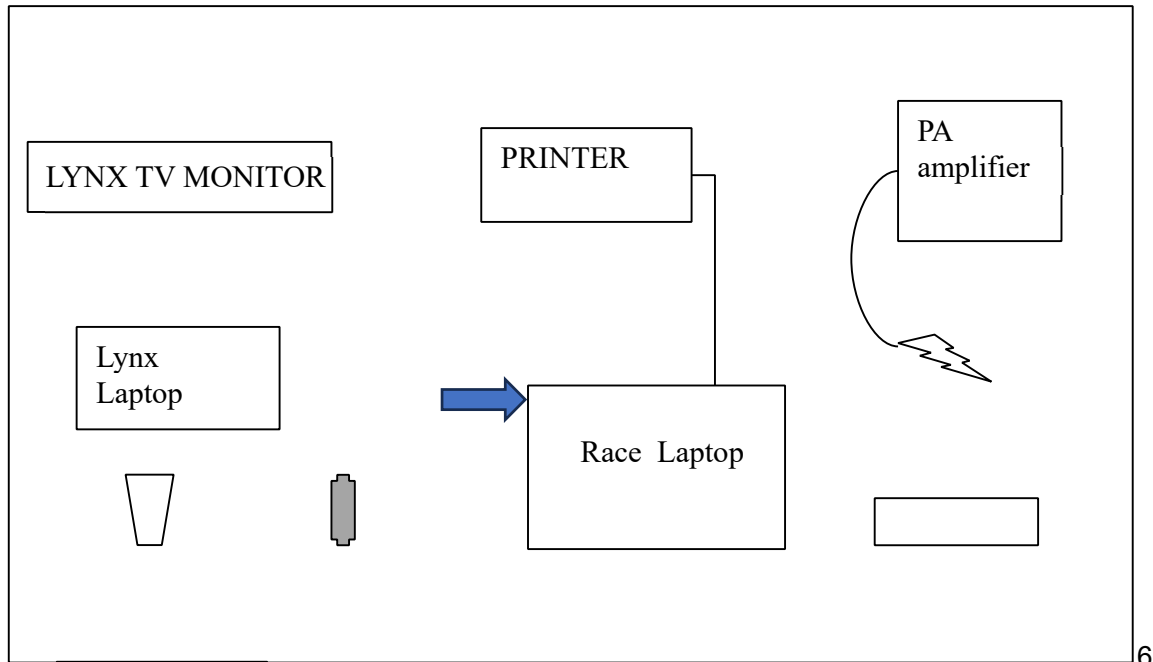
As soon as the power is working the equipment inside can be placed as per the diagram.

One person from the Club helps inside the caravan setting up the desk while the rest of the Club members must:

- Bring the tents and table from the Boatshed and return them at the end of the day
- Bring the Defib machine from the Boatshed and return it at the end of the day
- Set up the race secretariat tent and hang the results sleeve
- Set up the table:
 - with the crew list holder
 - and clipboard for signing in for Volunteers
 - clipboard for race jury list
 - hand sanitiser and sunscreen
 - provisional Sweeps vest box

Setting up the desk in the caravan

1. Large pop out window open.



Setting up the LAPTOP

The race laptop is brought to the race day:

1. Unpack it from its carry case.
2. Connect the power cord and mouse.
3. Connect to power and turn on.
4. Start the laptop.
5. Connect the Wi-Fi modem.
6. Once the desktop has appeared, activate the internet.
7. The race schedule has already been done and needs to be loaded from the USB to the laptop.
8. Click on the Excel program for the race draw on the desktop.
9. Find the regatta and check the date to ensure that the correct race draw is used.
10. Print out 6 copies of the race draw:–
 - one for the caravan
 - one for the timekeepers
 - one for the Race Secretariat
 - one for marshalling
 - one for the starter and
 - one for powerboat people

Setting up the PRINTER

1. The printer is found on the bench.
2. The printer has a Wi-Fi connection with the laptop and Lynx system
3. Connect to power.
4. Turn the printer on.
5. Place new paper in the printer tray.
6. Print 6 copies of the race draw for the day.
7. Ensure the printer is working before the Club help leaves.
8. The race results are printed after each race.
Race results are posted in the results sleeve (extra copies of final results are kept in a folder for presentations at the end).

Setting up the PA SYSTEM

1. The PA system is set up by the Club that the task is assigned to on the race day.
2. Remove the PA speakers, stands, and cables from the caravan. Remove the PA amplifier from the shelving in the storage area and place it on the desk with the microphone cord and microphone closest to the back bench seat.
3. Erect the speaker stands to ensure the legs are open wide enough to provide a stable base, and place bunting around the legs.
4. The speaker's cones (4) are attached to the speaker's crossbar x2, place the crossbar on top of the speaker stand. The speaker cable is placed into the appropriate socket, and then connect the black cable to the connection at the back of the PA amplifier.
5. Plug the microphone cord into the Microphone 2 outlet at the back of the machine.
6. Check the volume (in most cases you will not need to adjust the volume).
if you do adjust the microphone volume by the control on the front panel.
7. Test the equipment with an announcement so that you can get feedback from the Clubs that they can hear.
8. Ensure that the speaker cones are facing away from the houses to the South at the Aquatic reserve and towards the Club tents.
9. Elevate the speakers to ensure that the PA cable is draped over the top of the caravan and clear of people walking underneath.
10. If the cables are not able to be elevated they are to be covered with black mats on the ground.
11. At the end of the day pack up the equipment:
 - a place the microphone and cord in their boxes.
 - b return the stands to underneath the front bench, the cables reels are in the same location.
 - c the black cable reel in the shelf.
 - d the 2 sets of speakers are placed on top of the back bench in the caravan.

Setting up the LYNX SYSTEM

The Lynx camera finishing system is used for timing the races and the captured picture on the finish line to obtain a race time for the teams that participated:

1. The mobile unit consists of 2 large black carry cases, (a lens case and laptop, cables, and the radio transmitters inside) which are stored on the shelving in the caravan. The camera stand is stored underneath the front bench seat.
2. The step ladder is stored at the far end of the shelving.
3. The camera stand, camera, lens, signal transmitter, and step ladder are used outside the caravan. If there are expected wet conditions a cover is placed over the camera.
4. When the camera stand is in line with the finish line and the correct position, anchor the stand with tent pegs to maintain the safety and stability of the equipment.
5. Keep spectators away from the equipment with bunting.
6. The Lynx system laptop and cables are placed on the desk closest to the large window.
7. The large TV is set up in the corner and connected to the Lynx laptop.
8. Follow the instructions as to how the Lynx system is assembled to be operational. There is a written manual available.

The 2-Way radio

- The 2-way radios are stored by Pat Doogue and charged the night before.
- The radios are brought into the caravan and placed to the left side of the desk on the front bench seat and plugged into the power board.
- The 2-way radio allows the caravan to contact:
 - The Starter
 - Powerboat
 - People assigned a 2-way radio for the race day
 - Any boat on the water if needed
- **Channel 57 is used**
- Need to check that the 2-way radios are working before the races start.
- Each boat on the water should have its 2-way radios (one for the Drummer and one for Sweep) so that they can hear the Starter at the start line.
- Remember to return it & turn off the 2-way radio at the end of the race day.

Using the airhorn

- The airhorn is used for the boats at the Start line and as they cross the finish line.
- It needs to be checked before the races start for the day.
- Remember to hold the airhorn well away from your ears and other people's ears around when it is used.
- As the boats cross the line only give a short press of the pump lever.

Race day logistics

7:30am	Set up for race day, Clubs to complete assigned tasks
8:00am	Captains/Sweeps meeting Team sheets are handed in
8:15am	Volunteers and race officials meeting
8:45am	Race 1 marshalled
9:00am	Start of race 1
Time between races	According to the race schedule, need to check with the Chief Official
Breaks	As needed for the officials/volunteers during the day if extra break time is required check with Chief Official
Finish time	Depends on the number of races and any issues that occur

IT IS IMPORTANT

- Teams need to be at the start line at the designated time or it puts everything behind time.
- When times are being entered after a race AVOID having people talk or interrupting during this time. No other people other than race personnel need to be in the caravan.
- Lane 1 is the closest to the shore 6 is the furthest away.

Lane number	Lane colour	Boat number
Lane 1	Red	1
Lane 2	Blue	2
Lane 3	Yellow	3
Lane 4	Pink	4
Lane 5	Green	5
Lane 6	Orange	6

- At the end of the race day ensure a copy of the race draw results has been saved and sent to admin@dragonboatsa.com for posting on the DBSA website then log out.

Laptop use during the race day

The laptop is used to document the finish time of the boats as they cross the line.

1. When the race is finished the Lynx camera person will view the Lynx system and give a result of each boat-by-boat number or team name and a race time.
2. The time is given in minutes; seconds, frames.
3. If unsure, repeat the time back to Lynx camera person to verify that the information given was correct.
4. **GETTING THE CORRECT TIME IS IMPORTANT.**
5. When times are being entered avoid having people interrupting or talking around the immediate area.
6. When all the finish times are entered for that race, click and the program will place the boats in the order that as they crossed the line- 1st, 2nd, etc.
7. There is the need to repeat the times back to the Lynx camera person to verify that the information was correct, as a second confirmation.
8. Save and print results for the Chief Official. These are then announced and posted in the results sleeve.
9. At the end of the day save the program, transfer the results to the USB, disconnect the Wi-Fi modem, shut down the laptop, and pack the equipment away.

Race draws

- During a race day there may be heats run for various categories which end up with a semi or finals race.
- The time of the team determines their place and lane in the semis or final race.
- Check the placings with the Chief Official.

- The placings determine which lane the team goes into for the given race as listed on the race draw.
- The Starter, Course Umpire, and the Chief Marshall will be informed of the race draw.
- A copy of the race draw is posted in the results sleeve.
- The Announcer needs to be informed of the race draw.
- The race draw needs to be announced over the PA system so that teams are aware of the draw.

PA system use during the race day

Announcements during the day include:

- **No announcements are made while crews are under Starter's orders.**
- Call up teams to the marshalling area - get into their boats for races.
- **It is important** to call up teams so that as one race begins the boats on shore are already loaded and moving away to the start line. Teams need to be at the start line at the designated time or it puts everything behind time
- Race results after a race has been completed included the type of race, the distance of the race, the name of the team, their placing, and their race time ie. Results of Mixed Masters over 200 metres are as follows 1st was Club A with a time of 1 minute, 2 seconds and 40 etc.
- Advertising – raffles, book sales,
- Mobile coffee van, and other food and drink suppliers.
- At times there may be the need to call up specific people to the judging tent, ie Chief Official, Volunteer/Officials Coordinator, the race jury and maintenance personnel.
- Other announcements include sponsors of DBSA, team sheets to be handed in to Race Secretariat and race draws:
 - o Items that have been found and passed into the caravan
 - o Cars that need to moved (need to obtain registration, make and colour)

Lynx system use during the race day

1. **It is important to have an uninterrupted view of all aspects of the race.**
2. The Lynx system needs to be ready prior to start of the race. The Starter should check that you are ready to go.
3. If you are not, **you need to inform the Starter immediately** so that the race can be put on hold.
4. Listen to the race start, ensure the system is operational when the race starts.
5. After the races commences follow the boats down the course until the last ¼ of the race, hold down the capture button.
6. Continue until the last boat has crossed the line.
7. Check picture, enter boat number on keyboard as the nose of each boat as the nose of the boat crosses the line to give a race time.
8. The information that needs to be given is the number or colour of the flag of the boat, lane 1 is closest to the shore 6 is furthest away.

Lane number	Race lane colour	Boat Numbers
Lane 1	Red	1
Lane 2	Blue	2

Lane 3	Yellow	3
Lane 4	Pink	4
Lane 5	Green	5
Lane 6	Orange	6

9. The time is given in minutes; seconds and frames.
10. If two boats cross the line use the zoom button to get an accurate picture. If unsure call the Chief Official to check.
11. Once all the boats'
12. times have been obtained.
13. Save the file and the next race will appear.
14. There is enough time between races to get the results.

IT IS IMPORTANT TO GET THE FINISH OF EACH BOAT AS THEY CROSS THE FINISH LINE

14. At the end of the day, pack up the equipment into the carry cases, fold up the camera stand, and return the equipment to their appropriate locations in the caravan.

Queries/Disputes/Protests/Disqualifications and Appeals

If anyone approaches the Race Secretariat with a problem:

- Get them to write down their query on the sheet at the Race Secretariat and inform them that their concerns will be addressed
- Call the Chief Official on the PA system or 2-way radio

Disputes: shall be addressed by the Chief Official.

Racing Protests: the Team Manager must lodge in writing the protest to the Chief Official within 15 minutes of the end of the race. It is to be accompanied by a fee of A\$55 in cash. A meeting of the Competition Committee shall discuss the protest and provide a decision to the parties involved in writing.

Disqualifications: refer to the racing rules.

Appeals: the acknowledgment of a decision or disqualification from the Chief Official an appeal may be lodged in writing by the Team Manager to the Chief Official no later than 20 minutes later. The race jury deals with these matters.

Money

- All teams are aware that money is not to be brought to the caravan/judges' tent during the race day however sometimes money can come from corporate teams, late entries, protests, or appeal fees.
- Please call the DBSA Treasurer to deal with these situations as they arise.
- All receipts from Clubs that have purchased items for the race day ie. Toilet paper, and prizes are to be forwarded to finance@dragonboatsa.com.
- The receipts need to include the appropriate reimbursement form (from the DBSA website) with what the items were, who purchased them, and the date it was purchased so that the appropriate Club can get reimbursement.

At the end of the day

- Shut down Lynx system and store it in appropriate cases and locations in the caravan
- A copy of the results is checked and submitted to the Presenters of the prizes.
- PRESENTATIONS:
 - all of the volunteers and race officials are acknowledged for their help during the race day.
 - prizes are presented for the race categories finals.
 - Inform everyone that the race event has closed for the day over the PA system
- Shut down the race laptop.
- The assigned Club are to pack equipment away in the caravan in the correct location or return equipment (such as tents, table, and Defib machine) to the Boatshed.
- The assigned Club to dismantle and store PA equipment in caravan in the correct location

Caravan contents location guide

At the beginning of the day once the caravan has been levelled and stabilised the equipment that is needed for the race day can be found inside.

Refer to separate sheet.

SHELFING SECTION of caravan



BACK BENCH SEAT SECTION





UNDERNEATH BACK BENCH
LEFT SIDE ABOVE
RIGHT SIDE BELOW



CAMERA STAND AND PA SPEAKER STANDS UNDERNEATH FRONT BENCH



UNDERNEATH FRONT BENCH
RIGHT SIDE BELOW





CARAVAN CONTENTS LOCATION GUIDE

when equipment is used, return it to the correct location

NEAR DOOR	
	door mat foldable step fire extinguisher clipboards in rack next to door
SHELFING	
top	speaker horns (megaphones) x 4 airhorns box volunteer vests/ green shirts in plastic box Crew list holder DBSA Flags in black bag - dragonboat event
1st	provisional vests for sweeps in box laminator stopwatches and batteries in red box microphone in red box
2nd	LYNX black box x2 officials vests in plastic box
3rd	stationery box - assorted pens, stapler, dymo letra tag machine cable ties box amplifier for PA in red box
4th	printer - Canon pixma MG2460 Starter equipment - set of binoculars, ear muffs etc cable/powercords leads spare cords
bottom	speaker cable - black reel for PA , cable on reel wedges for caravan, wheel chocks 2 large 2 small, stands tent walls in black box
near shelf back corner	2 step ladder hanging on the wall large whiteboard 900x600mm TV - Phillips LCD monitor 27" model 271V8/95 black 3 foldaway black chairs green plastic wire box
FRONT BENCH SEAT	
on top above	results sleeve - grey coloured PV sheet clock toilet paper 6 rolls hand santiser, sunscreen first aid kit (personleisure St Johns) detmold face masks (10) Glen 20 spray, disinfectant wipes pkt small black box & tape dispenser
LOCATION GUIDE - PLEASE TURN OVER THE PAGE	

LOCATION GUIDE - PLEASE TURN OVER THE PAGE	
FRONT BENCH SEAT	
beneath	ceramic heater - white fan upright 2000w orange powercord rope foldable chair in bag yellow stripes to cover cords black strips to cover cords wireless keyboard & mouse (HP250) old T bars for old speaker Nepresso coffee machine speaker stands (black) x2 speaker cables - orange & grey coloured cable on reel speaker cables - white & black cable on flat orange reel LYNX camera stand (black)
DESK	
1st drawer	stationery assorted pens markers, highlighters, stapler
2nd "	drink tokens, sandwich bags, laynards, duck tape, rubber bands
3rd "	Race Secretariat folder, warranty folder for equipment
above desk	photocopy paper in rack PFD exemption folder, caravan 'how to folder', location guide clock
under desk	foldable tables x 3 sanbags, small shovel in purple box black bin (enviro12L) toolbox ochre coloured pavers(6) in a box fridge De Vanti small powercords in large box gazebo weights (white) x5
BACK BENCH SEAT	
on the seat	2 sets of 4 speakers spring water (10L) in box small whitboard
above the bench seat	rope, plastic ID badges, serviette napkin holder, volunteer log books
underneath bench seat	spring water (10L) in boxes x2 bunting (flag type) and hazard electrical bunting on a roll tablecloths(linen x3) and tablecloths in plastic bags cordless microphone hand santisers (7), GelN 20 spray, disinfectant wipes pkts x2 document tray & folders laminated lane numbers