



OUR MISSION

To connect people with dragon boating across Australia.

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'ANROAS' – AusDBF National Race Officials Course – Administration process Updated – January 2024

Step 1 – State Member to contact Race Official presenter

- Melanie Cantwell – 0418 480 731 / melanie280770@gmail.com
- Janine Lette - 0411 286 868 / j9lette@icloud.com
- Philippa McLean - 0413 620 182 / philippa@escaliermclean.com.au
- Mary Davis - 0439 752 195 / maryldavis2480@yahoo.com.au

Step 2 – State Member to discuss dates and locations for course. Course can be presented 3 ways:

- Face-to-face (full day 1 day course)
- Virtually (2 x 3.5 sessions)
- Combination of Face-to-face and virtual
- Whether Level 1 or Level 2-3 course is to be held

Step 3 – State Member to promote course dates and requirements to membership.

- As this is a nationally recognized course participants from other States are eligible to attend courses
- State Member to determine per person cost for participants to attend
- Ideally minimum of 10 and maximum of 20 participants per course

Step 4 – State Member to forward list of participants to Race Official course presenter **7 days prior** to course being held.

- The presenter will contact all participants with details of course and pre-requisites which will need to be completed
- Presenter to liaise with State Member with regards to resources and equipment required for course

Step 5 – Race Official presenter within 7 days of course being held will:

- Provide the participant list to AusDBF to upload to revSPORT accreditations and issue revSPORT certificates
- Forward a copy of the PDF certificates for Play by the Rules and Sport Integrity completed as part of the course
- Invoice AusDBF for the presenter fee
- Invoice the State Member for any expenses (if occurred) and agree to prior to the course being held

Costs

State Member responsible to cover	AusDBF responsible to cover
<ul style="list-style-type: none">• Presenter travel expenses• Venue hire• Catering• Copying of workbook and other documents	<ul style="list-style-type: none">• Presenter fee• Provision of Race Official logbooks• Provision of Race Official caps• Provision of Race official grey polo shirts

Equipment and Resources - State Member to provide

- Two-way radios – to practice with
- Red and white umpire flags
- Set of stop watches
- Paper / pens
- Whiteboard / markers
- Post it notes
- Data projector / speakers
- WIFI is available in the room