



**AUSTRALIAN
DRAGON
BOAT
FEDERATION**

Regatta Operational Handbook including Roles and Responsibilities



Edition 3
October 2023

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Organising Committee

- Suggest an organising committee (Org Comm) is formed.
- Recommend minimum of five people including a chairperson.
- Each person on the Org Comm is delegated tasks and responsibilities. Individuals are required to complete allocated tasks and report back to the Chairperson on a regular basis with an update, to ensure tasks remain on track and completed on time.
- Individuals have responsibilities in the lead up to the regatta, on regatta day and post regatta day.

Consideration for venue

Please ensure the following:

- Waterway is appropriate and safe for the regatta to be held and an appropriate risk assessment has been conducted.
- Suitable area for trailers parking and for launching of boats.
- Sufficient and safe area for marshalling, having given due consideration to competitor safety – if natural shade is not available consider providing a marquee.
- Appropriate area for starter (land or water start) and clear viewing for the finish line.
- Sufficient space for clubs to set up club shade tents (base camp) for the regatta.
- Sufficient accommodation within easy access of the venue for teams needing to stay overnight.
- Sufficient toilets (either already located at venue or hiring portaloos or combo of both) with additional toilet paper, soap or hand wash liquid, air freshener supplied in each toilet. Ensure toilets are checked for cleanliness and supplies on a regular basis.
- Site is left neat and tidy at the end of the regatta.
- Sufficient waste management, all rubbish removed, stacked neatly in bins (depending upon agreement with venue).

Recommended requirements for medical service providers

Minimum staffing requirements:

- Two (2) qualified personnel on land during the entire event.
- Trainees can be considered; however they must be supervised and be in addition to the above numbers.
- Two (2) qualified personnel (as per column 2) on the water the entire event.
- All personnel must be a minimum of 18 years of age.

Minimum rescue craft requirements

- One (1) per regatta. Depending upon location and risk assessment, additional rescue craft may be needed.
- Rescue craft (and or umpire boats) must all have prop guards.

- Rescue craft must be low to the water with soft sides to allow people to be hauled in over the sides from the water if required. (Example IRB style – inflatable rubber boat).

Before additional rescue boats are suggested, it would be best to review procedures for:

- Swimming ability of participants.
- Number of lifejackets available.
- Capsize procedure.
- Mass rescue.
- Hand over procedure from water to first aid and if different, contractor is used.
- Regatta race official (Water Umpire) safety/responsibility.

Budgets

Work out all the items you 'may' need. It is advisable to include everything at the start, then you can always cull as budget requires.

Suggest you take into consideration the following:

- Cost of aquatic licence.
- Cost of 5-year Development Application and Council approval or Crown land etc.
- Sanction fees and public liability insurance.
- Individual sporting injury insurance (community teams).
- Hire of portaloos.
- Hire of visible message board (VMB).
- Hire of traffic management staff and plan.
- Hire of boats.
- Hire of water rescue craft (IRBs are more suitable than aluminum boats for rescuing competitors). If using the SES rather than a surf club, check to see if they can provide an Inflatable Rubber Boat instead.
- Note: All water rescue boats must have prop guards and have appropriately trained staff to drive them. Check your State rules for skipper requirements.
- Hire walkie talkies (if required).
- Hire first aid personnel.
- Hire a PA system.
- Hire marquees (if required).
- Catering for volunteers.
- Cost of washing volunteer shirts (optional if not being done by the club).
- Travel expenses for mentors and officials.
- Cost of trophies and prizes.
- Gifts for sponsors, grants, donations received.

- Cost of any advertising.
- Cost for printing any promotional flyers etc.
- Miscellaneous funds (damage to equipment or grounds hired).

Once you have worked out the budget for the event, decisions need to be made on entry fees to be charged.

Documents and approvals

Land approval

- Check who owns the land you will need to use for your event – Council, Crown Land, private?
- Download all application forms from the relevant websites and ensure you are aware of time frames for submission (they will differ from council to council and other organisations).
- If Council will allow you to submit a 3 or 5 year development application (DA), this may be the way to go as it will assist with not having to submit applications every year and you will be able to lock in dates for the next 3 or 5 years. (This may vary from Council to Council).
- Check you have read all the requirements and what additional paperwork you may need to include such as a risk assessment, public liability and any other documents as stipulated for the submission.

Aquatic license

Contact the appropriate maritime organisation in your State.

Note: If the Traffic Management Plan has been established, the club may be required to contact the local police to notify them of increased traffic in the area.

Entry forms

Check the following information on the entry form has been considered and included:

- Date.
- Venue.
- Location.
- Distance.
- Entry fee and deadline date (including fee for juniors/schools) and insurance.
- Category definitions comply.
- Deadline date for entries.
- Contact details for event.
- State logo, club logo, sponsors logo (if applicable).
- Categories offered.
- Payment details.
- Contact details.
- Crew lists.

- community (20 spaces) or
- sports crew (26 spaces) with national ID number.
- Time.
- Location.
- Site facilities.
- Date race schedule will be distributed.
- Number and make of boats.
- Closest hospital.

Sample race draws

Below is a sample template of the race draw to assist with preparing the draws:

- Round 1 is always seeded from the results from the previous regatta.
- Round 2 the inside crews go to the outside lanes to allow fair racing to all crews.
- If there are crews competing at your regatta who did not compete at the previous regatta, then you need to allocate them to lanes (as unseeded) in the outside lanes (seeded crews will be allocated inside lanes).
- Finals are worked out based on points then times. For example, if racing with 6 lanes then first would be 6 points, 2nd 5 points and last 1 point. (Times are only used to split teams if there are several teams on the same points). The reason points are used is to make it fair as currents, tides and weather conditions can change the times dramatically throughout the day.
- Draft race draws should be emailed to participating crews on the Monday before the regatta, giving crews until Tuesday to advise any changes with the final draw emailed to participating crews on the Wednesday. This allows sufficient time for clubs to send the information out to their club members.

		Lane 1	Lane 2	Lane 3	Lane 4
Heat 1	Round 1	5	1	3	7
Heat 2		6	2	4	8
	Round 2				
Heat 3		4	7	6	1
Heat 4		3	8	5	2
FINAL		3rd	1st	2nd	4th

Week before regatta

- Finalise race draw and email to all teams with final details and information.
- Confirm all suppliers and services and when they are expected to bump in and out.

- Check you have received a copy of the aquatic licence and Council approval.
- Check you have all the trophies and gifts, and engraving is correct.
- Do a letter box drop to surrounding homes notifying them of the event (if not completed 2 weeks prior)?
- Organise copy of Police Notification.

Etiquette and two-way radio communication

When speaking on the radios, below are a few simple hints and reminders:

- Speak slowly and clearly. Avoid mumbling.
- Say the name of the position you are trying to contact FIRST, then state your name (position) 'Chief Official this is Starter'.
- Wait a few seconds for the person to respond before calling again.
- Do not talk on the radios when the Starter is about to start a race, otherwise the timekeepers will miss the start. You will know when the race is under Starters orders, as the Starter will state '2 mins to race start'. At this point there should be silence on the radios.
- When responding or acknowledging a question simply say 'copy that' and the other person will know you heard them and understand.
- Avoid endless chatter on the radios.
- Keep the radios where you can hear them, either on a lanyard around your neck, attached to your belt or pocket if using a speaker microphone.
- Ensure they are returned at the end of the day.

Allocating officials and volunteers roles

- Send an email to all the accredited officials, advertising for officials for your regatta. The club is responsible for recruiting all other volunteers for the regatta.
- Negotiate prior to the regatta the payment (if any) for any officials or volunteer's expenses (travel, accommodation, meals etc.) as well as any honorary payments to clubs that provide officials or volunteers for the regatta.
- Organise any accommodation for officials.
- Ensure that there are sufficient, dedicated officials and volunteers to conduct a regatta and that these people understand that they cannot participate in any race on the day, unless permission is granted by Chief Official prior to the regatta.
- Issue officials and volunteers with the volunteers' shirts supplied by Club/State. It will be the responsibility of the host club to collect them at the end of the regatta and wash them for next regatta. (Individuals may provide their own officials shirt).
- Remind AusDBF accredited officials to update their logbooks after the regatta by identifying the jobs they undertook. This will enable their accreditation as an official to be reviewed or updated as appropriate at the end of the season. (The Chief Official needs to sign off on the logbooks per regatta).
- Ensure there is a Sweep Coordinator appointed for all accredited regattas.

When allocating roles and responsibilities for the day consideration needs to include:

- Grade of officials.
- Knowledge and experience.
- Physical ability (e.g. don't allocate a person with a bad back or knees to boat loading).
- Capability to perform roles (don't allocate someone who may have poor reflexes or eyesight to time keeping).
- The hours they are available to volunteer.
- Even spread of clubs across roles (e.g. if possible don't allocate all one club to marshalling).
- It is recommended to provide transparency the Chief Official and Starter should not be from the host State/Clubs.

AusDBF Rules of Racing

Control of the Competition (R9.4, CR9.5)

The overall organisation and management of a regatta rests with the Organising Committee (the State/Club). However the technical control and conduct of the actual races on the day is undertaken by race officials operating under a Chief Official who heads up the Competition Committee.

Competition Committee (R2.3/2.4)

Chief Official, Chief Judge and Chief Course Umpire.

The fourth role of the Competition Committee is either the Race Secretary or Starter.

The regatta is under the control of the Chief Official who works closely with the other officials during the regatta.

R2.4 The duties of the Competition Committee are to:

- Conduct and supervise the races on behalf of the Organising Committee.
- In the event of inclement weather or unforeseen circumstances which make it impossible for the competition to take place, postpone the races and re-arrange them for another time.
- Hear any protests and settle any disputes between crews. Decide on all matters concerning the Competition Regulations and Racing Rules.
- Consult with the race officials, as necessary, before making a decision regarding any infraction of the Racing Rules.

Official lines of communication

Note: Lines of Communication is based on Australian Dragon Boat Championships.



Duties of the race officials

Acronyms

CO	Chief Official
RS	Race Secretary
TK	Timekeeper
CS	Chief Starter
CU	Chief Water Umpire
WU	Water Umpire
CM	Chief Marshall
SO	Safety Officer

No req	Job Title	Job Description	Equipment to collect
1	Chief Official (CO) Recommended Minimum Grade 3 AusDBF Official (R3.1, R9)	<p>The Chief Official (CO) acts as the Chair of the Competition Committee. The CO will:</p> <ul style="list-style-type: none"> Observe and supervise the races and ensure that the race program is followed and runs to time. Fully brief all race officials before the start of the competition, regarding their duties. Decide on all matters arising from the actual event which are not dealt with in the AusDBF regulations and racing rules . Consult with the Chair of the jury on matters where clarification of the racing rules is needed. Responsible for implementing the disciplinary code and may disqualify any crew or competitor who behaves improperly or shows contempt by bad conduct or speech towards the race officials or any other person, including spectators. Liaise with the Chief Marshall and Chief of Boat Loading if program is not running to schedule. HR Management- managing the group of race officials/volunteers and managing expectations of clubs All decisions must be communicated from CO 	<ul style="list-style-type: none"> 2-way radio Volunteer job list (for roll call) Race draw (for roll call) Binoculars Copy of Emergency Evacuation Plan Copy of emergency contact and relevant numbers Copies of all documentation
1	Race Secretary (RS) Recommended Minimum Level 2 – State Level 3 - AusChamps (R3.2, R3.3)	<ul style="list-style-type: none"> The RS assists the CO to effect the Race Program by processing the race results and draws for the intermediate rounds and finals as published. If changes have to be made to the order or format of the Program, the RS will carry out this task in conjunction with the CO. RS is located in the Finish Tower with CO. RS and/or Race Administration are located close by to allow easy communication. RS is responsible for receiving crew scratchings during the competition and any protests. Supervises the Results Runner and ensure results are posted in a timely manner. Provide podium results to Announcer 	<ul style="list-style-type: none"> 2-way radio Laptop 2 sets of results sheets (1 for results board and 1 for notes to keep on file) Race tally sheet Stationery Tablet /WIFI

No req	Job Title	Job Description	Equipment to collect
1-4	Race Administration (RA) Recommended Minimum Level 1 – State Level 2 – AusChamps (R2.6) / CR8.4 Note: Depending on size of regatta race secretary and race admin can be combined	<ul style="list-style-type: none"> • RS and Race Administration are located close by to allow easy communication. • Operates as 'Front of House' during the AusChamps. • Responsible for receiving all crew lists (if using paper based crew lists) • Copy sufficient number of race draws each day for clubs and officials. • Responsible for keeping race protest forms. • Responsible for keeping and receiving any injury / incident reports. • Responsible for keeping all other relevant documents that might be needed. • Ensure results board is cleaned each morning from previous day's results 	<ul style="list-style-type: none"> • 2-way radio • Laptop (if required) • Stationary • Pins/tape for results board • Copy of injury / incident report forms • Copy of protest forms • Table, chair, • Race draws
1-3	Runners	<ul style="list-style-type: none"> • Perform a variety of roles and provide support to officials as required. • Organise food/water for volunteers/officials 	
1-2	Event Announcer (EA)	<ul style="list-style-type: none"> • Provide a public information service during the competition and on the instructions of the CO or RS announce the start of each race, the order of the crews at the start and where possible, give a running commentary on each race. • When the result is confirmed by the CO the Announcer announces the result of each race, including the time recorded by each of the crews. • Assist with presentations each day. • Assist with Opening Ceremony as required. 	<ul style="list-style-type: none"> • 2-way radio • Race draw • PA system
1	Chief Judge (CJ) Recommended Minimum Grade 2 AusDBF Official (R3.4, R8.1-8.2))	<ul style="list-style-type: none"> • Attend Managers briefing to brief crews on specific instructions in their area. • Supervise the Finish Line and Timekeepers (TK). • Record the order of the boats crossing the Finish Line. • In the event of a difference of opinion between TK over the placings of the crews, adjudicate and have a casting vote. • Where photo-finish equipment is used, work cooperatively with any photo finish operator/equipment and act on their advice. • Where photo-finish equipment is used, act on the advice provided by the photo-finish operator. • Confirm the TK (manual times) are same similar to photo finish times. • Confirm before each race the electronic timing systems are working and ready to go. • Notify the TK in good time before a race starts. • Communicate with the Starter and confirm when they have the all clear and finish is ready so they can start the next race. • Check crews have loaded into the correct number boat (lane) and correct race. If Marshalling is located as such crew travel past the finish tower, the CJ should check in crews in incoming lanes. • The finish line is accurately lined up on both sides of the course (not moving). <p>Note: If marshalling is located where crews must travel past the finish tower, the CJ should be checking crews are in correct lanes.</p>	<ul style="list-style-type: none"> • 2-way radio • Video camera • Multi stopwatch (if available) OR • Stop watches • Note pad and pens to write down finish order • Finish hooter • Race draw

No req	Job Title	Job Description	Equipment to collect
3-6	Timekeepers (TK) (R3.7) Minimum Level 1	<ul style="list-style-type: none"> Where possible, one TK for each lane in the race or 2 lanes per person Before each race, TKs ensure that all stop watches are working and ready to go. The TKs decide amongst themselves who is timing which lanes. Times are recorded by means of stop watches or electronic timing systems. TKs will record the times of the boats as they cross the Finish Line. The timing will start on a signal from the Starter. At the end of each race the CJ will compare the times recorded against electronic timing (if being used). Manual times are used as backup in the event of any issues arising from electronic timing. The CO and RS are notified of the agreed times. In the event a time is not recorded then the RS, CJ and CO agree on a time based on previous results and conditions. If a start is missed, ask another timekeeper to count you in and add time missed to finished time. 	<ul style="list-style-type: none"> Multi stopwatch (if available) OR phones Stop watches Note pad and pens to write down finish order
1	Chief Starter (CS) Recommended Minimum Grade 3 AusDBF Official (R3.8 R6.1-6.9, R6.12-6.15) (CR6.4, 6.6)	<ul style="list-style-type: none"> Attend Managers briefing to brief crews on specific instructions in their area. There is one CS and one assistant race starter. Directly responsible to the CO for the efficiency of the starting facilities and procedures in conjunction with the Chief Umpire (CU) and other Water Umpires (WU) detailed to witness each start. Check all start equipment is in working order prior to commencement. Carry out the starting procedures in accordance with the Rules of Racing. Deal with all questions concerning the start of a race and inform crews of their racing lanes in accordance with the race program. Responsible for the first 50m of the race. Respond to any questions concerning the start of the race. Confirm the correct crews are in the correct lane and race in accordance with the race program Do not start races before the finish line has given the 'all clear'. Communicate with Chief Official with regards to any time penalties imposed. Responsible for aligning crews at the start line and reporting any false starts. 	<ul style="list-style-type: none"> 2-way radio with spare batteries Starters box (or PA) Race draw/ results sheets for notes Stationery Tablet / WIFI
6	Boat Aligners (Start pontoon holders) (R.3.9) (if ponton starts being used)	<ul style="list-style-type: none"> When the boats are in the Starting Area, on the Starter's instructions the Aligners will assist the boats as required in lining up at the Start Line. The Aligners will follow the directions from the Starter If pontoon starts are being used 	<ul style="list-style-type: none"> Number boards Red flags Windsock

No req	Job Title	Job Description	Equipment to collect
1	Chief Water Umpire Recommended Minimum Level 2 – State Champs Level 3 AusChamps (R3.10, R5.6, R6.10-11, R6.16, R7.1-7.12, R10) (CR6.5, 6.8, 6.10, CR7.8, CR7.10, 7.11)	<ul style="list-style-type: none"> Attend Managers briefing to brief crews on specific instructions in their area. Directly responsible to the CO and shall work with the Starter, Water Umpires and Safety Officer. Coordinate the work of the water umpires and safety boats to ensure efficiency and communication for all water boats. Responsible for the supervision of any crews moving on the course, before and after each race. 	<ul style="list-style-type: none"> 2-way radio and spare batteries Race program, waterproof notebook and pencil to make notes Red and white flags Megaphone Small esky for water Buckets/bailers and tow ropes Go Pro/phone to record 2km races) 2km recording sheets
2-3	Water umpires Recommended Minimum Level 1 State Level 2 AusChamps	<ul style="list-style-type: none"> The WU, where possible, follows each race in an Umpire's motor boat. During the race, the WU shall see that the Racing Rules are complied with. Will raise a White Flag, at the end of the race if there is no infraction of the Rules. Will raise a Red Flag if there has been an infraction of the Rules and circumstances reported to the CO immediately. When a breach of the AusDBF Disciplinary Code has occurred, before or during the race, the WU will show a Black flag and report the circumstances to the CO. When a WU's boat is not used, one or more WUs shall be placed alongside the Regatta Course in such a way that they can ensure that the Racing Rules are being fully complied with. 2km race umpires are stationed at 50m turn buoys and centre of each apex. <p>In the event of a capsized:</p> <ul style="list-style-type: none"> Go immediately to the capsized boat, watching for competitors in the water (have knowledge if the boat being used has prop guards as this will affect how close the umpire can get to the capsized). Ask the sweep if a head count has been completed. Ask the sweep if everyone is ok. Report the situation to the Chief Official. Call for medical support if required. Call for the safety boat to attend capsized if any competitor needs attention. Remind all competitors to stay with boat. Stay with boat and competitors until safety boat can tow or escort boat and competitors back to shore. Ask for medical staff to meet competitors at dock/loading area. 	<ul style="list-style-type: none"> 2-way radio and spare batteries Race program, waterproof notebook and pencil to make notes Red and white flags Megaphone Small esky for water

No req	Job Title	Job Description	Equipment to collect
1	Chief Marshall (CM) Recommended Minimum Level 2 AusDBF Official (R3.11, R5.3) (CR2, CR3.1, CR5.2, CR7.9, CR7.10, CR8.4.1, CR10.9, CR13.1-13.4)	<ul style="list-style-type: none"> The CM shall attend Managers briefing to obtain any special variances to crews accepted by the CO. Responsible for supervising the Marshalling team Responsible for the efficiency of the Crew Marshalling Area and directs the work of the Marshalls. Works closely with the Marshalling Announcer. Works closely with the Chief of Boat Loading to ensure timely movement between the two areas. Confirm that the crews have been correctly called forward to the Crew Marshalling Area. Work with Marshall Announcer to close gates to Marshalling once all crews are all marked off and moving to boat loading. Move crews through from marshalling to boat loading in sufficient time to ensure all crews reach the Starting Area in time for their race. Work with CO if program not running to schedule. 	<ul style="list-style-type: none"> 2-way radio Race draws (master copy to record all sweep names) Race draws and clip board, pens for each Marshall
6	Marshalls Recommended Minimum Grade 1 AusDBF Official	<ul style="list-style-type: none"> Carry out audit checks on crew lists and ID Cards, to confirm the identity of the competitors Record the number of competitors in each boat against the appropriate crew list Ensure that the composition of each crew is correct, per age division and category. Ensure all paddles and seat pads being used comply with current regulations and specifications (15mm compressed). Check that all crews are "Fit to Race" and if any competitor or crew is not fit, notify the CO and ensure that they do not race. Check that crews are in their correct racing colours. 	<ul style="list-style-type: none"> 2-way radio Race draws and clip board, pens for each Marshall Tablets - online crew lists
1	Marshall Secretary (MS) Recommended Minimum Grade 1 AusDBF Official	<ul style="list-style-type: none"> Work closely with CM and RS. Ensure tablets are recharging Conduit of communication for changes to teams and race progressions. 	<ul style="list-style-type: none"> 2-way radio Race draws Tablet / WIFI
1	Marshall Announcer (MA)	<ul style="list-style-type: none"> Work closely with Race Secretary. Call crews into marshalling. Work with marshalling for missing race crews. Work with Chief Marshall on timing to close entry to marshalling once all crews have been marked off and moving to boat loading 	<ul style="list-style-type: none"> Radio Race draw

No req	Job Title	Job Description	Equipment to collect
1	Chief Boat Loader (BL) Recommended Minimum Grade 1 AusDBF Official (R3.12, R5.5) CR5.5 / 5.6, Boat Loaders/ Handlers (can be volunteers and 2 per boat ideal)	<p>Chief Boat Loader shall attend Managers briefing to brief crews on specific instructions in their area.</p> <ul style="list-style-type: none"> • Responsible for supervising the Boat Loading team • Liaise with CO and CM if program is not running to schedule. • Boat Loaders to supervise the crews in the Boat Loading Area and ensure that all boats and equipment conform to the IDBF Boat Regulations and are compatible with all others in use at the Competition. • Boat Loaders to check boats and equipment are in good racing order before and after each race. • When paddles are provided by the Organising Committee, the Boat Loaders will ensure that a full set remains with each boat. • Allocate crews to the boats according to the Race Program and ensure that the right crews are embarked in the right boats before crews leave the embarking platforms. • Check competitors do not strap or fix themselves into the boat in any way, unless prior authority has been given by the CO. • Check Sweeps, drummers and Juniors to wear PFD's. • Ensure that each crew is embarked safely and buoyancy aids are available and worn by those that require them. • Boat loading to confirm with Starter when last boat for each race is leaving the area. 	<ul style="list-style-type: none"> • 2-way radio • Race draws • Megaphone • Spare set of numbers for boat holders to hold up • Spare bailers • Repair equipment • Toolbox • Spare equipment
1	Safety Officer (SO) (Risk Management) (R3.13) (CR7.5 – 7.7, CR14) Note: AusDBF appointed for AusChamps	<ul style="list-style-type: none"> • Attend all Managers and Race Officials meetings to brief those present on safety systems and procedures in operation. • Responsible for all matters concerning the safety of the competing crews both on and off the water in conjunction with AusDBF and host State) • Ensure that the following facets of safety have been planned and provided for. • Development of an Event Safety Plan to cover emergency procedures and major incidents. • The Event Safety plan is communicated to all crew managers and race officials. • A suitable number of trained rescue personnel and properly equipped rescue craft are available. • Ensure Personal Floatation Device (PFDs) are available. • Ensure arrangements for embarking and disembarking crews are suitable and adequate, for the number of competitors involved. • A water circulation plan has been developed and included in the instructions issued to managers and officials. • Establish an effective communication system between the Safety Officer, the Safety Boats (rescue craft) and Umpires boats. • Ensure the correct rescue procedures are adopted in the event of a capsized. • If there are changes to the weather prior or during the competition which could impact the safety of competitors, the SO will liaise with the CO on an appropriate course of action. • Conduct an audit at least once a day on the regatta and report to the CO any issues that need to be addressed. • Ensure the Org Comm has developed a risk management plan for the entire event which includes an emergency evacuation plan and the SO has a copy with them at all times. 	<ul style="list-style-type: none"> • 2-way radio • Copy of risk assessment • Copy of emergency contact numbers

No req	Job Title	Job Description	Equipment to collect												
1	Sweep Coordinator	<ul style="list-style-type: none"> Conduct a Sweep's briefing at the beginning of the regatta (following the managers briefing). May be called upon during the regatta to conduct a special briefing if weather conditions require it. Provide mentor and assistance to all Sweeps during the regatta. Note down any infringements which may warrant further investigation or possible demerit letter. Provide assistance or support if required or asked for to the CO with regard to weather conditions and Sweep's abilities during the regatta. 	<ul style="list-style-type: none"> Copy of race draw/results sheets to make notes on 												
1	Volunteer Coordinator (VC) Note: Provided by host State	<ul style="list-style-type: none"> Ensure all volunteers and officials have signed an attendance register. Ensure all volunteers and officials have collected the official's shirt. Ensure all volunteers have attended briefing. Ensure all volunteers and officials have sufficient water and food throughout the day. Check on volunteers' welfare throughout the day. Ensure all volunteers and officials return any borrowed volunteer shirts. Set up trophies for presentations and greet any dignitaries. Check on toilets to ensure there is sufficient toilet paper, handwash and they are clean throughout the day. 	<ul style="list-style-type: none"> Copy of race draw Volunteers register Volunteers list List of duties for each volunteer Two ways 												
1-3	Protocol Recommended Minimum Grade 1 AusDBF Official	<ul style="list-style-type: none"> Responsible for sorting medals each day Medals must have – lanyard, correct engraving plate on plate Medals be counted to bags of 26 (standard) and 14 (small boats) Bags must clearly have written on outside of bag – division, category, distance and small/standard Once podium results are received check all medal bags to be presented are complete Sort medal bags on presentation table in order they will be presented (left to right) – based on podium results sheet. Medal bags to be 3 lines – bronze, silver, gold Take note of any missing medals or incorrect medals after presentations so they can be fixed during AusChamps <table border="1"> <tr> <td>Gold</td><td>Gold</td><td>Gold</td><td>Gold</td></tr> <tr> <td>Silver</td><td>Silver</td><td>Silver</td><td>Silver</td></tr> <tr> <td>bronze</td><td>bronze</td><td>bronze</td><td>bronze</td></tr> </table>	Gold	Gold	Gold	Gold	Silver	Silver	Silver	Silver	bronze	bronze	bronze	bronze	<ul style="list-style-type: none"> Tables Race program Plastic bags Stationary Podium results
Gold	Gold	Gold	Gold												
Silver	Silver	Silver	Silver												
bronze	bronze	bronze	bronze												

Day of Regatta

- Delegate members of the Organising Committee to look after specific tasks.
- Setting up the venue (individual areas): each person should have a list of equipment they need to collect and set up for their area.
- Traffic management to assist with parking and directing any food vendors and stall holders.
- Pre-mark where all the team tents are to be allocated.
- Organise someone to drop off the equipment trailer.

- Liaise with the Chief Official.
- Plan to have everything set up and ready to go by 8.00am.

Setting up the venue

A mud map to be created which will show where toilets, marshalling, boat loading, team tents, food vendors, merchant stalls, first aid, finish tent/registration etc to be located. A copy of the mud map to be forwarded to all teams participating and each Organising Committee should have a copy with them so they are aware where everything needs to go.

In planning consideration should be given to:

- Sufficient space to move around area.
- Emergency access points.
- Allocation of toilets to where team tents and food vendors may be allocated.
- Sufficient space for marshalling under shade (entry and exit points).
- Sufficient space for boat loading and safe entry and exit points.

Volunteers' Briefing

Chief Official conducts a volunteers' briefing first thing.

The Chief Official:

- Conducts a roll call to ensure all volunteers are present and know what jobs they are assigned for the day.
- Introduces each Section Head.
- Goes over any general information.

Each Head will then move off to their area for a briefing with their own team.

Manager's Briefing

The Chief Official conducts the Manager's Briefing approximately 30 mins prior to marshalling of first race. Alternatively, online via zoom prior to the day of the regatta.

The Chief Official:

- Conducts a roll call of teams to ensure all teams are present at meeting or online.
- Reminds all teams of their responsibility to look after the health and well-being of their teams and ensure their paddlers are 'fit to race'.
- Advises crews of any changes to racing conditions based on predicted weather conditions for the day.
- Calls for any changes or scratchings to the draw.
- Goes through any 'exemption' requests (if relevant).

Area Head Briefing

- Each Department Head to brief their own team to allocate roles among the team, breaks and update any information they should be aware of for the day.

- Department Heads attend the Manager's Briefing to listen to questions being asked by team managers and any exemptions which have been granted for the day.

Race Secretary / Finish / Race Admin	Equipment required
Requirements <ul style="list-style-type: none"> • Located in the same area in one tent. For practical purposes it is better for the 3 areas to be together for ease of communication and paperwork. • Located on the finish line. • Require a clear, unobstructed view across all lanes and down the length of the course. • Roped off either side of the finish line to stop people from walking in front of the finish and obstructing the view. • Used as the meeting point – volunteers sign on area and return their shirts at the end of the day. • Meeting point for Managers Briefing. • Results Board (or in another convenient and central location to the teams). • Copy of AusDBF Race Rules and Regulations • Race results printed for each race and on the Results Board within 15 mins of race completion. • Compilation of final results for presentations. • Complete copy of results including Chief Officials notes to be handed to hosting club/state so full set of results can be uploaded to the website asap after the weekend. • All injury, incident and protest forms to be provided to hosting club/state following regatta. 	General <ul style="list-style-type: none"> • Covered shade tent with sides for protection • 2 folding tables (1 for registration and 1 for race secretary) • Chairs • Esky for water for volunteers • Stationery box and clip boards • Results board and pins • Bollards and safety tape Race Secretary <ul style="list-style-type: none"> • 2-way radio • Laptop (if required) • Results sheets, tally sheets, race draw, blank injury and incident report forms. • Blank protest forms Finish <ul style="list-style-type: none"> • 2-way radio • Video camera and spare battery • Stop watches and spares • Finish hooter • Writing pad, pens, spare batteries Registration <ul style="list-style-type: none"> • Blue crew list box • Date stamp • Spare crew lists • Spare waiver forms

Marshalling Area	Equipment Required
Requirements <ul style="list-style-type: none"> • Located in a separate area close to the Boat Loading Area • Has entry and exit for ease of flow. • 4 to 6 lanes marked with barricades, rope or tape. • Located in an area under trees or a large marquee/shade tent provided. 	<ul style="list-style-type: none"> • Chief Marshall to collect 2-way radio • Chief Marshall to organise for Registration to deliver crew list box • Bollards and orange flags or safety tape • Laundry baskets (2 per lane). One set can be used for race 1, second set for race 2 etc • Orange safety vests for Sweeps • Life jackets • Table and chair for Chief Marshall • Clipboards, pens, race draws (one for each person) • Lane numbers (to indicate which lane) • Esky for water for volunteers • Garbage bag for any rubbish • Communal sunscreen

Boat Loading Area	Equipment required
Requirements <ul style="list-style-type: none"> • Located near the marshalling area. • Sufficient space for number of boats to be used at regatta. • A small shade tent for volunteers if no shaded area is available. • Stools or folding chairs (depending upon venue). 	<ul style="list-style-type: none"> • Chief Boat Loader to collect 2-way radio • Loud hailer • Number boards to indicate to Sweeps where to return boat to • Bailers / buckets / sponges • Spare sweep oar • Toolbox or repair kit • Carpet to cover boat ramp if slippery and protect bottom of boats • Tyres or blue fenders • Rope to tie the boats up when not being used (venue dependent) • Esky for water for volunteers • Garbage bag for any rubbish • Communal sunscreen

Starting Area	Equipment required
Requirements <ul style="list-style-type: none"> • Need to have a clear view of the course across all lanes. • Lane 1 is always closest to starter (shore). • Need to have a clear view for first 50m of race. • Marker buoys (3 need to be set up) as an indication only, with land markers used to line crews up. <p>Note: Starter in conjunction with the course umpire is responsible for setting up the course and ensuring the marker buoys at start and finish are as accurate as possible to the nominated distance.</p>	<ul style="list-style-type: none"> • Chief Starter to collect 2-way radio and spare batteries • Race draw / results sheets to record notes • Clipboard and pen • Starters box • Small shade tent (small table and chair)

Start Pontoon	Equipment required
Requirements <ul style="list-style-type: none"> • Needs to be a permanent fixture that can reach across all 6 to 9 lanes and can be moved between the 1000m, 500m and 200m. 	<ul style="list-style-type: none"> • Chief Start Pontoon to collect 2-way radio and spare batteries • Race draws • Number Boards for holders to hold up to indicate which lane to Sweeps • Esky for water for volunteers • Garbage bag for any rubbish • Communal sunscreen • Knee pads or folding chairs • Small sun shades or umbrellas (whichever is more appropriate)

Course Umpires	Equipment required
Requirements <ul style="list-style-type: none"> Depending upon venue and regatta must have minimum 1 to maximum 4 umpire boats (which double as safety boats). Each boat has a driver and course umpire. All boats must have prop guards. <p>Note: Course Umpire in conjunction with the Starter is responsible for setting up the course and ensuring the marker buoys at start and finish are as accurate as possible to the nominated distance.</p>	<ul style="list-style-type: none"> Course Umpire to collect 2-way radio and spare batteries Loud hailer (per boat) Red and white flags (per boat) Go Pro or similar (for 2km turn races) – optional Small esky for water GPS (to set up course at the start of the day)

Setting up for a 2km turn race or similar	Equipment required
Requirements <ul style="list-style-type: none"> Start and finish need to be at the same end but can be on opposite sides of the course. Need to create a curve at both ends of the course for the crew to travel around. Ideally have a course umpire stationed on each course to monitor the turns and authorize which crew has right away going into the turns. 	<ul style="list-style-type: none"> Marker buoys 2 way radios Loud hailer for umpires Speaker system for starts Stop watches Finish hooter Run sheet for start order of crews White board with diagram of the course

- R10.1 The Racing Course shall be of a circular nature having two straight sections and two turns in one circuit of the Course. The minimum length of the straight sections shall be 450-480 metres. Each Turn shall be marked with a minimum of FIVE (5) buoys, that is, the buoys should be placed eg in L2, L3, L4, L5 to create a curve at either end for the dragon boats to turn around. Refer to AusDBF Rules of Racing – 2km racing for detailed information.
- Each straight section must be marked down its length by a line of buoys, a maximum of 100 metres apart. This line of buoys shall constitute the left hand side of the Racing Lane. ROW marker buoys to be placed at the 50m points going into and out of the turns. (The Course umpires will be placed at these turns to authorise which crews has 'right of way'.

General

Walkie talkies	<p>To be allocated as per below:</p> <ul style="list-style-type: none"> • Event Announcer x 1 • Starter x 3 • Course umpires / water rescue x 1 per boat • Marshalling x 1 • Marshall Secretary x 1 • Marshall Announcer x 1 • Boat Loading x 1 • Chief Judge x 1 • Race Secretary x 1 • Race Admin x 1 • Timekeepers x 1 • Chief Official x 3 • First aid x 1 • Volunteer Coordinator x 1 • Safety Officer x 1
First aid	<p>Requirements:</p> <ul style="list-style-type: none"> • Allocated a tent with signage in central area. • Provided with lunch. • Tables and chairs, access to ice. • A donation is suggested for their time.
Portaloos	<ul style="list-style-type: none"> • Sufficient to accommodate the number of participants attending the event. • Cleaned twice a day and volunteers assigned to do the “Kenny Run” and make sure there is sufficient toilet paper. • Hand towels, soft wash on tap, air freshener would be a good touch.
Food	<ul style="list-style-type: none"> • If there isn’t catering on site that is appropriate, then food vans must be sought that can provide suitable food for athletes at reasonable prices. • Coffee vans are particularly popular first thing in the morning. • Food vans located in an easily accessible area.
Media	<ul style="list-style-type: none"> • To promote your event, provide details to the local media. • Ensure any sponsorship signage is placed at the best vantage point, but not in the way.

Presentations and Protocol

- Have a table set up with a tablecloth (so it looks presentable).
- The trophies set up in the order they will be presented, e.g. mixed, women, open.
- Presentations should be read out 3rd, 2nd, 1st.

Junior	Mixed	Women	Open 10s
1st	1st	1st	1st
2nd	2nd	2nd	2nd
3rd	3rd	3rd	3rd

- Collect the results of the finals from the race secretary (check they are correct and you can read them).
- If you have organised a local dignitary or sponsor to present trophies, ensure you introduce them, thank them for coming and brief them on what they need to do. (eg stand at the front and present the trophies as the results are read out).

Week after regatta

- Email Club/State with complete list of results to be posted onto their website.
- Submit a report on the regatta (a) what worked and (b) what could be improved.

Note: The Chief Official should coordinate a report with feedback from all the department heads which should be submitted to the Organising Committee for consideration.

- Any injury or incident reports should also be submitted to Club/State. All incidents must be recorded in Safe365 asap after occurrence.
- Participant numbers for community teams to be advised so an invoice can be issued to cover Individual sporting insurance.
- The Chief Marshall's completed draw with the names of all the Sweeps is given to the Sweep Coordinator at the end of the day. This will assist the Sweep coordinator in updating the Sweeps log/register and progression of any provisional Sweeps.