

VOLUNTEER HANDBOOK

2017



PADDLE FOR CANCER

Dear Volunteers,

Thank you for volunteering with the 2017 ESCA Paddle for Cancer Dragonboat Festival, our 11th anniversary! We appreciate your time, support and commitment to our cancer awareness and fundraising campaign. Paddle for Cancer has proven itself to be a huge success in the Geneva and Vaud communities.

On Sunday, 3rd September 2017, 45 dragonboat teams from Geneva and Vaud will gather to compete in our 11th annual Dragonboat Festival in L'Abbaye on the shore of the beautiful Lac de Joux, where an estimated 3,000 people will gather. We will have a variety of sales stands and tombola, food stalls and activities for children, including Mini Dragonboat Races.

Volunteers are vital to the success of Paddle for Cancer. Each year, we have over 100 volunteers who work on Saturday and Sunday to ensure the Festival is run in the most efficient and safest way possible. I would like to personally thank each of you for your generous time commitment, your ideas and most importantly, your patience in the coordination of volunteers for this year's event.

Thank you in advance for your hard work and dedication to this amazing event dedicated to those who have been touched by cancer.

Sincerely,



Patricia Allen
Paddle for Cancer Coordinator

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Purpose



Every year in the Geneva area alone, over 2000 people hear those terrifying words, “You have cancer”. An estimated 600 of them are a part of the international community in which English is the primary language. The English Speaking Cancer Association (ESCA) was started to respond to the specific needs of these patients and their loved ones. Our trained volunteers, many of whom are cancer survivors, come from all corners of the globe with one thing in common: we communicate in English and we want to help. Paddle for Cancer is

the ESCA cancer awareness and fund-raising campaign aimed at corporations, organisations and the general public. The goal of the Festival is to raise awareness about cancer and to encourage those living with cancer to live full and active lives. This is ESCA’s way to send a message of hope to people living with this disease and to those who support them.

The 2017 Dragonboat Festival on the Lac de Joux will be the 11th annual campaign.

The Campaign

The Paddle for Cancer campaign involves amateur dragonboat paddling teams racing against each other. Paddling teams consist of Corporate Teams, Open Teams and All Female Teams. Documented studies and articles link the positive relationship between breast cancer rehabilitation and paddling as well as the increasing move toward corporate social responsibility among companies, organisations and individuals.

The English Speaking Cancer Association’s biggest hope is that ESCA Paddle for Cancer becomes a part of the lifestyle in the Suisse Romande region and be seen as a positive means for:

- Cancer survivors to better manage their post-treatment, improve their quality of life and increase their chances of survival
- Families to bond
- Communities to get involved in the movement to help cancer survivors and in the fight against cancer
- Corporations to team build

Proceeds

Proceeds from the festival and the Fundraiser’s Challenge Cup* are used to fund the expansion and elaboration of our on-going projects:

- Drop-in Centre with comprehensive library of books, pamphlets, CDs and videos on cancer issues
- Professional Counselling Services for cancer patients and their loved ones
- Continued Training and Supervision for ESCA volunteers, many of whom are cancer survivors themselves
- Special awareness and information events held throughout the year by ESCA
- October’s International Breast Cancer Awareness Month activities

* A portion of funds from the CHALLENGE is designated each year to a local cancer-related charity.

This year, those funds will go to the Kanji Bead Program at Zoe4life. This is a program for children with cancer in the Suisse Romande area where these children receive beads for every treatment, procedure and milestone that they encounter. Their beads help them tell their story and honour and recognize their courage.

Dragonboat Tradition

The Dragon has a very symbolic meaning for the Chinese.

A classic dragon has the head of an ox; a deer's antlers; the mane of a horse; the body and scales of a snake; the claws of an eagle and the tail of a fish. With its strength and power the Dragon rides the clouds in the sky and commands the wind, mist and rain.

The Dragon Boat is deeply embedded in China's "Dragon" culture, with the Boat having an ornately carved dragon's head at the Bow and a tail in the Stern. The Hull is painted with the Dragon's scales. The paddles symbolically represent the claws.



In ancient China, the Dragon Boat was used for religious purposes as a way of appeasing the rain gods. Later, Qu Yuan, the great warrior poet, committed suicide in the river Mi Lo, as a protest against the political corruption of the day.

To commemorate this sacrifice the people began to organise Dragon Boat Races in his memory. Since that time over 2000 years ago, Dragon Boat Racing has become a major part of Chinese culture, representing patriotism and group integrity.

Excerpted from the [International Dragon Boat Federation](#).

Race Information

The Teams

A Paddle for Cancer dragonboat team comprises:

16 amateur paddlers* 1 amateur drummer* Maximum 3 substitutes*
1 professional steersperson (provided by Dragonboatevents.ch, Eglisau)

Categories Of Teams – explained in full on the website: www.PaddleforCancer.ch

Corporate Teams are companies or organisations and are strictly mixed gender teams.

Open Teams can be either mixed gender or All Female Teams.

*** There must be at least 4 women paddlers** in the boat for each race for all mixed gender teams. No previous experience or level of fitness is required and all age groups from 16 years of age upwards can enter the Paddle for Cancer races. A team can be a maximum of 20 members.

On Arrival

The team captains register, confirm the names of the team members and submit waivers signed by each competitor stating that they are able to swim and are fit to participate. Announcements will be made calling teams to the boating area for preparation to race. At this point each participant will be given a life jacket (which will be checked for suitability) plus a paddle.

Pre-Boarding Instructions

Each crew will decide on which side each team member will paddle and they will then stand in two lines one behind the other, as if they were in position in a boat. Instructions will be given on technique and how to avoid accidents. The critical element is that each person must focus on their chosen side and not reach over to the opposite side. The drummer will be given tips on how to set a steady pace, increasing the tempo towards the finish of the race.

Boarding

Next the teams will be directed to the landing stage to board their dragonboat. Each boat will have a professional steersperson. It is this person's responsibility to direct the crew members and get the boat to the start. They will also offer advice during the race. Time permitting, on the first outing a practice start will be performed.

Heats

The races will be carefully timed and the results recorded on a notice board for all to see. Through this mechanism the teams will see their progress.

Final Race

The final race of the day will be based on the fastest times recorded throughout the day. There will be 3 categories of finals: Corporate, Open and All Female.

Safety

ESCA, the commune of L'Abbaye and the Centre Sportif from the Lac de Joux will work together to ensure both lake and festival safety.

Safety is ensured by following carefully the instructions from the steersperson. The critical elements are:

- ensure that the life jacket is securely fastened
- keep the paddle on one side of the boat
- do not lift the paddle above the head as a victory salute (the boat will become unstable) - your victory may be short-lived!

Dragonboats, although long and narrow, are stable if handled as instructed. The more people on board, the more stable they are.

PADDLE FOR CANCER Dragonboat Festival

Coordinators

Overall Coordination: Patricia Allen

Technical Races: Robert Ireland

Volunteer Coordinator: Nicola Bowers

Team Coordinators: Kirsten Stromstad

Team Leaders

Mini Dragonboat: Janet Ireland, Angela Horsford

Boat Marshalling: Helen Mudry, Willem Jan Hofmans

Volunteer Tent: Leanne Lynch

Book Sales: Karen Jones

Dedication: Sandy Cunningham

Finance: Carolyn Hill

Food Stands: Laurence Dufour

Kiddieland: Antonia Calame

Recycling/WC: Annabel & Jack Pulcrano

Registration: Karen Delamarter

Sales: Kamy Lavanchy

Signage: Ruth Creamer, Maria de Wolf

Tents: Gary Buell

Therapies: HQ

Tombola: Patsy Morgenstern

Contact

The ESCA Paddle for Cancer Dragonboat Festival is an annual event organized by:

English Speaking Cancer Association

150 Route de Ferney

CP 2100, 1211 Genève 2

Switzerland

+41 22 791 63 05

www.cancersupport.ch

www.Paddle for Cancer.ch



Volunteer Opportunities

Boat Marshalling Area (Sat/Sun)	<ul style="list-style-type: none"> ➤ Direct paddlers through the loading area ➤ Load and off-load dragonboats before and after each race ➤ Keep life vests and paddles organized ➤ Keep races on schedule
Start Area (Sat/Sun)	<ul style="list-style-type: none"> ➤ Define start and finishing line ➤ Direct paddlers in boats to the starting gates ➤ Give start signal to paddlers and Finishing Judge ➤ Keep races on schedule
Control Area (Sat/Sun)	<ul style="list-style-type: none"> ➤ Define start and finishing line ➤ Direct paddlers to the starting gates ➤ Give start signal to paddlers and Finishing Judge ➤ Keep races on schedule
Safety Boat/Start Boat (Sat/Sun)	<ul style="list-style-type: none"> ➤ Set up buoys for regatta course ➤ Support start Marshals with start flag ➤ Support any team in difficulty ➤ Keep in communication with control
Finish Judge (German required) (Sun)	<ul style="list-style-type: none"> ➤ Support timing Judge (German required) ➤ Keep records of each race ➤ Update control in case of disputes ➤ Send results to control
Registration Area (Sat/Sun)	<ul style="list-style-type: none"> ➤ Set Up Registration Area on Saturday ➤ Prepare Participants' Race Packs on Saturday ➤ Take registration forms from team captains Sun a.m. ➤ Ensure distribution of registration bands and team bags ➤ Record adhoc competitor names in case of team shortages ➤ Inform Control of team arrivals
Mini Dragonboat (Sun)	<ul style="list-style-type: none"> ➤ Assist with set-up of the children's events ➤ Race control/registration ➤ Assist with life-vests and paddles ➤ Assist with loading onto and off of boats ➤ Safety boats/starters ➤ Steering canoes and mini dragonboats ➤ Judging races

Tents and Tables Team (Sat/Sun)	<ul style="list-style-type: none"> ➤ Set-up tents as instructed ➤ Set-up all tables and benches as instructed ➤ See that tents are taken down and repacked carefully ➤ See that tables/benches are folded and placed back in the Team Tent
Volunteer Tent and Food Area (Sat/Sun)	<ul style="list-style-type: none"> ➤ Check volunteers in and out ➤ Provide additional information to volunteers ➤ Provide t-shirt, bracelet, water ➤ Distribute lunches to volunteers and designated areas ➤ Keep area free of litter
Drinks Stand (Sat/Sun)	<ul style="list-style-type: none"> ➤ Set up and organise drinks stand ➤ Sell drinks in an orderly and efficient manner ➤ Keep careful track of money received ➤ Keep area clean and free of litter ➤ Be courteous at all times ➤ No alcohol while working
Volunteer Floaters/Greeters (Sat/Sun)	<ul style="list-style-type: none"> ➤ Provide a welcome break for volunteers on an as needed basis ➤ Welcome, assist and direct the general public and participants ➤ Keep areas free of litter
Team Tent and Festival grounds (Sun)	<ul style="list-style-type: none"> ➤ Ensure that the site is free of litter ➤ Change trash bags and recycling bags as needed ➤ See that all trash bags are placed in designated bin ➤ Keep team tent clean and tidy
Kiddieland: Face-painting Tent, Bouncy Castle, other children's activities (Sun)	<ul style="list-style-type: none"> ➤ Obtain supplies from Team Leader ➤ Set up Face-Painting area ➤ Provide quality face-paint designs ➤ Ensure that paints and supplies are neatly put away and area is clean by 16h00 ➤ Ensure electricity outlet available for Bouncy Castle ➤ Assist parents and supervise children at Bouncy Castle ➤ Assist with any other children's activities planned ➤ Ensure area is free of litter

Information Tent (Sun)	<ul style="list-style-type: none"> ➤ Registration becomes Information area next to Control Tent ➤ Provide participants and spectators with additional information needed ➤ Maintain Lost and Found ➤ Assist Judges in Control Tent as needed ➤ See that area is clear and free of litter at the end of the day
ESCA Sales (Sun)	<ul style="list-style-type: none"> ➤ Set-up sales area for ESCA and Dragonboat merchandise ➤ Be courteous at all times ➤ Keep careful track of money taken ➤ Keep careful inventory of merchandise sold ➤ At the end of the day, see that all left-over merchandise is carefully put away in an orderly fashion and inventoried ➤ See that area is cleared and free of litter
Therapies Tent (Sun)	<ul style="list-style-type: none"> ➤ Set-up Therapies Tent area with information and donation boxes ➤ Ensure proper signage
Signage (Sat/Sun)	<ul style="list-style-type: none"> ➤ Two weeks prior to the event, go through current signs to determine what needs to be printed ➤ See that there are proper supplies needed for mounting signs ➤ Ensure that all signs are ABOVE head level so they can be seen above the crowd ➤ Weather-permitting, all signs to be up on Saturday ➤ See that all signs are carefully taken down and packed away, inventorying signs that are reusable
Portable Toilets (Sun)	<ul style="list-style-type: none"> ➤ Ensure portable toilets are stocked with toilet paper ➤ Keep handwashing receptacles filled with water ➤ Keep areas clean and free of litter

Note: Each area will have a Team Leader who is an expert in that area.

Please see: **WHO IS A TEAM LEADER AND WHAT DO THEY DO?**

Volunteer Responsibilities

- ☞ Check-In/Check-Out for volunteer shift
- ☞ Wear your Volunteer Tabard while on shift and return when you have finished
- ☞ Arrive for your shift on time
- ☞ Contact your Team Leader if you are unable to make a shift
- ☞ Remain sober and substance-free during your shifts
- ☞ Be a team player – we may need help with the duties of other areas
- ☞ Behave in a respectful and courteous manner to fellow Volunteers, Spectators and Paddlers
- ☞ Immediately contact your Team Leader or the Volunteer Coordinator with any problems before it possibly ESCALATES

Items to Keep In Mind

- ☞ Rain gear – the Festival will happen rain or shine
- ☞ Spare clothing in the event your clothing becomes wet
- ☞ Sunscreen and a hat
- ☞ Reusable water bottle – you can refill at the Water Station

Important Volunteer Information

VOLUNTEER CHECK-IN

When you check-in as a Volunteer for your first shift, you will receive a Festival Volunteer Tabard and a lanyard. The lanyard will give you access to specific areas on the site. Included with your lanyard are vouchers for a pasta lunch and a festival souvenir. You will be required to acknowledge receipt of these items once you receive them. Volunteers will not be permitted to start a shift without the Festival tabard and lanyard.

Note: Do not give your lanyard or tabard to any other individual; you will only be issued with one.

All Volunteers are required to check-in a **minimum of 15 minutes** before each shift at the Volunteer Check-In Area next to the Volunteer Tent. Please see the site map for the exact location. Unless otherwise notified by the Volunteer at Volunteer Check-In, you will be told where to go by your area Team Leader.

TAKING BREAKS, FOOD AND DRINK

Food and drinks are available to all Volunteers before, during and after scheduled shifts. However, please be prepared to be flexible as changes can occur in scheduling. The Volunteer Food Area is located by the Volunteer Check-In and is an area for you to get away from the crowds, rest and have a bite to eat. Please keep in mind that people are depending on you to return to your area on time after a break. It is unfair to your co-workers if you are late. Enjoy your break times but return promptly; other people may miss their break if you do not return on time. A pasta lunch voucher will be provided to all Volunteers and snacks will be available in the Volunteer Food Area throughout the day. In addition, Volunteers are welcome to purchase additional food at the Food Stalls at their own expense. Please be discreet about eating and drinking at your station. If the weather is hot and sunny, please ensure that you drink plenty of water to keep hydrated. Take a water bottle to keep with you at all times.

Consumption of alcohol is STRICTLY PROHIBITED before or during your designated shifts. You must change out of your Festival tabard if you are at the Drinks Stand as a customer.

IF YOU BECOME ILL OR UNAVOIDABLY LATE

It is essential that you contact your Team Leader as soon you realize you will be unable to attend your shift or if lateness is unavoidable. If you cannot contact your Team Leader, please call Patsy, the PfC Coordinator at 079 637 5115 or Nicola Bowers, Volunteer Coordinator at 079 958 4812 and leave a message stating your name, time, and details of your shift.

WHO IS A TEAM LEADER AND WHAT DO THEY DO?

A Team Leader is a Volunteer, with festival experience, who has committed their time to oversee one of the many Festival Areas. Their knowledge and expertise are valuable to the Festival and to the many new Volunteers. A Team Leader puts in many hours before and after the Festival to maintain a successful and pleasant working operation for their area. A Team Leader will contact you directly to inform you of your placement in their area and with details of your scheduled shifts and duties. This would be a good time to ask any questions you may have regarding the area and Festival. Each Team Leader prepares their own shift schedules therefore, it is important that you discuss any schedule conflicts with your Team Leader as soon as possible. Additionally, it is important and greatly appreciated if you could free up as much time as possible during the Festival weekend, to allow for flexibility in scheduling. It is important that the contact information on your registration forms is legible and reliable. Please be sure to check your e-mail account frequently. If your Team Leader is unable to contact you within a reasonable amount of time, your name will be removed from their list and you will be replaced with another Volunteer.

Please note: Team Leaders obtain your name and contact information from the Volunteer Coordinator. Your information is considered privileged and is not distributed to anyone outside of those directly involved in the organization.

WHAT TO WEAR

As a Volunteer, you play a key role in how the Festival looks. You will be constantly visible to the public therefore; personal hygiene and cleanliness are of the utmost importance. Please keep in mind that you represent the ESCA Paddle for Cancer Dragonboat Festival as such, you must wear your Festival Volunteer tabard and lanyard at all times when volunteering. Your tabard and lanyard help to identify you from the 1000's of people attending the Festival. You will be on your feet most of the day, so please wear comfortable walking shoes and clothing. Furthermore, please dress prepared for rain or shine (warm, dry, clothes, a hat, and sunscreen).

Consider leaving your valuables at home. Festival organizers are **not** responsible for lost, stolen, or damaged articles. Therefore, we recommend you do not bring large sums of money, credit cards or any other items of value onto the site. If you must bring something of value, please consider wearing a front pack or small backpack. **WE STRONGLY ADVISE YOU TO BRING ONLY NECESSARY ITEMS TO THE SITE. THERE ARE VERY FEW STORAGE FACILITIES AVAILABLE.**

TEAMWORK

You are a valued member of our team. Working together in a helpful, respectful, and cheerful manner will help generate unforgettable memories, not only for you, but for your fellow Volunteers, Paddlers and Spectators.

ENVIRONMENT

Every Volunteer has a responsibility to keep the site clean. Please pick up litter and recycling if you see it. Please ensure that any filled trash bags are put in the designated bin in the parking lot.

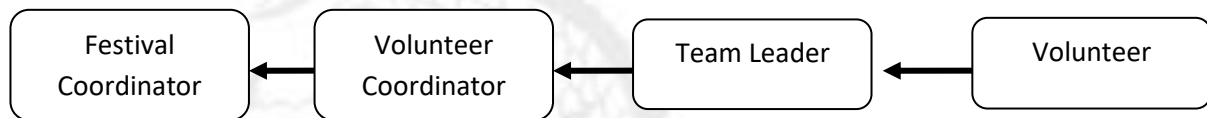
LOST AND FOUND

The Lost and Found will be located at the Information Tent. If you find something, please take it to the Volunteers at the Information Tent. Likewise, if someone comes to you claiming that they have lost an item, please direct them to the Information Tent.

Articles left after the festival are to be collected, carefully placed in a carton and will be taken back to the ESCA office where they will be sorted, a list made and team captains notified.

FESTIVAL HIERARCHY

If you feel concerned about any requests please contact your Team Leader. In order to ensure the efficient flow of information, Volunteers are expected to direct any questions or scheduling concerns to their Team Leaders. Team Leaders will contact the appropriate person. If you have a concern with your Team Leader, please contact the Volunteer Coordinator.



MEDICAL EMERGENCY

In the event of a medical emergency such as illness or injury, the local Samaritans will be present. The Volunteer should:

- ➡ STAY CALM
- ➡ Remain with the person and, if possible, assist him/her to the Medical First Aid area for assistance
- ➡ If necessary, send another Volunteer to the Medical First Aid area for help
- ➡ Keep the area clear with the help of other Volunteers to allow the Samaritans to get through
- ➡ Keep the area clear of spectators while First Aid personnel is there

ESCA and PADDLE FOR CANCER

THANK YOU!