

Australian Dragon Boat Championships Operational Handbook



Edition 7
Approved 13/11/2023

Document Control

Version	Date	Change	Made by
0.1	19 Sep 2012	Initial Document	Eliza Campbell
0.2	21 Sep 2012	Review from key AusChamps 2012 organising committee members	Various 2012 Committee members
1.0	19 Sep	Additional information added post 2013 Champ feedback	David Abel
1.1	30 Sep	Final changes	David Abel
2.0	2017	Rewrite and reformat	Melanie Cantwell and Vic Fazakerley
3.0	2018	Update	Melanie Cantwell and C&TC
3.1	2018	Reformat only	Melanie Cantwell & Marie Cunningham
4.0	2019	Update and reformat	Melanie Cantwell and AusDBF Board
5.0	2020	Update	Janine Lette and Melanie Cantwell
6.0	2022	Update	Melanie Cantwell / Board
7.0	2023	Update	Melanie Cantwell / Janine Lette

Background

This document was developed as a collaborative effort from several groups who have been responsible for running the Australian Championships at different venues around Australia and international competitions.

This document should be used as a guide by states to host the Australian Dragon Boat Championships (AusChamps). It is important to remember that each venue in each state has different requirements (i.e. emergency exits, boat loading, finish line, etc.).

Government legislation and requirements in terms of permits, applications for the use of different venues, health, and safety requirements, etc. will be different in each state.

Any questions regarding anything in this document should be directed to the AusDBF Board.

This document does not supersede any existing policies - <https://www.ausdbf.com.au/policies/> from AusDBF or State Member

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1. Introduction

The Australian National Dragon Boat Championships (known as AusChamps) is an AusDBF event and is run in partnership with the Host Member and is included in the AusDBF strategic plan.

Australia prides itself on its sporting prowess and the community of dragon boating continues to work towards making dragon boat racing a professional and competitive sport.

This document outlines the detail around what is required to deliver the Australian Championships (AusChamps) covering everything the host state needs to consider.

AusChamps gives a host state an opportunity to display to the rest of Australia what the state has to offer.

For a course to be considered suitable for the AusChamps it must comply with some basic conditions and structures to allow fair racing in all lanes. The basic guidelines are set out by the International Dragon Boat Federation (IDBF) and adopted by AusDBF. In summary the points are:

- Lane depth to be minimum 3.5m throughout the course
- Lanes should be at least 13m wide
- Full pontoon start line with fingers to allow boat handlers to hold the boats
- Lane markers at a minimum of 10m separation throughout the course distance
- At least 6 equal lanes plus a transit lane
- Lanes should be free of currents and with limited tidal impact
- Course and event feasibility study

2. Regatta approved courses and event feasibility

The following courses have been approved by AusDBF and have met requirements to host the Australian Championships: -

NSW	Sydney International Regatta Centre – Penrith (SIRC)
WA	Champion Lakes Regatta Centre – Champion Lakes
SA	AM Ramsay Regatta Course, West Lakes
QLD	Lake Kawana – Bokarina – Sunshine Coast

If a Host Member has a choice of venues at which to host AusChamps then a comparative feasibility study should be completed. This will help to determine the best venue to hold the AusChamps.

3. Dates

AusChamps are to be held during the month of April with dates to be approved by AusDBF Not during Easter break.

4. Division of responsibilities between AusDBF and Host Member

The Australian Championships are a partnership agreement between AusDBF and the host State. AusDBF owns the Intellectual Property Rights (IPR) for the Australian Championships and as such must be consulted on any matter that could have an impact on any aspect of the IPR.

It is critical that the Host Member and AusDBF are clear on who is responsible for what in organising AusChamps. Currently the responsibility sharing is set out in the following table.

Task	AusDBF Responsible	Hosting State Responsible
Athletes Village		?
AusDBF Welcome Drinks Guest list and invites and venue requirements (catering)	?	
AusDBF Welcome Drinks venue booking		?
Boats - Umpires (4) (vehicle plus drivers)		?
Boats - Water Safety – 1 boat required		?
Boats - General run around boat (1) (vehicle plus driver)		?
Dragon Boats (3 fleet standard boats)		?
Bulletins	?	
Budget items – AusDBF and Host Member	?	?
AusChamps logo	?	
Decorations, flags, banner to dress venue		?
Dignitaries – guest list invitations – AusDBF	?	
Dignitaries – guest list and invitations – Host Member		?
Documentation – Risk Management Plan – development and implementation including appointment of Safety Officer	?	
Documentation – Emergency Management Plan	?	?
Documentation – Event Management Plan	?	?
Event registration/payment	?	
Entry Fees / racing categories	?	
Event Safety Officer	?	
Feedback survey	?	
Determination of timing equipment to be used (compatibility to run with digital platform) & booking of	?	?
Finances – event – final budget sign off	?	?
Finances – all invoices to be paid by AusDBF	?	
Flags and poles (Members and AusDBF)	?	
First Aid and water safety – at venue		?
Insurance	?	
Live Streaming including logistics coordination and provision of drones	?	
Marketing Plan - develop, approval and implementation	?	?
Market Place – food vendors		?
Market Place – merchant vendors (excluding AusDBF official merchandise vendor)		?
Meeting Room Requirements – Team Manager and Race Official/Volunteer		?
Official Merchandise Vendor	?	
Opening Ceremony – entertainment, program development, site setup, flag bearers as part of ceremony		?

Opening Ceremony – VIP invitations and speakers, program approval	<input checked="" type="checkbox"/>	
PA System		<input checked="" type="checkbox"/>
Photographer – Official Event in conjunction with Host	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Protocol for presentations – supply of medals and coordination of race day presentations, and other awards	<input checked="" type="checkbox"/>	
Protocol for presentations – sort and prepare medals according to race program		<input checked="" type="checkbox"/>
Protocol - handing over of AusDBF Flag to next host member – closing of event	<input checked="" type="checkbox"/>	
Race Officials - coordination and thank you	<input checked="" type="checkbox"/>	
Volunteers - Coordination and thank you		<input checked="" type="checkbox"/>
Race Officials/Volunteer – uniforms (ordering)	<input checked="" type="checkbox"/>	
Race Officials/Volunteer – uniform distribution		<input checked="" type="checkbox"/>
Race Officials/Volunteer – lunches / water		<input checked="" type="checkbox"/>
Race program and daily run sheets	<input checked="" type="checkbox"/>	
Race program – revSPORT and Finishlynx coordination	<input checked="" type="checkbox"/>	
Race program (Implementation and delivery)	<input checked="" type="checkbox"/>	
Security (overnight)		<input checked="" type="checkbox"/>
Site working space (site offices)		<input checked="" type="checkbox"/>
Social Media posts	<input checked="" type="checkbox"/>	
Sponsorship (seek opportunities for event)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Souvenir program	<input checked="" type="checkbox"/>	
Stationery and Equipment – liaise with AusDBF as to what they currently own	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Signage installation around the venue (All)		<input checked="" type="checkbox"/>
Team signage (AusDBF to provide list of signs in storage) available	<input checked="" type="checkbox"/>	
Team signage – ordering new/ missing		<input checked="" type="checkbox"/>
Toilets/Shower facilities		<input checked="" type="checkbox"/>
Trophies/medals	<input checked="" type="checkbox"/>	
Venue – course setup		<input checked="" type="checkbox"/>
Venue – facilities (power/water etc.)		<input checked="" type="checkbox"/>
Venue – start Pontoons		<input checked="" type="checkbox"/>
Website (AusDBF)	<input checked="" type="checkbox"/>	

Note: there may be other tasks currently not highlighted which will need to be agreed between AusDBF and the Host Member.

The MOU to be signed by both AusDBF and the Host Member

5. The Organising Committee

The first agenda item for the Host State is to form an Organising Committee (Org Comm). The structure of the Org Comm may vary from state to state, however there may be a main group with sub-committees to help with the workload. A suggested structure for an Organising Committee is as follows it can be amended to suit various situations.

Role	Responsibility
AusChamps Chair	<ul style="list-style-type: none"> • Delivery of AusChamps • Leading entire AusChamps team • Liaison with AusDBF, local authorities and Chief Officials appointed for the event • Stake holder liaison • Must be available on venue throughout the event and not be a crew member i.e. paddler, sweep, drummer • Ensure the event is planned in accordance with state legislation and event policies and plans
Venue Operations Coordinator	<ul style="list-style-type: none"> • Land infrastructure and logistics <ul style="list-style-type: none"> ○ Athletes Village ○ First Aid ○ Marshalling ○ Start and Finish facilities ○ Race Administration ○ Market place ○ Power ○ Water ○ Toilets ○ Rubbish bins ○ WIFI network ○ Venue communications, PA systems etc.
Water Course coordinator	<ul style="list-style-type: none"> • Course Surveyed (depth sounding 500m at 50m intervals) • Maps of course (Water circulation plan – transition from boat loading to transit lane to start line, racing, and return to boat loading) • Boat-loading • Starting pontoon • Location of umpire boats and safety boats for overnight storage and embarkation and disembarkation throughout the day • Rescue and umpire boats, drivers, refuelling and maintenance • Equipment for umpire boats • Communications plan
Volunteer Coordinator	<ul style="list-style-type: none"> • Recruitment and management • Training and support • Distribution of Clothing • Allocation of job roster • Feeding and watering of volunteers • Liaise with AusDBF Officials coordinator

Administration Coordinator	<ul style="list-style-type: none"> • Project management skills • General organisation and support of all members of the organising committee
Protocol	<ul style="list-style-type: none"> • Organised in conjunction with AusDBF • Opening Ceremony – acknowledgement of State flag bearers, entertainment, speakers, dignitaries • Medal presentations – sponsors, dignitaries
General Committee Members	<ul style="list-style-type: none"> • General committee members who are interested in being part of the process. These people are very handy and could be given tasks when others were at capacity

5.2 Host State Presentation

It is expected the host State will provide the AusDBF Members with an update on the Organisation of AusChamps at the AusDBF General Meeting.

The AusDBF AGM (November) is always held in the State where the AusChamps will be held (April)

5.3 Rotations for Hosting Championships

- SA
- VIC
- ACT
- NSW
- QLD
- WA

6. Initial tasks

6.1 Permits and Government participation

Each state will have different Government requirements with regards to event management. The first point of contact should local and state government to determine what they require and where government can assist in the event, including financial assistance.

6.2 Venue inspection by AusDBF

If the venue is not an approved AusChamps venue, then AusDBF requires the venue to be inspected prior to approval being granted. If approved, a second inspection may be required a minimum 12 weeks prior to the event with consideration of the site plan.

In the initial review of the venue AusDBF will be looking for proof that the host state can support the criteria set out in **section 10**.

6.3 Event plan

Government may require a full event management plan. In any event an event management plan should be developed in conjunction with AusDBF. A Risk Management plan will be required.

6.4 Budget / Finances

AusDBF will require a draft budget minimum 6-8 months prior to Championships. With monthly budget updates provided to the AusDBF Board. 6 weeks prior to AusChamps – weekly updates required. A skeleton budget is provided at **Annex 1**. This document will help with understanding the scope of the items in the budget and for organising quotes. Quotes need to be obtained from suppliers to get an idea of what AusChamps is going to cost. AusDBF will provide the budget from the previous Championships as a starting point.

The budget will include items organised by AusDBF and the host state

The budget is to be submitted to AusDBF by November for AusDBF approval and sign-off. Once Budget has been approved no items can be changed or added without AusDBF Board approval. The budget needs to be as close to

actual as possible, to allow entry fees to be set against it.

- AusDBF will collect all entry fees and income for the Championships
- AusDBF will issue invoices for all vendors / sponsorship / grants as required
- All invoices related to the Championships to be addressed to the Australian Dragon Boat Federation and will be paid by AusDBF
- If possible AusDBF aims to have all invoices paid and incomes/expenses reconciled prior to 30 June, to allow for any profit to be paid prior to 30 June.

6.5 Sponsorship / Grants

It is the Host Members responsibility to source where possible grants and sponsors this can be either in-kind or cash which will assist in minimising the overall expenses for the Championships. Host member to check with AusDBF that any potential sponsors do not conflict with any potential sponsors which AusDBF may already have or have in the wings.

6.6 Championship Logo

AusDBF has created an AusChamps logo which can be used on all promotional resources for the event.



6.7 Venue survey

If the racing course is not an established race venue the waterway will need to be surveyed to ensure the course fits in the space.

6.8 Venue map

The venue map provides an idea of the items requiring space needed to fit everything in. Such as Finish line area (sheds), Race Admin area, AusDBF working space, Announcers, Volunteer area, Presentation area, Marshalling area, Boat loading area, Competitors village, food and merchant vendors, toilets, water truck, car parking, first aid.

A venue map should be developed with a government representative and or the landowner. Care must be taken to ensure the venue remains compliant with local government safety and risk management plans as well as any potential concerns raised by AusDBF.

Note: Make sure there is no work scheduled on or around the venue which could impact on the event.

6.9 Stakeholder management

Do not underestimate the number of people that will be affected by an AusChamps event.

In addition, never underestimate the amount of cooperation that can be obtained by communicating early with stakeholders.

6.10 Marketing and Media Plan for the Championship

- A marketing plan should be developed in conjunction with AusDBF and implemented as early as possible.
- A media consultant should be engaged in the lead and during the championships to maximise exposure
- Refer to section 19 for social media. Host State to confirm which individuals will be providing content on the AusChamps page (AusDBF to grant access for)

7. Event Timetable

The Organising Committee should develop a timeframe and of the critical pathways to ensure critical milestones are met on schedule to achieve an AusChamps event on time. This should be presented to AusDBF.

Timeframe	Task
12 months	Org Comm formed
12-10 months	Marketing and sponsorship plan implemented
12-10 months	Site inspection with Safety Officer
6-8 months	Draft budget
16-12 weeks	Confirm agreement with boat providers
Oct – Nov	AusDBF to finalise entry fees and racing categories offered
5 months prior (approx Dec)	Place order for medals (<i>AusDBF</i>)
December	Bulletin 1 to be released (<i>AusDBF</i>)
December	Digital platform to be set-up ready for entries (<i>AusDBF</i>)
February	Bulletin 2 to be released (<i>AusDBF</i>) after close of Early Bird
8 weeks prior	Early bird deadline closes
6 weeks prior	Invitations sent for AusDBF welcome drinks
4 weeks prior	Deadline closes for entries
March/April	Bulletin 3 to be released (<i>AusDBF</i>) after close of entries
4 weeks prior	Signage to be finalised and ordered
4 weeks prior	All services should be confirmed, once final numbers are known
4 weeks prior	deadline closes for souvenir program
4 weeks prior	Safety Officer should be included in the loop of communication
48 hours prior	All boats to be weighed and weights recorded
48 hours prior	Race administration must be operational
Minimum of 24 hours prior to Opening Ceremony	All infrastructure should be in place and finishing timing system confirmed to be operational Opening Ceremony day – Bump-in for timing equipment, live streaming
10 days after AusChamps	Feedback survey to be conducted (<i>AusDBF</i>)
30 days after AusChamps	All invoices to be forwarded to AusDBF for payment
30 June after AusChamps	Reconciliation of profit/loss to be finalised (<i>AusDBF</i>)

Note: there may be more tasks which will need to be added to the event timetable

8. Bulletins

Up to three bulletins will be produced by AusDBF. Bulletins will be in the form of a PDF which will be uploaded to the AusDBF website and distributed to State Members and Team Managers. Priority and important information will also be communicated via AusDBF Facebook page, as necessary. General overview of information for Bulletins is indicated below, however may vary depending upon situation.

Bulletin 1 to include:	Bulletin 2 to include:	Bulletin 3 to include:
<ul style="list-style-type: none">• Welcome and general information• Venue details with map• Social media links• Dates/time lines• How to enter (online)• Deadlines for entries• Entry fees payment details and refund policy• Deadline for Flag Bearers• Deadline for Souvenir Program• Sunrise / Sunset times• Temperature• Accommodation suggestions and links• Suggested venues for team dinners• EOI for volunteers• Categories, divisions and distances for racing and any special races• Days of racing race program	<ul style="list-style-type: none">• Brand of boats• Opening ceremony• Training sessions• Reminder souvenir program• Reminder Flag Bearers• PFD requirements• Merchandise• Team manager meeting location and time• Reminders about the competition regulations and rules of racing and other relevant information• Presentations of special awards	<ul style="list-style-type: none">• Crews lists, TUEs, Competition Declarations• Medical information – Sport Integrity Australia• Parking / traffic instructions• Opening Ceremony• Athletes Village – team tent allocation• Souvenir Program• Crew Lists• Fast facts

Wrap-up Bulletin to include:

- Facts and Figures
- Feedback

9. Communications and Radios

The Host Member is responsible for developing a Communications Plan for AusChamps, which should include how an emergency is communicated via the radio and social media.

AusDBF is responsible for the allocation of radios to the Race Officials each morning via a sign on/sign off sheet. **Minimum of 30 radios**; with **3 dedicated channels** and an overnight chargers are required to be provided. Selection of hands free (head or ear pieces should be considered) Refer to **Annexure 2**. People who are not on the allocation list must not take a radio. Radios are often in short supply

- Channel 1 - general
- Channel 2 – start and finish only
- Channel 3 – start and umpires only

The Communication Plan should be accessible to Race Officials and Competitors during AusChamps and understood by all key personnel.

10. Venue checklist broken down per area

The following checklist must be used as a guide to select the most suitable venue to host AusChamps and is useful when building the venue to ensure the Host Member has identified all requirements and addressed any they cannot be met with AusDBF. Few venues will meet all the criteria.

A compact venue (not too compact that there is congestion) makes for easier running of the event. However, a dispersed venue can be made to work well.

10.1 Course Details

Considerations for the water course whether (purpose built or temporary) must include but not limited to. A detailed map and information to be provided based on checklist below.

Item	✓	State/AusDBF
Flat water, as still as possible i.e. free from currents and tides. If there are tides or currents the effects need to be assessed		
Distances must be measured exactly Is it possible to race 200m, 500m and 1000m in a straight line?		
There must be sufficient space to run the 2000m turn race and indicated on map		
<ul style="list-style-type: none">• If the course is not a permanent fixture a survey is required to work out the exact dimensions of the course• If the course is permanent obtain a scale venue plan from the course owners AusDBF will require a scale plan of the venue and race course		
Are there any weeds or any other under water obstructions?		
Is algae a consideration?		
Is the course affected wind effected? (Cross winds can become challenging)		
Water depth must be a minimum of 3.5 metres with maximum variance of 0.5m over all lanes		
There must be a minimum of 6 racing lanes (13m width) plus a transit lane of a minimum of 20m		
Racing lanes minimum of 13m wide to ensure safe racing Any variance in the lane width must be agreed to by AusDBF		
Each lane must be buoyed every 50m		

Ideally the first 50m would be one colour and then change colour. This would assist crews with being aware of where the 50m after the start is. If not possible then a large buoy must be located on the side of the course to indicate the 50m mark		
Number cans must be provided on the finish line to clearly mark each lane Depth sounding must be completed across all level 6 lanes from the 500m start line and at every 50m		
<p>Start and finish lines must be at a right angle to the course</p> <ul style="list-style-type: none"> • Finish must have a clear and unobstructed view across all 6 lanes and be able to view the start line • Start – preference should be for land based starts, however if not available and water starts are the only option then consideration needs to be given for a stable, moored, covered pontoon, which can accommodate up to 4 people safely (which is not used as an umpire/safety boat) 		
<p>Start pontoon</p> <ul style="list-style-type: none"> • Allow for at least 6 boats to line up on 6 finger wharfs • Must be able to hold volunteers, speakers, sound system and shade from the weather • Speakers must be available on each finger or loud enough for lane 6 to clearly hear communication. • Pontoon needs to be easily moved for the 200m and 500m starts and removed from the course for the 2000m turn race. Moves should take no longer than 30 minutes 		

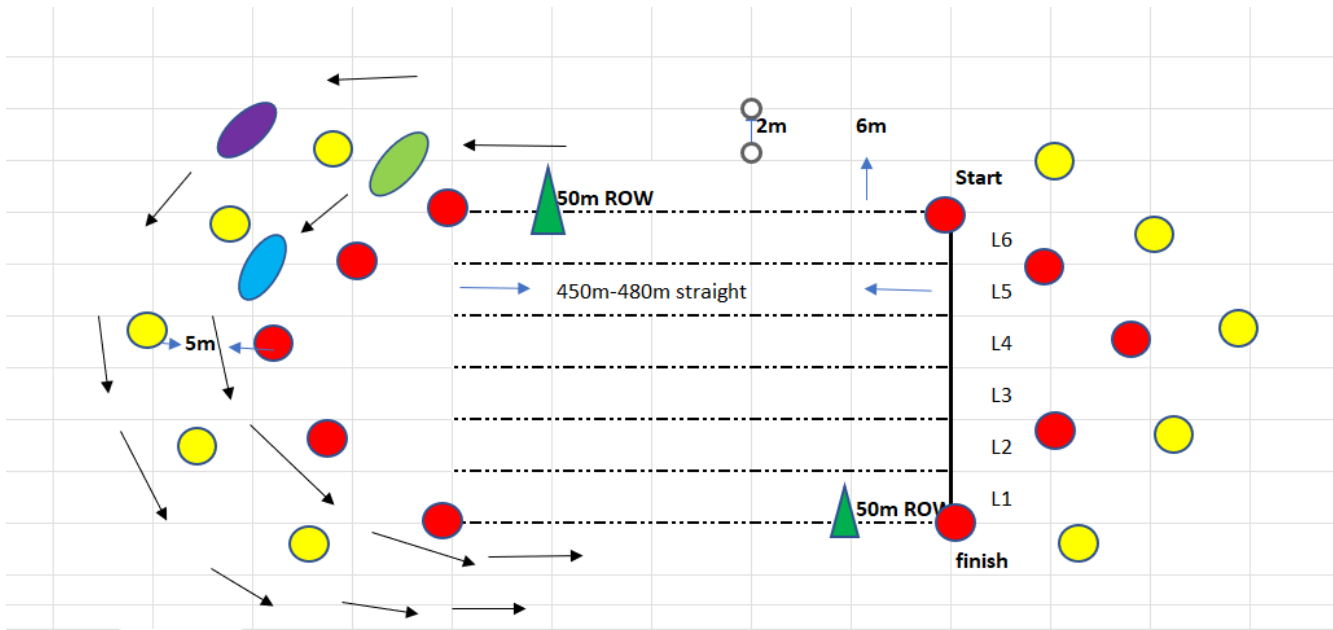
10.1.1 – 2000m turn race setup

The 2000m course needs to be flexible based on the type of course. The following should be considered.

Item	✓	State / AusDBF
Start pontoon must have the ability to be moved quickly and easily off the course (no longer than 30 minutes)		
The start line must have sufficient space to start the crews minimum 20m from the start/finish line. (The time will start when the crews cross the start/finish line		
Ideally the start area should be located on shore. However, if not possible then the starter needs to be located on a stationary pontoon or boat (which is not used as an umpire/safety boat). The start can be located on the start/finish line on the opposite side to the finish tower		
<p>An apex must be created at either end of the course. Ideally 6 large buoys located: - 2 on the entry / exit to the apex</p> <p>2 on lanes 2 and 5</p> <p>2 on lanes 3 and 4</p>		
<p>In accordance with rule R10.2 a turn corridor is to be created on the outside of the apex at either end of the course.</p> <ul style="list-style-type: none"> • The turn corridor is to be 5m from the Apex buoys • If possible the turn corridor buoys should be a different colour to the apex buoys to assist crews with navigating the corridor 		
2 large marker buoys to be placed at the 50m mark on either side of the course to indicate the 50m ROW into the apex		
A course umpire will be located at each of the 50m marker buoys and on the inside centre of each apex		

A white board is required for the 2000m briefing so steerers/team managers understand the course layout		
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Diagram of 2km course set-up



- Total distance = straight + apex should equal 2000m
- Straights should be 450m to 480m (depending on width of course)
- Red buoys indicate Apex should be a curve and not a point triangle
- Yellow buoys indicate turn corridor
- Starts should be 6m off lane 6 (R10.11.1a)
- Corridor should be 5m (between yellow buoys and red buoys)
- Green triangle indicates 50m ROW buoy

10.2 Provision of Dragon Boats

Item	v	State/AusDBF
Host state is required to provide minimum of 3 fleets (18) standard boats plus a spare (in case of breakage)		
Begin negotiations early about using boats from clubs and or from other Member States		
All boats should be in good condition and of the same generation		
IDBF standard boat weight is 250kg <ul style="list-style-type: none"> • Obtain industrial standard scales to weigh boats • All boats must be weighed with weights recorded and provided to AusDBF • Difference in boat weights must not exceed 10kg • Weights to be placed in boats if required • When weighing boats – place head, tail, sweep oar, drum, and drummers' seat in the boat 		

All boats (including spares) require: <ul style="list-style-type: none"> • Head • Tail • Sweep oar • Drummers seat • Drum and drum stick. Have plenty of spare drum sticks available 		
Each fleet of boats should have a number board. (preferably a different colour for each fleet of boats) <i>(for example 3 fleets of boats will need 3sets of number boards 1 to 6)</i> Min number board dimensions 33cm high x 23cm wide (number) 60cm high x 46cm wide (board) number must be identifiable from 90meters away		
One set of number boards numbered 1 to 18 to be provided to be used for the 2km <i>(minimises confusion when lining crews up)</i>		

10.2.2 Hire charges for boats

- The event will pay \$1,000 per boat for hire.
- The event will cover cost for any damage / breakage / replacement for dragon heads dragon tails, sweep oars, drums, drummer seats and boats.

10.3 RACE CONTROL – The Finish Line

Item	v	State/AusDBF
a) For a purpose-built tower depending upon the number of levels and space, the area could be divided for example: - <ul style="list-style-type: none"> • ground floor – Race Administration, • 1st floor – Chief Officials, Chief Judge and time keepers and Race Secretary, timing equipment. • 2nd floor - Announcers b) On a temporary course - sheds or area should be divided with: <ul style="list-style-type: none"> • Chief Officials, Chief Judge, time keepers, electronic timing equipment and race secretary in one area, • announcers in another and • Race Administration (in another). Race Administration should be located near Chief Official area. (Race Admin is used as the first point of contact for Clubs – queries, protests, program changes etc) 		
The finish line should be cordoned off so no paddlers can walk directly between the finish area and the finish line. Only AusDBF and race officials and volunteers are allowed in this area		
The finish structure (<i>permanent or temporary</i>) must be located on the finish line with clear a view of the race course and ideally the whole venue <ul style="list-style-type: none"> • Must be weather proof • Must have generator or access to power (separate from vendors) • Must be able to be locked at the end of each day 		
Electronic Timing Equipment Mandatory with the full functionality as supplied by The Brook Group (<i>refer to AusDBF for contact details</i>) and compatible with the national digital platform (revSPORT) Must be able to support 1/1000 second finish lines An experienced operator must be provided to assist Race Officials in performing their roles		

Function Acts as race control for the event Need to be accessible to paddlers if required		
Equipment to be provided: <ul style="list-style-type: none"> • WIFI • Connection to printer/copier • Back up stop watches • String/wire to indicate finish line (<i>if not part of building</i>) • Stationary • air horns (<i>indicate when crews cross finish line</i>) • Results Board (<i>large enough for full day of results to be posted</i>) • Tables and chairs 		
Posting of results Results will be signed, and time stamped by the Chief Official prior to posting on results board Race results must be posted within 15 mins of race completion Three copies of the race result will be printed for the following: <ul style="list-style-type: none"> • Results board • Announcer • Chief Official Live results will be available via national digital platform (revSPORT). Results must be approved by Chief Official prior to being released online. Note: even though results are released live, a hard copy is still required as this is what the official protest time is taken from. Results Board must be cleared each morning of previous days results		
Race Secretary Will provide a run sheet of all results to the announcers for medal presentations each day. AusDBF will upload a complete copy of the race results to the website following the Championships.		

10.4 Race Administration (*otherwise known as front of house or the concierge desk*)

Item	√	State/AusDBF
<p>If not located in the finish tower, then a sold structure must be located close to Race Control</p> <ul style="list-style-type: none"> • Must be sufficient space to provide a good working and storage area • Must be weather proof • Lockable at the end of the day • Power and lighting • Internet access 		
<p>Function</p> <ul style="list-style-type: none"> • Must be accessible to Team Managers • Will be central point for paddlers to hand in paperwork, collect race programs, lodge complaints, protests, act as lost property and answer queries • Must hold a printed copy of the following documentation: <ul style="list-style-type: none"> ○ Protest forms ○ Injury/Incident Report forms ○ Distribution of radios each day ○ Storage of Race Officials equipment such as Umpire flags, loud Hailers, marshall i-pads etc 		
<p>Equipment to be provided:</p> <ul style="list-style-type: none"> • Must have access to power, lighting and WIFI • WIFI printer/copier - Is wireless enabled, so laptops can print to it <ul style="list-style-type: none"> ○ Print colour ○ Print A4 ○ Collate and staple ○ Double sided ○ Spare cartridges and staples should be provided <p>Copier must be set-up 48 hours prior to first day of racing</p> <ul style="list-style-type: none"> • Tables Chairs • Stationary – <i>Refer to stationary requirements Annexure and AusDBF list of equipment t they own and can provide for the Championships</i> • Radios – refer to Annexure for distribution list 		

10.5 AusDBF Administration

Item	v	State/AusDBF
Does not have to be in the finish tower, can be a room or solid structure <ul style="list-style-type: none"> • Must be sufficient space to provide a good working and storage area • Must be weather proof • Lockable at the end of the day • Power and lighting • Internet access 		
Function <ul style="list-style-type: none"> • Storage for medals and other AusDBF equipment • Meeting room 		
<ul style="list-style-type: none"> • Social media centre • AusDBF Board/staff working space 		
Equipment to be provided: <ul style="list-style-type: none"> • Tables and Chairs • Stationary - <i>Refer to stationary requirements Annexure and AusDBF list of equipment t they own and can provide for the Championships</i> 		

10.6 Volunteer Administration (Central)

Item	v	State/AusDBF
An area or room (solid structure) away from the finish area, <ul style="list-style-type: none"> • Must be sufficient space to provide a good working and storage area for volunteer belongings and equipment • Must be weather proof • Lockable at the end of the day • Power and lighting • Internet access • If possible, a quiet space for volunteers to rest should be provided 		
Function <ul style="list-style-type: none"> • Central location for volunteers to sign on each morning and leave belongings during days if required • Collect volunteer uniforms • Distribution of catering for volunteers and race officials 		
<ul style="list-style-type: none"> • Equipment to be provided: • Tables and Chairs • Stationary • Torch or portable light, if needed to operate pre sunrise, post sunrise (assuming no power and no daylight saving) • Toilet paper – lots ! (don't underestimate how much is used) • Soap on top per toilet per day • Detergent • Buckets for toilet roster • Disinfectant • Disposal rubber gloves • Sunscreen • Garbage bags, large and medium • Chux cloths • Hand Sanitiser • Baskets, supermarket trolley etc., for sorting and delivering lunches 		

10.7 Marshalling Area

Item	✓	State/AusDBF
Separate area that can be fenced off and controlled. A tent with sides can serve for part of the fence		
Toilets should be easily accessible from marshalling		
Located near boat loading for easy transition Needs to be fenced off with fencing continued to the boat loading area (venue permitting) Minimise congestion as much as possible		
Two gates for one for entry and one for exit with volunteers to police entry and exit		
A white board/chalk board to be located outside the marshalling area which can be used to let crews know which race is being marshalled		
Small tent available for race officials with table and chairs		
Marshalling announcer with a PA system or megaphone		
There must a minimum of 120 Personal flotation device provided (or as otherwise advised by AusDBF). Recommend a hanging rack (or similar) be provided to store/dry PFDs in between races (this will assist with PFDs not being thrown on the ground)		
Equipment to be provided: <ul style="list-style-type: none"> • 6 i-pads with individual data-supply (provided by AusDBF) to be used for electronic crew marshalling • Laundry Basket (or similar) for crew's kit – 18-24 required • Several garbage bins for general use • 4 clip boards with pens • Esky for volunteer water • Dedicated PA System to announce crews • Overall, PA system must be heard at marshalling • Table and chairs in volunteer tent, a chair for each volunteer • Sunscreen • Copy of race draw for each race official • Tablet to receive progressions from Race Secretary (<i>from AusDBF</i>) • Consider matting if wet weather is expected 		

10.8 Boat Loading Area

Item	✓	State/AusDBF
Sufficient space for 18 standard boats. In addition to having one spare standard boat for emergencies		
Area for boat loading can either be <ul style="list-style-type: none"> • off a beach (front loading) <u>OR</u> • from pontoons (side loading) If using pontoons, then enough pontoons must be provided for safety and efficiency. (climbing over boats should be avoided)		
Located close to the marshalling area and fenced off should be a transition from marshalling		
Equipment to be provided: <ul style="list-style-type: none"> • Tool box with spares for repairs 		

<ul style="list-style-type: none"> • Chairs/stools for volunteers • Bailers and sponges for all boats • Large lane numbers that can be held up to direct boats back to unloading area • Fenders for boats • Plenty of rope to tie boats up, including pieces of rope with hoops tied on the end to secure boats for loading and unloading • Esky for volunteer water • Sunscreen • Copy of race draw for each person • Shade tent for volunteers to sit under 		
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10.9 Start Area

Item	✓	State/AusDBF
If start area located on shore, then a covered area with 3 sides must be provided including a fenced off area from spectators. If start area to be located on the water, then a temporary stable pontoon which is large enough to accommodate a shelter		
Start line to be located at 200m and 500m		
Sufficient space for a 2000m start area		
Electronic timing equipment - Start to be able to trigger timing (e.g. Brooks timing)		
Equipment to be provided: <ul style="list-style-type: none"> • loud hailer • PA system with speakers on the pontoon behind each lane • WIFI access so starts can receive progressions via tablet • spare red/white flags • table / chairs • power • esky to keep water and food cool 		

10.10 Start Pontoon

Item	✓	State/AusDBF
Needs to be a semi-permanent fixture than can reach across all lanes and can be moved between the 500m and 200m start line		
Recommended the pontoon is no more than 0.40m from the surface of the water		
If possible, fingers of the pontoon should be at least 2 meters in length		
Ensure there is a waterproof line for electrical cable can be connected from the land to the pontoon. This is to ensure the starter's speakers can be located on the pontoon behind each boat. Alternatively, a wireless link can be used		
Pontoons need to be stable enough to accommodate volunteers stationed there to start races		
The need for boat holders may be reduced if bars are fitted to the pontoon for the sweep to hold		

Volunteers - instructions <ul style="list-style-type: none"> • Ensure volunteers are briefed such that they are fully aware of the requirements around holding the dragon boat pre-start. • Generally, body movement of the paddlers to the attention position will push the boat forward. • Volunteers holding the boats must not let the boat move forward at this point • Volunteers need to be physically able to perform and sufficient volunteers' numbers are needed to rotate and allow them to have a break 		
Equipment <ul style="list-style-type: none"> • Radios and spare batteries • Sunscreen • Spare warm clothing/spray jackets • Container for or ability to access food and water where required • Matting or knee pads • Chairs for all volunteers • Supply of water • Access to toilets and the ability to get there by boat • Esky for water and food • Tent • Wind sock (indicate direction and strength of wind) 		

10.11 Water Umpire

Item	✓	State/AusDBF
<ul style="list-style-type: none"> • 4 umpire boats required, all fitted with prop guards • Ideally the umpire boats should be fitted with a roof or some sort of shade protection against the weather • Umpire boats not to be used as safety boats <p>Ideally extra umpires will be allocated to rotate umpires on and off the water</p>		
<p>1 safety boat with prop guards (driver + crew with first aid qualification) used only to assist with capsizes or medical emergencies</p> <ul style="list-style-type: none"> • Function of the safety boat is to able to tow boats back to shore, in case of capsize, ability to pull people out of water such as rubber sides • Must have prop guards and carry sufficient medical equipment for emergencies • Safety boat should NOT be used as a starter's boat <p>Each state will have a different requirement from government with regards to safety boats. It is important that the requirements are identify as soon as possible.</p>		
All power boats, regardless of their function must have propeller guards for safety		
1 run-about boat to be used for delivering food/drink to umpires and start pontoon		
<p>Qualified drivers for all boats with enough to roster drivers on and off Fuel management plan will be required</p> <p>Overnight storage for boats required</p>		
Equipment <ul style="list-style-type: none"> • Radios at least one per boat • Each boat will have 1 red flag and 1 white flag for umpires (8 flags all together) 		

<ul style="list-style-type: none"> • Each boat will have 1 load hailer (4 loud hailers all together) • Each boat to have a small esky containing water and food for the umpires and drivers • Sunscreen and Water • Each boat should carry minimum 2 buckets (to be used to assist with a capsize) • Each boat should have several spare PFD to assist if needed during a capsize 		
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10.12 Presentation Area

Item	✓	State/AusDBF
Presentations to take place at the end of each days racing		
Results must be read out in 3rd, 2nd, 1st order		
Presentation area to be confirmed with the AusDBF		
Table must be setup with AusDBF table cloth to look presentable		
Area needs to be large enough for all paddlers to gather		
Ensure a full list of signed race results is provided to the presenter		
Ensure any VIPs presenting medals are briefed		
Presentation area should be well lit as it is likely to presentations will occur at sunset		
Equipment <ul style="list-style-type: none"> • Tables (big enough for all medals), • AusDBF to provide the table cloths • Ensure the PA can be heard in this area. If not, provide a portable PA • Perpetual trophies should be on display • Any sponsor banners should be on display • Seating for VIPs • Lighting might be needed if end of day presentation is in the dark 		

10.13 Announcers Area

Item	✓	State/AusDBF
Preferably an enclosed area high up or with good views of the course. Does not have to be exactly on the finish line		
Equipment <ul style="list-style-type: none"> • Radio • Microphone / PA system • Copies of race draws and results • Small table and 2 chairs 		

10.14 First Aid/Medical Area

Item	✓	State/AusDBF
First Aid should be in a central area (close to marshalling and boat loading), well sign posted and weather proof with 4 sides and roof for privacy. <ul style="list-style-type: none"> • Table, chairs • Stretcher bed should be provided • Esky for ice/water 		
Minimum of 2-4 qualified first aid staff must be rostered on 60 minutes prior to first race and onsite until last race has finished		

Also consider a qualified sports massage therapist for the duration of the championships		
Additional thermal blankets should be purchased in case of capsizes		
Briefing for First Aid staff will be given by Safety Officer for the event		
Closest hospital and emergency services should be notified prior to Championships in case of emergency and need for ambulance		
Contact details for closest hospital and medical centres should be advertised/known		

10.15 Athletes Village

AusDBF will provide Organising Committee with a list of teams including the number of paddlers that will be required tent space each day.

Item	v	State/AusDBF
<p>Consider the number of tents required and will need to be configured for: - (exact numbers will be confirmed 30 days prior once entries close)</p> <ul style="list-style-type: none"> • Seniors, • State v State • Prem/Junior days <p>Should be sufficient in size to accommodate the number of paddlers and can be divided into sections for each team Approximately 1 square meter of tentage should be provided per paddler</p> <p>Note: Ensure that enough consideration has been given to poor weather conditions and the requirement to shelter paddlers between their events through the day. The use of a stadium is acceptable providing the seating offered is completely covered or sheltered from the rain</p>		
<p>Ensure there are plastic chairs per tent (1 per person approx)</p> <p>Note: Clubs will 'borrow' chairs from other club tents</p>		
<p>Waste management bins should be strategically placed amongst the tents (recycle + general rubbish)</p>		
<p>Team Names to be cable tied to outside of each tent. Following the 2 Senior days, signage will need to be removed and replaced with the State signs. Upon completion of State v State racing, the State signs will need to be replaced with the Premier/Junior team signs</p> <p>Note: signage to be removed at the end of Championships and returned to AusDBF for re-use the following year. (AusDBF will invoice Clubs for any 'souveniered' signage)</p>		
<p>Tents need to be located with toilets close by and ideally close to the marshalling area and results board</p>		
<p>Consider contingency plan in case of inclement weather (mop up mud)</p>		

10.16 Toilets

Item	✓	State/AusDBF
<ul style="list-style-type: none">Required to be part of the venue complexPortable toilets if none fixed <p>Allow at least one toilet per 40 participants (preferably one per 30 participants) ensure there is sufficient space</p>		
Provide toilets near marshalling		
Ensure the starter has ready access to a toilet at 200m and 500m		
Finish Line needs access to a toilet		
Must be cleaned twice daily (preferably mid-morning/lunch and at the end of each day). Must be able to support cleaning and water refilling during event		
Toilets should be serviced regularly throughout the event by event volunteers Hand towels, soap on tap, air fresheners are all good ideas. Vast amounts of toilet paper are used		

11. General Venue checklist

11.1 Security

Host Member must consider provision of security once bump-in commence to bump-out. Security must be provided based on overnight (for example 6pm to 6am). Some venues may already have their own security – need to investigate what is appropriate

11.2 Signage

This is an item where signage could be shared from AusChamps to AusChamps. Much of the signage is consistent. AusDBF has in storage the Team tent signage. Contact AusDBF to obtain list for signage before finalising order.

Other signage to consider specific to venue could be (but not limited to):

Item	✓	State/AusDBF
Parking		
First Aid		
Toilets		
Water Fountain/Truck		
Merchant Village Area		
Race Administration		
Volunteer Area		
Presentation Area		
VIP Area		

11.3 Drinking Water Supply

A water truck (or alternatives) which includes water fountains and taps to fill drink bottles must be provided. Check what options are available at the venue and how it can be accessed

11.4 Speaker System (throughout venue)

- PA system needs to be clearly heard in all areas of the venue
- A separate PA system is required in the marshalling area to call crews into marshalling (this could be portable)

11.5 Car Parking Facilities

Venue must be able to provide ample car parking facilities. If not, then alternative arrangements must be provided. Designated car spaces must be set aside for the race officials, food and merchandising vendors and VIPs. Car parking options to be included in Bulletins to prepare clubs and include if there is a cost for parking

12. Merchant and Food Vendors “Market Place”

Food, products, and merchandise vendors should be provided to the competitors and supporters to enhance their experience at AusChamps. Competitors look forward to what the ‘Market Place’ will provide so it is important to create a festive, colourful, and attractive area for the Competitors experience at AusChamps.

The Market Place should be located near the athlete’s village (if possible) which will encourage lots of people traffic throughout the Championships. A site plan for the Market Place will need to be designed based on final number of vendors and size of tents (space) required for each.

Vendors, food, and merchandise will require power and may require a tent and additional facilities.

Depending on the venue external providers can be brought in. Established venues may already have their own restaurant(s)/merchandise providers.

Vendors should have access to the venue from the training day onward. This has been well received by the Vendors since they like to make their sales early and pack up and go home promptly.

12.1 Event Merchandise

The Official Event merchandise is contracted by AusDBF this may or may not include the provision of volunteer uniforms etc.

AusDBF will liaise with the Official Merchandiser with regards to product range offered. The Official Merchandiser will be the only merchant vendor to use the ‘Championship logo’

AusDBF will liaise with the Org Comm as to the requirements requested by the Official Merchandiser

12.2 Merchant Vendors

Invitation to Vendors (market stall holders) should be sent out 4 – 5 months before AusChamps providing them with key information including costs, venue size, any requirements, bump in and bump out dates and accessibility. Vendors (market stall holders) will be looking for information and will want to lock in details at that point for their own diary management.

Getting invitations sent out and responses will help to lock down the venue plan including power requirements, tents, access to the tents and advertising in the program etc.

It is recommended a variety of Vendors be approached such as active sports clothing, jewellery, gifts (have a look at different market stall holders for ideas/contacts) in addition to the paddle community such as Typhoon, JPX2, Burnwater etc.

12.3 Food Vendors

For all food Vendors the following should be considered:

- Can third parties be brought in
- What is the cost setting up the market place what costs can be recovered from vendors?
- Are their restaurants in the area and will they provide a discount to paddlers/volunteers?
- Is there a restaurant that you can use to provide food and drink for volunteers?
- All food vendors should be onsite and operational till after the last race

It is recommended a variety of food vendors be approached and consideration for healthy options be made available such as:

- 2 coffee carts (they will always argue about being the only one, but need two)
- Sandwiches/wraps
- Juices / salads / fruit
- Sushi
- Corn on the cob
- Hot food – chips / burgers / kebabs etc

Note: All food vendors must provide their Food Handling certificate

12.4 Checklist for Vendors

Item	✓	State/AusDBF
Check with Council / Venue if any specific requirements for Vendors		
Decide on fee vendors will be required to pay Host Member will need to consider: <ul style="list-style-type: none"> • Cost to provide stall holder tents Each vendor is normally provided with a 3x3, tent with 4 walls (i.e. one which can be closed at the end of the day). <i>Unless they provide their own stand, which is approved by the venue</i> • Does the venue charge an additional fee for vendors to be onsite? • Does the venue charge an additional fee to access power? • Allow for the extra costs of tables and chair etc. • A generator may be required to power coffee carts, eftpos machines etc 		
<ul style="list-style-type: none"> • Create a contract / booking form for vendors to sign • Ensure all contracts are returned with fully completed with all required paperwork prior to bump-in for Championships 		
Once booking has been confirmed, issue an invoice, and ensure payment has been received prior to bump-in for Championships		
Confirm with vendors what the bump in and bump out days and if any specific times to manage traffic flow (<i>Safety Officer must be across this information</i>)		
Decide on space required for each vendor		
Will tents be provided, or will Vendors be required to provide own tents		
Find out if Vendors require power and how much		
AusDBF Safety Officer will check vendors regularly to ensure they remain compliant with safety through the Championships		
Has all equipment been tagged and tested		
Ensure all food vendors provide a copy of their Food Safety Certificate		
Ensure each Vendors provides a copy of their Public Liability certificate		
Must comply with OHS and legal/safety requirements		

12.5 Vendors Agreement

This is the general agreement that the Vendors (stall holders) signed to be part of the Market Place.

- The signed agreement must include copies of public liability, and any other paperwork requested, and vendor fee must be received prior to the bump-in of Championships.
- Any vendors who have not paid prior to bump-in Championships **WILL NOT** be allowed at the venue to set-up.
- All invoices to be sent by AusDBF once the agreement has been signed and returned by the Vendor. Copy of Vendor agreement to be forwarded to finance@ausdbf.com.au with any specific instructions for the invoice

12.6 Security

Vendors must be advised, whilst overnight security (6pm to 6am) will be provided, any equipment/belongings they choose to store overnight is at their own risk and AusDBF/Host Member is not liable.

12.7 Permits and Parking

- Food vendors/traders are responsible for obtaining any permits required to trade.
- The logistics of parking, loading, and unloading for traders must be considered. Traders will want to drop their goods/equipment off as close to their tents as possible.

13. Meeting Space

- AusDBF may choose to hold the Team Managers Briefing / Race Officials briefing via Zoom prior to the Championships.
- However a daily Team Managers meeting will be held onsite each morning. A sweeps briefing will be held onsite as well (preferably near/in the Marshalling area)

14. Training Day

A training day will be scheduled the day before the first race day. The following needs to be considered to facilitate the training day:

- How many boats will be available and for how long?
- Based on the number of teams estimate how many hours and boats will be required and if this can be support.
- Advertise in the bulletin in consultation with AusDBF
- Create an online booking (It can be on a first come first served basis)
- Confirm all training times with the teams
- Organise volunteers to manage the training day Ensure the volunteers are fed and watered on training day
- A rescue boat must be on the water whenever teams are training

Note 1: the training day is busy, there could be up to 12 boats running full crews at any one time.

15. Cultural - Opening Ceremony

AusChamps is the major dragon boat regatta on the Australian calendar. It should be recognised as the primary event for promoting dragon boating for the host state and for AusDBF. Therefore, AusChamps the following components should be considered. Recommended to be held on the morning of the first race day to ensure maximum attendance from participants.

15.1 Themes

The event should have a few underlying themes in organising the activities outside of the racing schedule:

- Respect the First Nations and multiculturalism
- Acknowledgement / or Welcome to country
- Respect the 2000+ year history of Dragon Boating
- Relevance and inclusion of athletes
- Ensure viewers find the event entertaining
- Sponsors see they are getting value for money
- Ensure all parties involved are fully briefed

15.2 Opening Ceremony

- The duration of the opening ceremony should be no longer than 60 (sixty) minutes. This includes speeches from any Dignitaries and the Chair of AusDBF.
- Opening Ceremony to be held on the morning of first day of race to allow for maximum attendance from clubs
- A layout/floor plan of the opening ceremony should be drawn to understand seating requirements, table location for the monks and boat locations for the eye dotting ceremony.
- The opening ceremony may include entertainment such as a Lion or Dragon Dance.
- An MC or Announcer needs to be engaged for the opening ceremony. This could be the same person as the race announcers (*Appointed by AusDBF*). The MC will require a running sheet for the opening ceremony a few days before to allow for preparation and familiarisation with timing.
 - The MC needs to be extremely descriptive of what is going to happen step by step to keep the audience interested.
 - Must include pronunciation of names, especially if there are dignitaries representing say the Chinese Consulate, so they are not offended.

15.3 Blessing Ceremony

- Need to balance the cultural aspect of the Blessing of the Boats and Eye dotting Ceremony.
- Communicate with the monks to be clear on the time allocated and be conscious of not offending them.

15.4 Eye Dotting Ceremony

- Ensure all boats are fully dressed
- Is to awaken the boats and give good luck to all competitors who race in them
- Ensure guests dotting the eyes have trained chaperones to lead them in eye dotting
- Ensure all sponsors and VIPs are involved in the ceremony including throwing of the dumplings (*Refer to the Dotting of the Eyes Procedure Manual for more information and optional activities to add more colour and spectacle to the eye dotting ceremony*).

15.5 Flags and Flag Bearers

- AusDBF has a full set of flags and collapsible flag poles for use at the opening ceremony (liaise with AusDBF to obtain them).
- AusDBF is responsible for coordinating the nomination of the Flag Bearers from each State Member and will forward the individuals contact details once known to the Host Member.
- State Flag Bearers must be contacted prior to the day and provided with detailed information of what time, where they need to meet and what is expected of them including dress code
- State Flags must fly for the duration of Championships.
- This ceremony to be held on the morning of **State v State Championships**

15.6 Athletes Oath

- The Athletes Oath is a promise that all paddlers act in the spirit of Dragon Boat. (*Refer to the Dragon Spirit and Paddlers Oath for more information*).
- **Host State to nominate a paddler** to read the Paddlers Oath. (*Host State to confirm with AusDBF who will be reading the Oath*)
- AusDBF to provide a copy of the Athletes Oath to be read
- Athletes Oath to be read on the first day racing

15.7 Race Officials Oath

- The Race Officials Oath is a promise that all race officials act in the spirit of Dragon Boat. (*Refer to the Race Officials Oath for more information*).
- **AusDBF will nominate an Official** to read the Officials Oath.
- AusDBF to provide a copy of the Race Officials Oath to be read
- Race Officials Oath to be read on the first day of racing

16. AusDBF Welcome Function

AusDBF will host a function for an agreed number of guests (from both AusDBF and Host Member). Ideally it would be good if the venue for the function could be held at the course or close to the regatta course
Function is maximum two hours

- Catering is beer/wine soft drinks and finger food
- AusDBF will send out invites approx 6 weeks
- Host State responsible for sourcing venue
- AusDBF will confirm catering requirements and numbers
- No formal speeches will be required (*unless agreed with Sponsors/Dignitaries*)
- Guest list should include
 - AusDBF Board
 - Past AusDBF Presidents
 - Host Member Board
 - Host Organising Committee (main members)
 - State Presidents
 - AusDBF Life Members
 - Jon Taylor Award recipients
 - Aurora's Head Coach and Team Manager
 - Sponsors
 - VIPs / Dignitaries
 - Other (as agreed)

17. Medal Presentations

This is a big deal for the recipients of medals and trophies; therefore, presentation is important.

Presentation of special awards and acknowledgements such Aurora's Captains and Managers, the Jon Taylor Award will be organised by AusDBF and presented during the Championships.

Checklist for Medal Presentations

Item	✓	State/AusDBF
AusDBF to order medals by December		
Medals to include ribbons/lanyards attached and engraved plates		
Medals will be delivered to Host State prior to Championships		
Volunteers to check all medals and ensure there are 26 /14 per racing class The medals need to be double checked prior to each day to ensure there are the correct numbers and that each category is available.		
Volunteers to set-up the presentation area each afternoon. This includes laying out the medals in order they will be presented and using the AusDBF Tablecloth		
If there are VIPs or other Dignitaries, they should be included in presentation of the medals at the ceremony		

<ul style="list-style-type: none"> • Ensure that the Announcer has a run sheet of the order of presentations. The presentation run sheet needs to match up with the way the medals are ordered on the presentation table • Run sheet of results to be collected from Race Secretary prior to each presentation 		
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18. Registration system – revSPORT

- Entries and entry fees will be managed via the national digital platform – revSPORT (administered by AusDBF)
- AusDBF is responsible for setting up and managing the registration process and system for the Championships
- To attend AusChamps you must have a photo on your revSPORT profile ensure photos of each participants have been uploaded to profiles for easy recognition by race officials for the electronic marshalling

19. Social Media

- All documents will be uploaded to the AusDBF Website - <https://www.ausdbf.com.au/events1/>
- All communication will be distributed via
 - State Members
 - Club contacts (once entry deadline has closed)
 - AusChamps Facebook - <https://www.facebook.com/AusChampsAusDBF/> and AusDBF Facebook - <https://www.facebook.com/ausdbf/>
- AusChamps Facebook – this is managed by AusDBF. AusDBF will add local administrators who will have the ability to post messages to competitors etc via this Facebook page

20. Live Streaming

AusDBF is responsible for coordinating the inclusion of live streaming and drone use during the Championships and will work the Host Member to facilitate any logistics required in the implementation. Level of live streaming inclusion may differ from venue to venue.

Live streaming and Drones to be provided each competition day of the Championships

21. Use of Drones at AusDBF Sanctioned Events

With the safety of participants, employees, volunteers and spectators in mind and privacy issues, (AusDBF) prohibits the operation of Unmanned Aerial Vehicles (UAV), [Remote Piloted Aircraft \(RPA\)](#) or drones by the general public – including recreation users and hobbyists during a AUSDBF event without prior written authorisation from the organising body.

This prohibition includes drones used for filming by the operator during a AusDBF sanctioned event. The operation of drones is governed by the [Civil Aviation Safety Authority \(CASA\)](#), via the [Civil Aviation Safety Regulations Part 101](#).

Users of UAV/RPA/Drones are responsible for acting within the parameters of the governing legislation of the regulations set by CASA.

In the event of a commercial/recreational operator wanting to use a drone within the regatta venue where an AusDBF sanctioned event is being held, appropriate certification must be provided to the Venue operator for approval. A copy of the Venue approval must be provided to AusDBF prior to the event.

Further information can be obtained from - www.casa.gov.au.

AusDBF encourages Drones users to complete the online quiz - <https://www.casa.gov.au/knowyourdrone>

22. Safety Officer

AusDBF will contract a Risk Management Company to act as safety officer for the event. The safety officer will be responsible for the implementation of the Risk Management Plan in conjunction with input from the Host Member.

23. Insurance

AusDBF is responsible for organising Event Insurance.

24. Photographer

- Host State to organise a photographer for the Championships. Recommended to seek a few different quotes as there are numerous options offered by photographers. For example GeoSnapShot - <https://geosnapshot.com/>
- Host State and AusDBF to receive 10 to 20 images which can be used on social media and other dragon boat collateral in the future (Annual report etc)

25. Managing Dignitaries and VIPs

- Sufficient time is required to send invitations to Dignitaries and VIPs. A list of Dignitaries and VIPs needs to be compiled and agreed to by AusDBF.
- It is not advised to send invitations via email as they will most likely not be read. It is advised to mail or hand-deliver the invitation and follow-up with a phone call. Dignitaries and VIPs will most likely have been booked out at least 6 months in advance therefore invitations need to be sent out as early as possible.
- A team needs to be created to manage Dignitaries and VIPs for the whole event to make them feel special.
- There needs to be a good understanding of who is the best person to contact each Dignitary and VIP to ensure they are responsive to invitations. For example, a member of the organising committee may already have relationships with key VIPs, therefore they might respond to an invitation to the opening ceremony quicker.
- A thank you letter should be created ready to be sent to Dignitaries and VIPs and sponsors at most one week after the event.
- One person, VIP escort, should be assigned to each VIP who is taking part in the eye dotting ceremony. A photo board should be organised for each Dignitary and VIP so that there are no mistakes made as to who they were.
- Organisers may want to consider a dry run of the opening ceremony to ensure VIP escorts understand and know how to perform their role. This may include a walkthrough of the run sheet for the opening ceremony.
- *Refer to the AusDBF Protocol Manual for more information.*

26. Acknowledgments or Recognition for Sponsors

Should the Host Member have any Sponsors (or other) they would like acknowledged, details to be provided to AusDBF to ensure acknowledgment plaques are organised and presented during the AusDBF Welcome Function

27. Feedback

Within ten (10) days upon completion of AusChamps, AusDBF will send out a survey to competitors and a separate survey to race officials obtaining feedback on the event. It is suggested a survey be created to obtain feedback from the volunteers.

AusDBF will aim to collate all feedback and provide to Host member by 31 May for consideration during debrief for Championships (to be held prior to 30 June)

28. Race Officials

- AusDBF are responsible for recruiting and coordinating the Technical Race Officials for the Championships.
- The Host Member is responsible for recruiting, training, and coordinating the Volunteers for the Championships to work with the Technical Race Officials.
- AusDBF and the Host Member Volunteer Coordinator will work closely together to coordinate distribution of uniforms, meals, parking permits etc
- Race officials who officiate for all 5 days will be provided with 6 nights accommodation on a share basis between race officials only provided by AusDBF. Or Race Officials who officiate for 3 days will be provided with 4 nights accommodation.
- No reimbursements on personally organised accommodation will be authorised by AusDBF
- 2 hot beverages per day provided to race officials and volunteers if requested
- Free parking provided to Race officials and volunteers
- Refer to Annex 4 for list of race officials and volunteers required

29. Volunteers

- Volunteers are the key to the success of AusChamps. Much of the organisation will be around ensuring all elements of volunteer management are covered.
- Volunteers will set the scene for AusChamps; they are required to support the organising committee, paddlers, race officials, administration staff and event organisers.
- A volunteer's handbook should be developed and include information such as
 - Organising Committee Structure and contact details
 - race schedule
 - map
 - collection and provision of clothing and meals
 - volunteer etiquette and behaviour. Where/how to lodge complaints
 - Expectations
 - How volunteers are support to race officials
 - Where to sign on each morning and what time
- In terms of recruitment AusDBF has created a template on surveymonkey which can be used to collect information from volunteers.
The following should be considered when putting together a volunteer plan.

29.1 Volunteer uniforms

- All volunteers will require uniforms for the event
- Volunteers to receive their uniforms for free in recognition of the amount of their time they will give for the event.
- With the AusChamps logo established, the volunteer uniform will remain the same each year, whereby allowing volunteers to wear the uniform from the previous year (if received) The volunteer uniform will take into account temperature and rain.
- Volunteers that are working for more than 3 days will be provided with 2 shirts.
- A range of sizes will be ordered and kept in the volunteer's office for emergencies. Left overs returned to AusDBF for use for the following years Championships
- Most AusDBF national race officials have their own recognised race officials' shirts/jackets, however those that do not will require a volunteer uniform

AusDBF will place the order for the volunteer clothing:

- Shirt and long sleeve shirts with collars for sun protection
- Hats/caps
- Water proof jacket or warm jacket
 - Warmer clothing may be necessary for on water volunteers
- Volunteers will bring their own shorts/pants based on personal requirements and weather



29.2 Volunteer job allocation / rosters

- AusDBF will allocate the roles for the national race officials
- The Organising Committee (Volunteer Coordinator) will allocate the roles for the volunteer support positions. Some of the volunteer roles may be able to be accommodated with an AM / PM shift times such as start pontoon, boat loading
- Areas requiring volunteers generally include the key areas:
 - Boat holders (on pontoon)
 - Boat loading (at marshalling)
 - Runners (to take information from key areas within your venue)
 - Lunch runners
- However, each AusChamps is different and may require volunteers for different duties
- The volunteer roster should be completed 2-3 weeks prior to AusChamps. Gaps should be identified and covered, better to have extra volunteers rather than not enough
- It is important to work closely with AusDBF to ensure there is no cross over between officials and volunteers.
- Copies of the volunteer's roster need posted in the volunteer's room.

29.3 Team leaders

- Each area should have a Team Leader someone who is responsible for all the other volunteers and actions in their area.
- The event Volunteer Coordinator will be able to communicate directly with each Team Leader during the day ensuring any updates are provided and feedback is collected. (such as catering or equipment requirements)

29.4 Junior volunteers

Volunteer Coordinators need to be mindful that they are not a “baby sitting” service and that the parent/guardian is responsible for the young person.

29.5 Volunteer catering

All volunteers are required to be provided with lunch. Several options should be offered to cater for different dietary requirements (i.e. vegetarian options). This is always a challenge and obtaining dietary requirements from race officials and volunteers as early as possible is recommended. A system to deliver food and water to each area is recommended with names on lunches to avoid race officials and volunteer missing out on food.

Such as:

- Finish Tower (Chief Officials, Chief Judge, time keepers, race secretary/s)
- Race Administration
- Marshalling Area
- Boat Loading Area
- Water Umpires/ Safety Boat / Run about boat (including boat drivers)
- Start area (including pontoon holders)
- Announcers
- First Aid

Due to the long days expected of the volunteers and race officials it recommended the catering include morning and afternoon tea as well lunch. Volunteers and race officials are provided with two coffee per person per day. Suggested items to be considered are:

- Wraps / sandwiches (variety)
- Hot soup and crusty bread (if it is a cold day)
- Fresh fruit (apples / bananas / mandarins) (oranges are too hard to eat)
- Mini muffins / carrot cake / banana cake / slices
- Muesli bars
- Snack cheese/biscuits
- Bite size chocolates
- Lollies

Ensure there are enough volunteers to distribute lunches to all volunteers' stations as most will be unable to leave their post during the event. This will depend on the distance around the venue. Sometimes volunteers will not be at their designated area to collect their lunch. In this situation, if possible, provide the volunteers with vouchers that can be exchange for their lunch at a set location. Water is critical because many volunteers will not be able to leave their post and running water may not always be available at their station depending on where the volunteers is located at the venue. Ensure they are provided ample access to bottled water, especially at marshalling, boat loading, boat holders on pontoons, safety boat crew and umpires. Recommend eskies are filled with cold bottles of water each day (marshalling / boat loading / start pontoon, Start area)

There should be enough volunteers to allow people to take toilet breaks, get water, food, coffee, and sunscreen, hand sanitiser.

Volunteers need to be "appreciated". The little things will count.

29.6 Bump In / Bump out

Volunteers may need to be recruited specifically for venue bump in / bump out to help with set-up and clean up. All courses may differ in extent of set-up.

29.7 Volunteers working outside daylight hours

If Volunteers are required to work after sundown or before sunrise, lighting must be considered for safety and to complete paperwork etc.

29.8 Respect

Remind all volunteers and officials to respect each other as well as competitors.

29.9 Volunteer Thank you email

It is encouraged to email a thankyou note to all volunteers thanking them for their hard work within 2 weeks of following AusChamps.

AusDBF reference documents

The following references can be used to support information in this document, available on the **AusDBF** website - www.ausdbf.com.au

AusDBF Protocols Manual

<https://www.ausdbf.com.au/about-us/cultural-heritage/>

The Dotting of the Eyes Procedure Manual

<https://www.ausdbf.com.au/about-us/cultural-heritage/>

The Competitors Oath and Dragon Spirit

<https://www.ausdbf.com.au/about-us/cultural-heritage/>

AusDBF Competition Regulations and Rules of Racing – Edition 10 – 2022

<https://www.ausdbf.com.au/events1/>

AusDBF Safety Handbook – Edition 2.1 - 2022

<https://www.ausdbf.com.au/policies/>

National Code of Conduct – 2022

<https://www.ausdbf.com.au/policies/>

Australian Dragon Boat Federation Ltd**Joint Venture with [insert Host state]***PO Box 3463**Putney NSW 2112***Profit & Loss Statement****dd/mm/20yy -dd/mm/20yy**

	\$
Income	
Regatta Income	
Sponsorship Income	
Entry Fees	
Stallholder Fees	
Advertising Income	
Commission Income	
Total Regatta Income	
After Party Ticket Sales	
Item Sales	
Other Income	
Total Income	
Event Costs	
Venue Expenses	
Chairs and Table Hire	
Course and Venue Signage	
Marquees and Tents	
Venue Setup and Bump Out Costs	
Sound and Visual System	
Stage and Flag Expenses	
ID Cards and bands	
Toilets	
Total Venue Expenses	
Race Expenses	
Consumables & Out of Pocket Ex	
First Aid	
Medals and Trophies	
Officials- Paid	
Official and Volunteer Travel	
Race Boat Costs	
Race Course Expenses	
Radios/Communication	
Rescue and Official Boat	
Timing/Finish Camera Fees	
Uniforms	
Volunteer Costs	
Waste Management	
Total Race Expenses	

Ceremonial Expenses	
Opening Ceremony Costs	
Official Welcome Party Costs	
Total Ceremonial Expenses	
Event Overhead	
Risk Management	
Security Expenses	
Program Expenses	
Total Event Overhead	
Marketing Expenses	
Media Production- TV internet	
Total Marketing Expenses	
After Party Expenses	
Band and Entertainment	
Food and Catering	
Venue Hire	
Other Party Costs	
Total After Party Expenses	
Total Event Costs	
Gross Profit	
Expenses	
General and Administration	
Accounting and Audit	
Bank Fees	
Bad Debts	
Depreciation & Amortisation	
Filing Fees	
Insurance General	
Printing and Stationery	
Total General and Administration	
Communication Expenses	
Telephone and Internet	
Total Communication Expenses	
Total Expenses	
Operating Profit	
Other Income	
Interest Earned	
Total Other Income	
Other Expenses	
FOREX Loss	
Rights for AUSCHAMPS	
DBV distribution	
Total Other Expenses	
Net Profit/(Loss)	

ANNEX 2 – Radios

	Name	Area	Sign Out	Sign In
1		Chief Official		
2		Chief Official		
3		Chief Judge		
4		Race Secretary		
5		Race Admin		
6		Chief Marshall		
7		Marshalling Secretary		
8		Marshalling Announcer		
9		Chief Boat Loading		
10		Starter		
11		Starter		
12		Chief Umpire 1		
13		Umpire 2		
14		Umpire 3		
15		Umpire 4		
16		Safety Boat		
17		Safety Officer		
18		First Aid		
19		Volunteer Coordinator		
20		Host Org Comm		

21		Technical Director		
22		Announcers		
23		Spare		
24		Spare		
25		Spare		
26		Spare		
27		Spare		
28		Spare		
29		Spare		
30		Spare		

ANNEX 3 – Stationary / Equipment Checklist

	Item	AUSDBF	Host State
12	Boxes of copy A4 copy paper		√
4	Plastic filing trays	√	
1	Box of A4 plastic sleeves	√	
4	Hanging file boxes	√	
4	Pairs of scissors	√	
2	Staplers	√	
1	Hole punch	√	
1	Box of blue / black biros		√
1	Pack of red biros'		√
1	Pack of pencils		√
1	Eraser		√
1	Pencil sharpener		√
4	Liquid paper		√
6	Rolls of sticky tape		√
6	Packs of blu tack		√
6	Rolls of duct tape		√
2	Packs of highlighters	√	
12	Fine point black markers	√	
12	clipboards		√
1	Roll of string		√
2	Rulers		√
2	Glue stic		√
5	Loud hailers		√
4	Sets of red/white flags	√	√
5	Tablets and dongles	√	
1	Large box of paper clips		√
4	Boxes of bull clips (different sizes)		√
2	Pack of Post it notes		√
6	Stop watches	√	
24	Laundry baskets		√
1	White board / chalk board (Marshalling)	√	√
3	Laminators	√	
1	Shredder	√	
4	Sets of red/white umpire flags	√	
3	Loud hailers	√	√

ANNEX 4 – List of Race Officials and Volunteers

Race Officials to be recruited by AusDBF		Volunteers to be recruited by Host State	
Race Official Mentor		Volunteer Coordinator	1
Chief Official/s	1-2	Volunteer Area sign in/out	2-3
Race Secretary/s	1-2	Food runners	2-3
Chief Judge	1	Toilet Cleaners	2-3
Time Keepers	3	Protocol and Awards	2-3
Race Administration	1-3	Parking Attendants	
Chief Starter	1	Results Runner	1
Asst Chief Starter	1	General volunteers	
Start pontoon boat aligner	1	Start pontoon (if using)	5
Chief Umpire	1	Boat Drivers (if not provided)	
Water Umpire	3-7	Merchandise – Team Elite Shop	
Chief Marshall	1		
Marshall Secretary	1		
Marshall Announcer	1		
Marshalls	6		
Chief Boat Loading	1		
Boat Loading (2 per boat)		Boat Loading (2 per boat)	
Protocol	1		
Announcers	2		