



BRITISH DRAGON BOAT RACING ASSOCIATION

Founder Member of the International Dragon Boat Federation and European Dragon Boat Federation

www.dragonboat.org.uk

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Appendix to the BDA Water Safety Policy (WSP)

'SAFETY PROCEDURES'

for

DRAGON BOAT REGATTAS

and

CREWS IN A TRAINING SITUATION



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INTRODUCTION

This Appendix to the BDA Water Safety Policy outlines, in one document, the safety procedures that organizations involved in Dragon Boating should follow to facilitate safe Dragon Boat Races, that is, procedures designed to maximize the safety of participants, officials and spectators.

Ref Docs:
WSP Part A
paras 1.1– 1.3,
2.1-2.4; 3.1-3.14
CRs 1.8, 7.5
and 7.10.5

The procedures and systems contained in this document, are the minimum safety requirements for BDA Registered Dragon Boat Service Providers and Dragon Boat Crews and Clubs to adopt for Dragon Boat Races.

The BDA Reference Documents' paragraphs, referred to in the right hand margins of this document, supplement the safety procedures herein, and should be incorporated in Organizers planning and operational procedures.

Bye Laws, Coaches
Awards; Comp
Regs & Race Rules

In addition, Organizers should carefully review other appropriate reference materials, such as Life Saving Manuals and Health and Safety legislation. Additional rescue training for key personnel is highly recommended.

WSP Annexes
A, E, and F

The procedures in this Water Safety document, are for '**on the water**' emergency response; they DO NOT include 'on the land' emergency response procedures. Therefore, Organisers should also develop such on-land procedures for their own events.

BDA Water
Safety Policy(WSP)
CR 7.7 & 7.7a

The following terminology and definitions are used in this document.

Event Organiser. The Event Organiser is the designated person who is the overall co-ordinator of the event, including any other activities organised in support of the Dragon Boat Competition.

CR 9.2 and WSP
paras 2.28
and 3.15.

Race Organiser. The Race Organiser is the designated person who is responsible to the Event Organiser for managing the actual Dragon Boat Races, which includes producing the Racing Programme for the event.

CR 9.3 and WSP
paras 2.29 -2.30
and 3.18 – 3.20

Boat (Crew) Marshalls. The Boat & Crew Marshall(s) are the person(s) designated to oversee and supervise the boat & crew embarking area(s).

RR. R3.11 and
R3.12

Safety Officer. The Safety Officer is the person designated to oversee all Safety issues related to a Dragon Boat Racing event.

CR. 7.6
RR. R3.13

Emergency & Rescue Personnel. Emergency and Rescue personnel are those persons who are engaged to respond to emergencies **both on and off the water**, during a Dragon Boat Racing event.

CR. 7.7

Rescue Boat(s) and Rescue Craft. The Rescue Boat is a motorised vessel which is used to patrol each race and respond in an emergency and thus must be capable of carrying a number of individuals in addition to its own Crew.

CR 7.8

Other Rescue Craft are those, such as specialised kayaks etc, which may be used to supplement the rescue boats.

Dragon Boat Racers. A Dragon Boat Crew will typically consist of a number of differently designated members - 'Racers'; namely the Drummer, the Helm (Steerer) and the Paddlers – who physically propel the Boat through the water.

BL. 3.6

Abbreviations. BL – Bye Laws. CR – Competition Regulations. RR – Rules of Racing. WSP – Water Safety Policy. CSA – Coaching Scheme Awards

BDA website
www.dragonboat.
org.uk

THE BRITISH DRAGON BOAT RACING ASSOCIATION (BDA)

The British Dragon Boat Racing Association (BDA), founded in July 1987, is the National Governing Body for the sport and recreation of Dragon Boating in the UK and is recognised by the UK Sports Councils. The BDA is a Member of the Central Council for Physical Recreation - CCPR (Water Recreation Division) and a Founder Member of both the International and European Dragon Boat Federations – the IDBF and EDBF.

Since its foundation in 1987, the BDA has regularly organized British National Championships and the British National Dragon Boat League for BDA Dragon Boat Clubs and Crews. The BDA also organises Dragon Boat events for Charities and third party organisations and sanctions dragon boat activities organised by commercially based Dragon Boat Event Organisers; activity centres and Clubs, registered with the BDA.

In addition the BDA has formulated standard competition regulations and racing rules for the sport and developed both Coaches Awards and Race Officials Training schemes. The BDA was also responsible for developing, on behalf of the EDBF and IDBF, specifications for the Standard size (22 crew) and Small size (12 crew) Dragon Boats and the Racing Paddle.

It is currently estimated that over 70,000 people a year take part in dragon boating activities in the UK with over 300,000 estimated participants in Europe; 200,000 in North America; around 20,000 in Australasia. Dragon Boat groups are now established in the Caribbean, Central and South America and Dragon Boating has developed to the point where over 50 million people in Asia alone and nearly 60 countries, world wide, annually 'Race the Dragon' in dragon boat competitions around the globe

THE BDA REGISTRATION & ACCREDITATION SCHEME

The BDA has a mandate to ensure that those participating in the sport (and those authorities with an interest in it) know exactly what qualifications; safety procedures and standards of competence are expected by the Association, from those organisations and individuals providing dragon boat services to the community at large. Therefore participants will know that BDA Registered and Accredited Organisations are operating to acceptable organisational and safety standards.

To this end the BDA has a scheme of Registration and Accreditation for Activity Centres; Leisure Companies; Dragon Boat Club; Sports Clubs and the like, who are offering dragon boat services in return for payment. Similar schemes apply to boat owners, organisations and individuals organising Dragon Boat Races and to individuals offering their services, paid or voluntary, as Boat Helms, Instructors, Coaches or Race Officials.

Accreditation as a BDA Provider of Dragon Boat Activities (Accredited Provider) is open to Sports Clubs, Event Organisers and Leisure Companies offering dragon boat services **to adults**, on a commercial basis and to fully constituted Dragon Boat Clubs; offering such services on a fee paying basis to non-members.

Registration as a BDA Dragon Boat Centre is open to both public sector and private sector activity centres, such as water sports and local authority bases, youth centres and leisure centres, who provide dragon boat services **to young persons**.

BDA Registered Centre status means that the activity centre 'provider' of a dragon boat service complies with the BDA 'Code of Practice for Dragon Boating' detailed in the BDA Water Safety Policy. This Code requires the provider of an activity, whether it be educational, training, racing, introductory or recreational, to adopt the operational and safety standards of the British Dragon Boat Racing Association as detailed in the BDA Bye-Laws, Competition Regulations and Rules of Racing or as published by the BDA Executive Committee from time to time.

THE DRAGON BOAT

Ref Docs

The Dragon Boat is a long displacement boat of an open design, which is a paddled water craft. On all Dragon Boats there is a dragon's head at the bow, a dragon's tail at the stern and decorative dragon scales along both sides of the boat. A long paddle or steering oar, at the stern, is used for steering the boat.

BL. 3.1

Traditional Dragon Boats can vary in size from the very small – 3m, to the extremely large – over 30 metres (90') in length. However, most of the Dragon Boats that are raced today, are between 9m (30') and 14.5m (48') approximately long.

CR. 5.1

The IDBF has developed specifications for a Standard and a Small size Racing Dragon Boat, for use in Sport and Festival Racing, held under IDBF Rules of Racing. The BDA uses IDBF Spec Boats and Paddles.

The IDBF Standard Racing Boat is 12.4 metres long and the Small Racing Boat is 9.1 metres long. A Large Spec Dragon Boat some 20 metres long, has also been developed, to seat a crew of 50 paddlers.

IDBF Spec Boat
Tech Manual
Part A and B.

Traditional Dragon Boats are made from wood (teak or similar hardwood) But generally boats used in modern Sport and Festival Racing are made of fibre-glass or other composite materials. Dragon Boats when swamped or capsized, will not sink but will float just below the surface.

Dragon boats are designed to seat one drummer, one steerer (Helm) and normally from 10 - 20 paddlers, dependent on the size of Dragon Boat being raced.

CR. 3.1

The control of a dragon boat is left to the Steerer (Helm) who must be able to control the direction of the boat and avoid collisions on the course. Boat Helms should be trained and certified to ensure they are able to manage this important role. Such training and certification should be carried out in accordance with the Awards in the BDA Coaching Scheme (CS).

WSP
paras 6.23
and 6.25

PARTICIPANTS

Participants in dragon boats races vary in age, fitness levels, swimming ability and their paddling skills. Organizers of these events must plan the events under the assumption that all participants are at the novice level. By doing so, procedures and event personnel will best be prepared for Situations that may develop. Event organizers should familiarize themselves with the level of ability of each crew. Novice crews should be monitored closely to ensure their safety and the safety of others.

CR. 1.4.3

Crew Safety

Although it is incumbent on the Organising Committee to provide a rescue service, the **Crew Manager and Boat Captain** are primarily held responsible for the safety of their crews. When on the water the Boat Captain, who will normally be the Helm (Steerer) must take responsibility for the crew's safety.

CRs 7.10.1 to
7.10.5 inc
WSP Annex A

THE DRAGON BOAT RACING COURSE

Ref Docs

Course Layout.

Good course layout is fundamental to avoiding accidents and collisions.

CRs 6.1 - 6.4

Water depth.

On a course with an uneven bottom, the water depth should be a minimum of 3m to provide sufficient depth for the boats not to be adversely affected by 'drag' on the bottom of the boats and enough draft for rescue boats to operate safely and to ensure that participants will not be at risk in a capsized.

CR. 6.10

Racing Lanes.

The number of participating boats, rescue boats and the width of the course will determine the number of lanes in a dragon boat race. Each lane should be a minimum of 9m wide to ensure sufficient navigational room within the lane in windy conditions or in the event the Helm loses control of the boat. Ideally Racing Lanes should be clearly marked for the length of the course But as a minimum the Start and Finish Lines must be marked.

CR. 6.3

Proximity to shore

The lane closest to shore should be a minimum of 9m from the shore to give a non-racing lane, which can be used by Rescue and other craft to travel along side the racing lanes and to access the Racing Lanes, when necessary. Ideally, a second return lane of 9m should be provided on the outside of the Racing Lanes. These non-racing lanes also provide space for a crew to regain control, if the Helm makes a Steering error.

CR. 6.3

Identification of Hazards/ Risk Assessment

**See Annex 1 &
WSP Annex E**

Each body of water has its own risks and set of hazards. Some are visible above the surface of the water or just below it, others are invisible.

Effective Risk Assessment of a dragon boat event includes identifying each of these hazards and taking the appropriate steps to eliminate or reduce the risk they pose. If an identified hazard cannot be eliminated or the risk reduced, the Racing Lanes should be set elsewhere.

WSP
para 4.12
to 4.18

Whenever possible, a local boater with knowledge of the exact area should be consulted. Organizers should create a map of the course with hazards identified ("Hazards Chart") for distribution to all rescue personnel.

Hazards may include:

On water hazards: pillars, posts, dams, low-head dams

Unseen, underwater hazards: submerged rocks and logs, underwater cables, weeds, other submerged objects, swift currents

Litter hazards: garbage, broken glass

Trip and slip hazards: loading and unloading areas

Environmental hazards: lightning and stormy conditions, adverse weather and cold water conditions, wind.

WSP Annex E

Prior to start of the event and referring to the hazards chart. the Safety Officer and Rescue Personnel must check the Racing Area and record any changes in the hazards charted or any new hazards that have been exposed.

When the hazards check has been completed, the Safety Officer reports if all is clear or if any new hazards exist to the Chief Official, who must give his or her consent before racing for the day can commence.

EMERGENCY & RESCUE PERSONNEL.

The Safety Officer

CR. 7.6

Each dragon boat race Event Organiser must appoint a Safety Officer (SO) Appropriately qualified or with the experience necessary to carry out the role. The SO assists the Race Organiser in assessing the suitability of the racing area.

WSP paras
2.24 & 3.27
CR. 7.6

The Safety Officer's responsibilities are to ensure that:

RR 3.13

- An Emergency Safety Plan is completed and circulated to both the Event Organiser and Race Organiser and other Event and Race Officials as appropriate. WSP Annex F
- All Crew Managers, Boat Captains, Boat Helms are aware of any on the water hazards. RR. 3.13 and CR. 9.13
- All Crews are aware of course start and finish points and the method of returning to the embarking area. CR. 10.2
- All Novice and Junior crews, including Drummer and Helm are wearing a Personal Flotation Device (Aid) (PFD/PFA), such as a Buoyancy Aid, made to a nationally accepted standard for water sport activities. CR. 7.9 WSP paras, 2.11, 3.11, 4.13
- All Crew Members (Racers) are aware of adverse weather conditions and how to respond in the event of an accident. WSP Annex A
- All Crews are aware of the Emergency Safety Plan in the event of a medical emergency, Racer overboard, boat swamping or capsize. WSP Annex F
- All Crews have been instructed on the "buddy, buddy" system; numbered under the system before leaving the embarking area and the total number onboard has then been recorded by the Chief Boat Marshal. CSA Module on Crew Briefing
- All emergency and rescue personnel are appropriately qualified or experienced in providing such services for Dragon Boat Racing. CR. 7.7a

If the Safety Officer feels the racing conditions are unsafe for the Crews, he/she may advise the Chief Official to suspend or cancel the event.

RR.3.14

Emergency and Rescue Personnel

Emergency & Rescue Personnel are required both on-and-off the water. As a minimum, one of the Emergency Personnel must be certified in First Aid to provide assistance where needed.

WSP paras 2.21
and 6.16
WSP Annex.F

All rescue boat operators should have an appropriate qualification for powered motor craft, issued by the certifying authority concerned. At least one of the Rescue Personnel should hold an appropriate Lifesaving qualification.

WSP paras
6.16 – 6.18

Rescue/Power Boats.

Because dragon boats carry large crews (typically twenty-two people), it is vital that Emergency and Rescue personnel can respond immediately to an incident and rescue a large number of people at one time.

CR.7.7 and
7.8

Powered Rescue boats are the most effective response for on-the-water incidents. At least one such rescue boat is to be used for every three crews racing. An additional rescue boat must be added for four crews to six crews and then one Rescue Boat for every three extra crews in a race.

WSP paras
2.23 and
6.18 – 6.22

Each rescue boat is to be equipped with appropriate rescue equipment. Additional equipment such as multiple re-boarding devices is advisable.

Rescue Personnel. A small number of rescue personnel should crew the rescue boat. One person in the boat should have a water proof board and pen to record crew numbers and injuries in the event of a capsize or collision.

Ref Docs:
WSP Annex A

Rescue Boats may also act as Umpires Boats, when there are more than two power boats available to the Event Organiser.

Rescue boats might tow large inflatable rubber boats (zodiac type) to serve as a secondary rescue craft in mass rescue situations.

Powered Rescue boats can be supplemented by personal watercraft, such as specialised rescue kayaks. The operators of these watercraft must be aware of all emergency procedures and be skilled at rescue using their type of craft and will follow the direction of the personnel on the powered Rescue Boat.

Spectators

It is important to keep spectators clear of all marshalling and embarkation areas because of the large number of participants who will be in these areas. Only those involved in marshalling and boat embarkation and Crew Officials, may be in such areas with the crews.

Spectators viewing the race from their own boats must be kept at least 20m from the return lane markers, start line or finish line. No spectator vessels should be in the area between the return lanes and the shore. Prior to the event the rescue boats can be used for educating spectators on the water, of the need to keep clear. An area clearly marked with "Racing Area" or "Keep Out" buoys will assist.

Communication

A communication system, such as two-way radios, must be in place and functioning throughout the event to link the Event Organizer, the Race Organiser, Chief Official, Safety Officer and the Race Officials with each other and with the Emergency and Rescue Personnel.

Before the Start of each race, the designated Safety Officer shall obtain, from the Chief Boat Marshal, the number of Racers in each boat. At the conclusion of the race, when all crews are disembarked, the Safety Officer (or designate) is to confirm that all paddlers in the race are accounted for.

RR. 3.11.1

The Helm or Drummer may use a whistle to communicate with the rescue boats. Therefore, either the Helm or drummer should have a whistle with which to alert the Rescue Boats or Umpires Boat in the event of an incident such as a crew member overboard or a medical emergency.

Race Control & First Aid Post.

Race Control coordinates all 'on the water' activities during racing, including emergency response, under the direction of the Safety Officer. The Race Control, together with the Race Secretariat, should be located in an area, close to the Finish Line,

RR. 3.2

A First Aid Post, equipped with first aid kits and emergency equipment as well as a reliable method for contacting local emergency services, should be co-located in the Race Control and Race Secretariat. This area can also serve as the first aid location for any injured participants.

All participants, officials, emergency and rescue personnel must know where the Race Control area is located.

PARTICIPANT SAFETY – ADVICE FOR CREWS

Crew Information

Information material should be distributed to all dragon boat crews prior to the Race Day to allow them to familiarize themselves with all the procedures for the event. Prior to the first race of the day, a Crew Managers and Boat Captains meeting should be held to review the competition rules and regulations; event safety and emergency procedures.

Ref Docs:

CR. 10.2
WSP paras
2.5 - 2.15
**see also
Annex.1**

Crew Briefing and Boat Safety

Prior to their first race of the day, all crews competing in their first ever Dragon Boat Race must be taught the buddy, buddy system and capsizе Drills. Crew Members must be instructed on the basic techniques needed to embark in a boat, move the boat from the shore, paddle effectively and in time, reverse the boat, coming along side and disembarking.

CSA Module on
Crew Briefing

WSP paras,
2.13 – 2.20

Participants must be confident in their knowledge of:-

- How to enter and exit a boat.
- How to balance a boat, based on the crew members' weight and height.
- Commands to stop the dragon boat quickly " STOP THE BOAT".
- How to signal to their steerer that they have an emergency - "paddle up".
- The skills for self-rescue and awareness of hypothermia.

Pre-Race Safety Checklist

Prior to registering for the event all race participants should receive a handout detailing the emergency procedures and his or her role. The waiver signed by each participant should include a statement that the participant understands the emergency procedures for the event.

WSP Annex A
and Annex E
see ANNEX 1

Prior to boarding the dragon boat, the Boat Captain and Boat Helm (steerer) must ensure all crew members comply with the following:

WSP paras
3.4 – 3.11 and

- All Novice crew members and non swimmers are *wearing* an appropriate and approved Personal Flotation Device (Aid) (PFD/A)
- Non-swimmers, weak swimmers and individuals with medical conditions have been identified to the Boat Captain.
- The buddy, buddy system has been implemented.
- No crew members have been consuming alcohol.
- No crew member is wearing anything that that may get caught and cause injury.
- All crew members are "fit to race".
- The total number in the boat has been communicated to the Chief Boat Marshal
- All crew members are aware of the emergency signals in the event of a Racer overboard or a medical emergency.

6.29 – 6.33

RR. 3.11.4

RR. 7.7.1

Participant Safety Equipment

Ref Docs:

To ensure the safety of all participants and to assist in an emergency situation, participants should be made aware of the importance of wearing an appropriate approved PFD while in the boat.

RR 3.12.3
WSP paras
3.13, 3.22 -26

The Boat Marshals and the Boat Captain shall ensure that all crew members are **wearing** an approved Personal Flotation Device (PFD).

WSP Annex A

The Safety Officer should encourage participants to wear sunglasses and sun-screen. Participants should dress appropriately for the weather conditions on race day. On cold or windy days, crew members may tend to overdress for being on the water e.g.: bulky sweaters. If participants fall overboard, capsize or swamp, too much clothing will make the paddlers waterlogged and heavy.

WSP Annex A

Boat Safety Equipment

WSP paras

All dragon boats shall be equipped with a minimum amount of emergency equipment to help facilitate a rescue in the event of a paddler overboard or a boat swamping.

5.14 – 5.21,
6.17 – 6.22,
6.34 – 6.39

The Boat Helm (Steerer) should check all equipment prior to each race.

WSP Annex A

Ideally each boat will have a **throw bag** located in the stern of the boat to assist a racer who falls overboard. Helms must be familiar with its use.

A bailer will be located in the stern of the boat near the Helm to be used in the event of swamping or the boat taking on a large amount of water.

The Helm or Drummer **will** have a **whistle** attached to their person (on the PFD or wrist) to signal for emergency assistance in the event of a racer overboard, collision, medical emergency, a boat swamping or capsizing.

The "Buddy, Buddy" system

Coaching Scheme

Before all crew members are marshaled to board the boat, seat-pairs number off singly (starting with '1' – the Drummer) from bow to stern. The first buddy group forms a threesome with the drummer: the last, a threesome with the Helm (the last numbered 'buddy'). The Helm informs the Chief Boat Marshall of the total number of buddies in the boat just before boarding

Basic Helm Award
& WSP Annex A

Boarding

Crew Members should take care when boarding the boats to avoid capsizing or falling overboard. PFDs for those requiring them, should be on each paddler before they board the boat and all safety equipment should be in place before the boat leaves the embarkation dock.

WSP Annex A

First Aid Emergency

A first aid emergency is any medical emergency or physical injury that takes place on board the dragon boat.

Emergency Personnel

Emergency personnel should **not** attempt to initiate emergency procedures, unless the dragon boat is at a complete stop, thus avoiding the additional risk of collision with a moving dragon boat.

EMERGENCY PROCEDURES FOR PARTICIPANTS and EMERGENCY & RESCUE PERSONNEL (E&RP)

It is important that those who require medical attention receive it as quickly as possible. Written emergency procedures should be communicated to and understood by all emergency and rescue personnel. The following procedures outline the responsibilities of the participants and emergency personnel in the event of an injury.

Ref Docs:
WSP paras
2.1 to 2.34
WSP Annex F

INJURIES AND FIRST AID.

Crew Emergency Signals. All participants should be familiar with the international distress signal, which is used when a crew is in distress,

RR 7.7.1

for example, a crew member lost overboard, then the Drummer or Helm shall alert the Rescue Boats and Umpires by waving vigorously, above head height, the red flags carried in the boat for this purpose. If no flags are in the boat then the International Distress Signal shall be used, that is, the arms shall be placed in the outstretched position (horizontal to the sides of the body) and then raised to the vertical position crossing above the head and returning to the horizontal position, repeated until the Rescue Boats respond.

A Distress Signal given by a crew without just cause, will result in action being taken against the crew under the BDA Disciplinary Code.

WSP Annex A

When a situation in the boat requiring first aid is recognized, the Boat Captain is to direct their paddlers to 'Stop the Boat' and then use the international distress signal to alert the Rescue Craft and the Race Officials, that there is an on board emergency. The Helm or Drummer may also use a whistle to signal for assistance. **Three long whistle blasts indicates an emergency.** The Helm or Drummer should be the only person using a whistle on the boat.

The Boat Captain communicates the nature of the emergency to emergency personnel who assume responsibility for first aid care. The dragon boat can then return to the embarking area, if safe and expedient to do so.

E&RP (Injuries & First Aid)

When an emergency is indicated by a Crew, the appropriate rescue services can be initiated (e.g., EMS, additional rescue boats). Emergency personnel take any injured crew member(s) on board the rescue boat and begin treatment.

With the injured Racer onboard, emergency personnel untie from the dragon boat and pull away carefully. Once clear the rescue boat operator re-starts the engine and returns quickly to the nearest appropriate embarking area. At the dock, the rescue personnel who began treatment remains in charge until EMS removes the Racer or the Safety Officer takes control. Emergency personnel are to return to the water to monitor races once the Safety Officer deems it safe to leave.

Rescue personnel should be aware of hypothermia or heat emergencies and shock for all victims depending on the weather conditions.

Event Organiser. Quick access to information on each paddler is important in the event of an emergency. Event Organizers will establish a registration procedure to collect the following information on each participant: name and telephone number, emergency contacts, and relevant medical conditions.

WSP Annex A
WSP Section C
paras 6.8 to 6.17

RACER OVERBOARD.

Ref Docs:

WSP Annex A

Racer overboard means a Crew Member has fallen out of the boat. The Boat Captain shouts '**Stop the Boat**'. The Helm uses the throw bag, if required, to pull the paddler out of danger and away from other boats, to the edge of their boat. If successfully returned to the boat, then he or she should be floated on the windward side of the dragon boat and re-enter the boat, with the assistance of the Crew.

If the paddler cannot be retrieved to the dragon boat, the Boat Captain may use a whistle to signal to emergency personnel and the Crew should use the international distress signal. The Helm points with an arm at the paddler in the water so emergency personnel are aware of the nature of the emergency and the whereabouts of the victim.

Emergency personnel will take the paddler on board their boat, and return to the dock. The rescued paddler remains at the dock until the rest of the crew arrives. The Chief Boat Marshal is to be informed that the crew is now complete once the paddler rejoins his or her crew.

If the paddler was injured in the incident and is not immediately returned to the dock, the Chief Boat Marshall is to be informed that the crew is one member (or more) short and where the Racer is – e.g. on the rescue boat.

E&RP (Racer Overboard)

When the emergency signal is seen or heard, the closest rescue boat to the emergency responds, taking care to avoid all other dragon boats and with due concern for the possible effect of the rescue boat's wake and wash.

The rescue boat approaches the stopped dragon boat slowly on the lee – Ward side of the dragon boat preferably from the stern. This will enable the Rescue boat to pick up the overboard paddler to whom the Boat Captain or Helm points as the rescue boat approaches (assuming the Helm has been unable to retrieve the Racer with the throw bag).

The rescue boat operator manoeuvres to position the rescue boat on the leeward side of the Racer. Emergency personnel grasp the Racer's arm and bring him or her to the side of the rescue boat.

The Racer is then boarded onto the rescue boat using the re-boarding device. The rescue boat motor should only be shut off if the re-boarding device is a Ladder at the stern of the boat. Emergency personnel should return with the Racer to the marshalling area.

The rescued person should remain at the dock until the rest of the crew arrives.

COLLISIONS – not resulting in a capsized boat.

WSP Annex A

A dragon boat collision can put many people in the water and in danger. In the event of a collision which affects the fair outcome of the race, the race will be stopped. All dragon boats must avoid adding to the collision.

When other crews see a collision, they must avoid the collision area or come to a stop if directed to by their Helm. Dragon boats are not to go to assist with the rescue. A dragon boat is not easily manoeuvred; it will get in the way of emergency personnel and may cause injury to paddlers in the water.

If the Umpires indicate that the race has been stopped all dragon boats not involved in the collision are to return immediately to the Embarkation area.

If a Helm finds the boat is in an unavoidable collision situation, he or she must command the paddlers to STOP THE BOAT. If the collision occurs despite this effort, paddlers should try to avoid injury - such as leaning away from the collision point to avoid being hit by another person or part of a boat.

Once the boat has come to a stop the Boat Captain must ascertain if any of the Crew have sustained an injury that requires immediate medical attention. If so the Boat Captain and Crew are to signal an emergency to the Rescue Boats. Crew members should keep calm and quiet so they can hear the directions from the Boat Captain, Helm and emergency personnel.

Crew members must stay in the boat. This will keep them out of harm's way when emergency personnel arrive. Any Paddlers in the water should not attempt to get into either boat, until directed to do so by their Boat Captain or Rescue Personnel as doing so may cause a boat to roll towards the water or even capsize, thus putting more people in the water.

If a crew member in the water is injured, the nearest uninjured crew member in the boat should steady themselves and uses one hand to grasp the collar of the PFD of the injured Racer or take hold of the other persons arm. It is important for the uninjured crew member to maintain verbal contact with the person in the water until emergency personnel arrive.

E&RP (Collision)

When the emergency signal is seen or heard, the closest rescue boat to the emergency responds, taking care to avoid all other dragon boats and collisions and with concern for the possible effect of the rescue boat's wake and wash.

If the Course Umpires have signaled that all dragon boats are to come to a complete stop then all rescue boats may respond immediately.

All rescue boats approach the site slowly on the leeward side of the collision. Since many rescue boats do not have propeller guards, it is important to keep the rescue boat's stern leeward and perpendicular to the collision.

Where possible and practical, each rescue boat is to pair with each dragon boat involved in the collision. All other rescue boats and support (zodiacs, PWCs) are to remain on the perimeter until directed otherwise by the lead rescue boat – that is, the first rescue boat to reach the scene of the collision.

The Boat Captains inform the rescue boats of any injuries or missing paddlers. The lead boat operator collates the reports and radios to Race Control the full information concerning the number of injuries and their nature and the total number of missing Racers so the appropriate services can be initiated.

If a Racer is missing, the emergency personnel from the vessel assisting that dragon boat initiate a search and inform the Lead Rescue Boat.

Once a rescue boat is at capacity, it should push away carefully from the collision with rescue personnel directing the remaining Racers to stay with the dragon boat to be picked up by additional rescue boats. Once clear the rescue boat should return quickly to the dock where onshore emergency personnel can take over the treatment of any injured crew members.

The additional vessels (if available) ferry injured people to the shore based First Aid point for treatment to begin. If there are no additional rescue boats, the priority of one rescue boat will be to search. The second rescue boat will triage the victims and ferry them back to the embarkation area.

CAPSIZES

Ref Docs:

WSP Annex A

A capsized boat is one that has turned upside down with the hull of the boat uppermost. Capsizing can occur in strong side winds or in cross wave conditions. Crews should understand that they cannot stop a boat from capsizing once it has started to roll.

The Crew Members must let themselves go with the roll of the boat and try to throw themselves clear of the boat or dive into the water. Once clear of the boat paddlers should try to locate and retain the nearest paddle.

A Crew Member who is underneath the overturned boat can breathe in the air pocket. They should then grasp the gunwale of the boat with one hand and push back down into the water until they are clear of the boat and can surface.

As soon as each crew member is clear of the boat **they must look for their Buddy**. The Boat Captain will check that all crew members are present by calling for Racers to identify themselves by shouting out their Crew Number. Once all the crew is accounted for 'Buddies' check each other for injury and report any injuries to the Boat Captain.

Crew members must stay with the boat, using it as a floating platform but should avoid climbing on top of the boat as it may start to roll and possibly injure other paddlers.

If a 'buddy' is injured, the uninjured buddy should grasp the gunwale of the boat with one hand and the collar of the PFD (or clothing) of the injured buddy with the other. It is important for the uninjured buddy to maintain verbal contact with their buddy. If the water is cold or paddlers feel cold, they should pull their knees to their chest and wrap their arms around their legs. This is often referred to as the HELP position – Heat Escape Lessening Position.

Upon their arrival, emergency personnel take control of the situation. The Boat Captain will provide them with information on missing buddies or injuries. Emergency personnel may take some paddlers on board the rescue boat.

Racers being boarded on the rescue boat must follow the directions of the emergency personnel and allow themselves to be pulled into the boat.

If there are no rescue boats immediately available and if the weather and wave conditions permit, then the crew may swim to shore in a self rescue, under the direction of the Boat Captain.

E&RP (Capsizes)

When the emergency signal is seen or heard, the closest rescue boat to the emergency responds, taking care to avoid all other dragon boats and with due concern for the possible effect of the rescue boat's wake and wash.

The rescue boat approaches the capsized dragon boat slowly on the leeward Side of the dragon boat, preferably from the stern, and remains at the stern of the dragon boat. Since many rescue boats do not have propeller guards, it is important to keep the bow of the rescue boat near the stern of the dragon boat and away from the crew members.

The Boat Captain informs the rescue personnel of any injuries or missing crew and the boat operator then radios to Race Control the information on injuries or missing persons, so that the appropriate services can be initiated. Rescue boat personnel then take any injured Racer(s) on board the rescue boat and direct the rest of the crew to remain with the boat until they can be ferried to the shore, if necessary, in other rescue boats.

SWAMPING

Ref Docs:

WSP Annex A

A boat is swamped when it takes on large amounts of water which fills the Boat to a level where it cannot be paddled and becomes unstable.

A swamped boat will float upright just below the surface of the water. Swamping generally occurs in high winds or in choppy wave conditions.

Once the boat has come to rest it will float just below the surface. While the crew may be tempted to 'abandon ship' as it fills up with water, it is best that the crew members stay in the boat and to remain still, calm and quiet so they can hear directions from the Boat Captain, who will conduct a crew check.

If water can be quickly and safely bailed out, the Boat Captain assigns Crew Members to do this with the bailer(s) in the boat. Other members can assist by using their paddles to bail out the boat. If the boat cannot be bailed out, the crew stays in the boat to steady it - all paddlers reach with their paddles as far to the outside of the boat as possible and hold them flat on the water. Upon their arrival, rescue boat personnel will take control of the situation.

E&RP (Swamping)

When the emergency signal is seen or heard, the closest rescue boat to the swamped Dragon Boat responds, taking care to avoid all other dragon boats and with concern for the effect of the rescue boat's wake and wash.

The rescue boat approaches the swamped dragon boat slowly on the lee – ward side of the dragon boat, preferably from the stern, and remain at the stern on the dragon boat. Since many of the rescue boats do not have propeller guards, it is important to keep the bow of the rescue boat near the stern of the dragon boat and away from the Racers.

The boat operator radios to Race Control information concerning any injuries or missing paddlers so the appropriate services can be initiated. Emergency personnel take any injured Racer(s) on board the rescue boat

If the dragon boat can be safely manoeuvred the Boat Captain instructs the Crew to slowly move the dragon boat to the nearest suitable unloading point or to the embarkation area.

If this is not possible or there are no rescue boats immediately available and if the weather conditions permit, then the crew may swim to shore in a self rescue, under the direction of the Boat Captain.

SELF RESCUE - **Swimming to shore**

WSP Annex A

Crew members can swim to shore only if directed to do so by Boat Captain. All crew members swim to the same spot on shore as directed by the BC.

Crew members are to swim with their 'buddy'. Cold water can make a short distance feel like a long one. If a buddy was taken into a rescue boat, the lone buddy is to make a threesome with a buddy pair.

Once on shore, the Boat Captain conducts a Crew check accounting for those taken aboard a rescue boat or who may have remained with the dragon boat to help bring it to shore.

The Boat Captain reports to the Chief Official on the number taken on the rescue boats, anyone missing, anyone injured on the swim in and if all are accounted for.

GENERAL SAFETY ADVICE FOR DRAGON BOAT RESCUES.

In the water

The water may be cold or paddlers may feel cold as shock sets in. All crew members should be familiar with self-rescue and the prevention of hypothermia.

Racers should inform their buddies if they are injured or have a medical emergency. A Racer who has any required medication should take it as prescribed.

To prevent drifting and further injury all paddlers should remain with the dragon boat until directed otherwise by the Boat Captain or rescue personnel.

To prevent hypothermia:

- Keep the head out of the water
- Pull knees to the chest while floating on the back
- Wrap arms around legs

Rescue of others:

A Racer found face-down should be turned face-up immediately. Check for breathing and signs of circulation by watching for the chest to rise, listening for breathing sounds and feeling with a hand over the mouth and nose for air coming out. A lack of breathing or circulation should be brought to the immediate attention of the Boat Captain.

NOTES FOR EMERGENCY PERSONNEL:

During an emergency dragon boats are not to be marshaled at the start line until all boats involved in the emergency have returned to the dock, all Racers have been accounted for, and the Chief Official deems it safe to continue with the races.

Emergency personnel should not enter the water. There are already a number of people in the water and the rescuer is more effective from the boat. Only those trained in in-water rescue techniques should enter the water to perform a rescue.

Rescues from the Dragon Boat

- Communicate with the Boat Captain to determine the nature of the emergency.
- Radio the nature of the emergency and assistance required to Race Control.
- Inform the Boat Captain of your intention to remove a Racer from the boat so that the Helm (Steerer) can direct the crew to rebalance the boat.
- If possible, an injured racer should slide to the side of the dragon boat closest to the rescue boat.
- With the person facing the rescue boat, pull them forward into the rescue boat over the gunwales.

Ref Docs:

WSP Annex A
Coaching
Scheme Info

WSP Section C

CSA - Basic
First Aid Award

Rescue from the water - unconscious Racer

Ref Docs:

- Communicate with the Boat Captain to determine if there are injuries or missing paddlers.
- Radio the nature of the emergency and assistance required to Race Control.
- Always approach a situation on the leeward side with the rescue boat stern away from any paddlers -parallel if the dragon boat is floating on top of the water; perpendicular if the dragon boat is swamped, capsized or there has been a collision.
- The operator of the rescue boat remains in control of the rescue boat. The operator's role is to ensure the boat does not drift into any Racers or hazards.
- Upon instruction from the rescue personnel, buddies can swim their unconscious partner to the edge of the rescue boat keeping the injured person on his or her back.
- Emergency personnel, trained in in-water rescue, may assist.
- Emergency personnel on the boat may wish to recruit a non-injured racer - preferably the buddy of an injured racer, to assist with boarding crew members on to the rescue boat.
- Able crew members can use the re-boarding device on the rescue boat, otherwise emergency personnel can pull them into the rescue boat forward over the gunwales.
- Grasp the unconscious Racer under the armpits and pull straight up until the victim's chest clears the gunwale. Once the upper body is over the gunwale, rescuers pull the rest of the unconscious person on board.
- Emergency personnel begin their assessment of the person and begin treatment. If it is a life-threatening injury the rescue boat must proceed immediately to the dock.
- The rescue boat operator must ensure the vessel remains balanced and stable while taking on additional passengers.
- The boat operator is to ensure the boat does not become overloaded for the conditions.

Emergency Medical Services (EMS)

WSP Annex F

The provision of Emergency Medical Services (EMS) can vary from Country to Country. Sometimes they are a public service and sometimes they are a Private or community-based group of specialist personnel trained to respond to any emergency medical or rescue situation.

It is important for the Safety Officer to determine what the correct EMS contact information is, location of the event, EMS entrance to the event, and a method for contacting EMS during the event planning stages.

All emergency personnel should be informed of this information and it should be posted in Race Control.

EMS can be notified in advance that the event is occurring with the specifics of when and where, number of people involved and what the emergency access points and contacts are.

**Emergency Medical Services should only
be called in the event of**

- Life-threatening injuries - heart attack, chest pain, difficulty breathing, stroke, major bleeding, etc.
- Major injuries - those requiring medical attention.
- Multiple victims - from a collision or capsizing.
- Missing racers.

Ref Docs:

Incident Reporting

Each time rescue boats are used, a report must be completed outlining the nature of the emergency.

WSP Annex F and
Appendix

The Safety Officer must collect these reports at the end of each day and review them for commonalities.

If certain incidents tend to repeat, the Safety Officer must review the event procedures with the Event Organiser prior to the next day's races and make the required changes.

Emergency personnel are to be briefed on the changes prior to starting the races.

In the event of a major incident - drowning, collision, death of a participant or volunteer - the police must be involved and will ask to speak to anyone involved.

Any rescue personnel involved in the incident and the crew involved must return to Race Control and wait for the police to finish questioning them.

The Safety Officer in conjunction with the police will determine when the emergency personnel may leave.

Following the conclusion of racing, the Safety Officer should prepare a report detailing all incidents and actions taken to prevent a recurrence.

This report will include recommendations for future events at that location and a copy sent to the BDA Secretary who, in the event of a fatality, will inform both the EDBF and the IDBF.

Media Interest

In the event of a major incident - drowning, collision, death of a participant or volunteer- the media will wish to speak to anyone connected to the event.

Prior to the start of the event, the Event Organiser should appoint a spokesperson in the event of a situation where the media may become involved.

Participants and emergency personnel are to be instructed to direct all inquires to the designated spokesperson.

Participants and emergency personnel are to be instructed to speak only to the police about the incident following its conclusion.

ANNEX .1 – EXAMPLE OF AN EVENT SAFETY PLAN

Shoreham Dragon Boat Race – Sussex.

Event Safety Plan 2006

version 11

Introduction

This Event Safety Plan may be supplied as a "Briefing Pack" for distribution to crews, officials, helpers, emergency & rescue personnel, the police, etc.

Contents

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1	Introduction	
2	Emergency Contact List.....	
3	Who's Involved	
4	When	
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9	Insurance Cover & Paperwork.....	

EMERGENCY CONTACT LIST

Body	Name	Mobile/24Hr	Radio
SDBR	Gideon Reade		
	Steve Alexander		
	Neale Maloney		
	Paul Major		
Race Control	One of above	One of above	Walkie Talkie 5.5
Harbour Control			Ch 14
SPA	Colin Crookshank		
BDA			
MVS	Derek Banks		Ch 10 MVS Safety
St Johns	Rita Marley		Walkie Talkie Ch 08

RESCUE BOATS:

The Rescue Boats will be provided by the Marine Volunteer Service.

Contact for MVS is Derek Banks: Telephone: 077 xxxxx

FIRST AID:

First Aid support will be by *St John's Ambulance Brigade*, Shoreham and Southwick division.

St John's contact is Rita Marley: Telephone: 01273 xxxxx or 077 xxxxxx

EMERGENCY SERVICES:

Police contact is PC Mark xxxxxx Tel: 0845 xxxxxxxx, Highdown Division HQ,
Centenary House, Durrington Lane, Worthing, BN13 2 PQ.

NEAREST ACCIDENT & EMERGENCY UNIT

The nearest A&E is Worthing Hospital. Tel: 01273 xxxxxxxxxx

WHO'S INVOLVED

This section details who's involved.

THE ORGANISERS;

Shoreham Dragon Boat Race is an ad-hoc organisation comprising in 2006 Gideon Reade, Steve Alexander, Neale Maloney, Paul Major. It is in the process of adopting a constitution as a dragon boat club, and affiliating to the *British Dragon Boat Racing Association* – the BDA.

For further information please contact Gideon Reade on 0127 xxxxx (daytime) or 0190 xxxx (evening).

BDA affiliation will provide public liability insurance. In the interim, as in 2004, *Shoreham Port Authority* acts as the legally responsible body and provides public liability insurance as well as the venue and launching facilities (at *Graham Barnes Chandlers*) and *Adur District Council* provide support with the "event" aspects of things.

ADC have no on-the-day involvement, although this year.
ADC H&S officer – John xxxx, has checked the Event Risk Assessment .

RACE AREA LOCATION:

The race will be held in the canal area by permission of *Shoreham Port Authority*.

Contact is the Harbour Master (Colin xxxxxx) Telephone: 01273 xxxxxx / 077 xxxxxx
Graham Barnes Chandlers/Lady Bee Marina Telephone: 01273 xxxxxx

The on-the-day race organisation will be by *British Dragon Boat Racing Association*, within the race rules of the *British Dragon Boat Racing Association*.

WHEN THE EVENT IS TAKING PLACE

The basic schedule is this:

Sunday 21st May.

- 07:45 - Helping Party meets, by steps down to Canal Bank Slip.
- 08:15 - Set-up. Barrier tape, direction notices to be placed. Generator and P.A. to be set up and tested. Gazebo, tables.
- 09:30 - Teams arrive. Start registering. St John's set up. Dragon & Safety Boats arrive and moor.
- 09:30 - Find & equip boat marshals.
- 09:45 - Safety Crews Briefing at Race Control.
- 10:00 - Team Captains briefing
- 10:20 - Boat Marshals in place. First Teams called forwards.
- 10:30 - First race starts
- 14:10-15:00 – Lunch stop
- 16:15 - Final
- 16:30 - Results & prize giving.

There is no specific deadline to clear the site.

There will be a lunch break at some point, for the steerers and starters.

Within this, The BDA will prepare a schedule of crews and heats.

WHERE THE RACING AREA IS

The race will be held in locked part of Shoreham Harbour, the "Canal Bank Slip". This is a point where the north bank extends out into the harbour. This area is flat, grassy/ scrubby. The bank here is wooden-lined and an easy step to and from the boats. The resulting race course is marked by two substantial navigation posts, and an length of 215m - for racing.

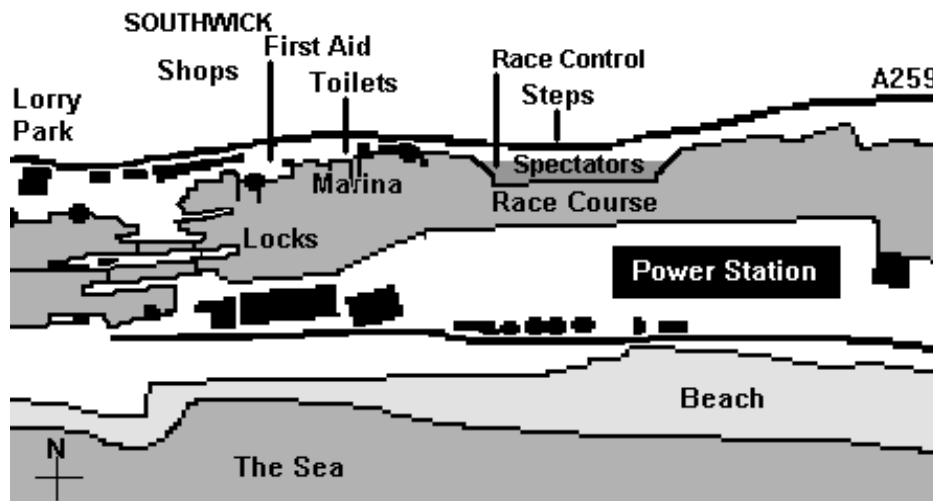
The obvious defects of this location are that there's no vehicular access, no shelter, and no electricity. The organisers will arrive early and park above the venue and carry down the kit, including a 240v generator.

There is a bit of a problem with litter and dog waste at the venue, as well as scrub on the steps and path. SPA have confirmed they've done a clean-up.

There's also a specific problem with spectator access. The steps (shown on the map) are no problem, but there's an easier access along a path from the Marina to Race Control. The path is narrow. It has an unprotected drop into the water. This hazard is mitigated by the depth of the water at this point (under 1m).

NOTE: If the water in the harbour is held at a high level, then a part of the path floods to about 10cm. Some people will then scramble around a concrete obstacle, which is potentially hazardous. SPA will hold the level in the harbour below this flooding level.

In 2000/2002 the intention was to reduce the hazard by providing marshals at this point. However, people objected to being directed the long way around via the road and steps and often ignored the marshals. The marshalling depended upon finding volunteer on the day, and wasn't reliable. (In 2004 the harbour kept the level below the flood level, which was more successful.)



Refreshments are available at the nearby Schooner Inn, and in Southwick, and at the Open Day.

Portable toilets for the open day will be sited in Graham Barnes' car park, where marked on the above map.

The marina toilet block will be open (also in Graham Barnes' car park). Sussex Yacht Club has a small toilet/changing facility by the marina, but this may not be open.

There are no changing facilities. Teams can erect tents or gazebos if desired (bring big nails as well as pegs, the ground is hard).

Parking: Crews are directed to park at the Lorry park on the A259 to the west of the venue.

SAFETY MEASURES

Whenever crews are in the boats (including embarking & disembarking) they will be under the supervision of the BDA trained Helms (Steerers), who will be the Boat Captains. Ashore, each Crew has a nominated Crew Manager.

The race rules clearly state **no alcohol** is allowed. The Boat Marshals will not allow persons under the influence onto the boats.

Two Rescue Boats will be on hand. Rescue boats may act as start/finish line boats, so long as their ability to attend problems isn't compromised.

MVS qualifications are (minimum) RYA L2 Powerboat, plus one First Aider.

The racers will always be close to shore, the water will be reasonably warm, and all participants will wear Personal Floatation Aids (PFAs). So the Rescue Boats may not need to be able to take on board a whole crew.

Other Rescue Boats for the Harbour Open Day will also be on the water and could be called up by VHF if necessary. This isn't expected to be required.

Marine Traffic Control

Safety Boats are able to hail verbally or on marine VHF any craft that might enter race area. Other craft are permitted to be in race area (they actually have priority), but may need to be warned. Mostly affects small craft (i.e. dinghies) as bigger vessels will be in radio contact with harbourmaster.

- Race Control and the safety boats will be equipped with mobile phones for communication.
- Race Control and St Johns Ambulance will be equipped with mobile phones or walkie-talkie for communication.
- Race held at low tide, so the locks won't be in use most of the time.
- Harbour "Pleasure" boats to be briefed to keep wash down.

Last year there were some problems with a tug boat running too fast in the race area and creating a hazardous wash by getting too close to a dragon boat such that it could have cause a swamping or even a capsized. The tug also would have had to stop extremely quickly. The vessel was warned via VHF and the problem resolved.

Environment: SPA to clear undergrowth at the North Bank, especially at the steps down from A259, and at the narrow path.

First Aid: St Johns Ambulance Brigade booked. Location: 2 persons at the race site (no vehicle). Attention required so that access of persons and safety boats to first aid is good, but access for emergency ambulances from main road is also good. A bigger first aid station and vehicle(s) will be on the south bank, servicing the open day. This is on the other side of the canal, about 2 miles by road, much less by safety boat. So if St John's personnel need to transfer, it should ideally be by boat.

Parking and Road Traffic: Crews are directed to park at the Lorry park on the A259 to the west of the venue. There is potential for some road traffic knock-on effects above the North Bank. Police plan to cone along the A259 there for the day.

RISK ASSESSMENT

Items in *italics* are potential Control Measures that may not be available.

Hazard	Sub-Hazard	Severity	Frequency	Control Measure
Falling in during Embarking or Disembarking.	Immersion, minor falling injuries.	Minor.	Totally avoidable.	Provision of enough space is probably the best safety boon. Marshals to ensure disembarking complete before embarking crews move forward. <i>Embarking areas separated from spectators – no barriers. Secure mooring bollards – not available.</i> First Aid awareness at embarkation point and on rescue boats -check for shock.
	Major injuries, at worst crushing between boat and bank.	Major.	Totally avoidable.	As above plus first aid provision.
Capsize	Immersion, panic	Minor	25% chance of one capsize. <i>(2000:0, 20 02:1, 2004:0)</i>	Prevention: Trained steersperson. Alcohol ban. Team briefing. Cure: see immersion.
	Knocks, concussion	Major	Low.	As above plus first aid provision and buddy system.
Swamping (from wake or wind).	Immersion	Minor	Low	Prevention: Trained steersperson, low speed limit, sheltered location. Cure: See immersion.
	Knocks	Medium	Low	As above plus first aid provision and buddy, buddy system.
Collision with other craft or persons.	Immersion.	Minor	Totally avoidable.	Prevention: Trained steersperson. Alcohol ban, Low speed limit. Crew training before first race. Race Control. Start/Stop signals. Start horn. Must be no overlap with diving area. Cure: See immersion.
	Knocks, running over casualties.	Major	Totally avoidable.	As above plus first aid provision and buddy system.
Bangs and bumps during racing, esp. if capsize.	Knocks. Teeth.	Minor possibly up to medium.	Inevitable.	Trained steersperson. Alcohol ban. Entry pack makes clear limitations to event's liability.
Falling out of boat	Immersion	Minor	Unlikely	Alcohol ban.
Medical emergency in boat	Self medicating			Depends on individual. Generally asthmatics (say) should take inhalers on board.
	Help needed.	Major	Not likely, but depends upon crews.	Trained steersperson, safety boats, first aid provision.
Spectators falling in	Immersion	Minor	Quite likely.	Boat marshals would see this. Low banks make rescue easy. Often shallow on North side. (Possible extra measures are temporary fencing, however, this only increases the danger if it collapses. Marshals at narrow path.)
Spectators land hazards on North Bank.	Falling, cuts on debris.	Minor	Quite possible, especially if drunk	Bank inspection beforehand. Site clear up by SPA. There are paths down, and the flat area is nearly 20m wide. In previous years little debris has been found, although what there is tends to be dogs mess and beer bottles – not nice.

BDA General Safety Procedures for Dragon Boat Race Organisers

Motoring hazards above North Bank.	Distractions, bad parking.	Medium.	Middling.	No problem in previous years. Race is about 50m south of, and 10m below, the road. So drivers won't see much. But people may mill and some may park badly. Advise police.
After immersion	Drowning	Major	Very unlikely.	Buoyancy aids
Hyperthermia, sunburn	-	Minor to Medium	Possible.	Clothing advice. Alcohol ban. Refreshments (liquids) available.
Immersion (while in water)	Hypothermia	Medium	Unlikely in water, as rescue should be quick.	Buoyancy aids, clothing advice, safety boats. Est. water temp May 2006 12C min ¹ .
After immersion	Hypothermia	Medium	Unlikely if suitable clothing with team.	Shelter (tents) and change of clothing (teams should bring).
After immersion	illness (later).	Medium	Hard to tell. <i>Rugby Club swam in 2002 – reported no illnesses when asked later.</i>	Actual water quality not measured. Not grossly polluted, but is not classified as bathing location. Inconsiderate yachts may pump out raw sewage. Local watercourses flushed after heavy rain. Dinghy activities regularly held and no problems reported. Risk increased for non-water sport crews. Advise of Weil's disease after immersion. Teams advised against swimming in entry pack.
Consequences of Injuries	AWSDG being sued	Medium	Unlikely	Not being negligent! Identification of safe procedures and limitations in entry pack. Provision of suitable support & facilities. BDA organising the race itself/SPA site owners.
	BDA being sued	Medium	Unlikely	Not being negligent! Public liability insurance for the race.
	SPA being sued	Medium	Unlikely	Not being negligent! Not organising the race. Public liability insurance for visitors & spectators during the open day.

Tour boat wakes and divers are discussed under Race Organisation, above.

Weather Information

According to

http://www.oceannet.org/medag/reports/IACMST_reports/MCP_report/ch_temp/MCPreport_temp.htm#temp_05to11, sea temperatures off Kent are likely to be ~12C in May, or ~16C in July. The locked harbour area is shallow, and should be warmer.

EVENT PROCEDURES

In the event of one of the risks above occurring, this outlines procedures to minimise the outcome.

This is a study to identify recovery from problems is feasible. It isn't mandatory or detailed, nor are Crew Managers or helpers supposed to memorise it!

Hazard	SubHazard	Procedure
Falling in during Embarking or Disembarking.	Immersion, minor falling injuries.	Check for shock. Otherwise, for minor injuries, offer accompanied trip to first aid post. See Immersion below.
	Major injuries	Postpone race 30 minutes. Evacuate casualty to first aid, call ambulance.
Capsize	Immersion, panic	Postpone race 15 minutes. Safety boats to selectively pick up casualties & land. Other swim to shore - together. Check swimmers for shock. See Immersion below.
	Knocks, concussion	Buddy, buddy system - on capsize each person checks their buddy is accounted for.
Swamping (from wake or wind).	Immersion	as above
	Knocks	as above
Collision with other craft or persons.	Immersion.	as above
	Knocks, running over casualties.	as above. All craft in area should stop until all swimmers located.
Bangs and bumps during racing, esp. if capsize.	Knocks. Teeth.	as above
Falling out of boat	Immersion	as above
Medical emergency in boat	Self medicating	Depends on individual.
	Help needed.	Evacuate to first aid on Dragon boat or transfer to safety boat.
Spectators falling in	Immersion	Most likely to be rescued by passers-by. Shore-based rescue always preferable. Direct to first aid post.
Spectators misc. injuries.	Probably minor.	Unlikely to be reported. Direct to first aid post.
Motoring problems, North bank.	Crashes, jams, injuries.	Unlikely to be reported to race control - probably handled as any other RTA. First aid post potentially useful.
After immersion	Drowning	As major injuries.
Hyperthermia, sunburn	-	Direct to first aid post.
After immersion	Hypothermia	Take to first aid post. Serious hypothermia unlikely.
After immersion	illness (later).	Team captains briefing pack to have advice on Weil's disease. Also to be handed out in first aid post, to anyone who's been in.

Insurance Cover & Paperwork

The BDA carry the necessary 3rd party insurance for the actual dragon boating.

SPA carry the necessary public liability insurance for the open day and associated events, and as landowner. Shoreham Dragon Boat Race provide Crews with public liability insurance, as a BDA Affiliate

The St Johns ambulance brigade and MVS have confirmed that they carry public liability insurance.

The entry pack advises that participants must be fit and able to swim, and details the race rules. They are advised against jumping in or swimming. They are told that the Organisers do not provide any personal accident insurance cover

BRITISH DRAGON BOAT RACING ASSOCIATION



Health and Safety Statement

Introduction.

Whilst some forms of "Paddle Sport" have an inherent risk factor, not all paddle sports are a 'risk' activity. Dragon Boat Racing, which normally takes place on placid inland waters has a proven very low risk factor. However, no water based sport can ever be totally safe and when a tragedy does occur, the media tends to react out of all proportion to the actual fact that there is a very low incidence of fatalities within water sports as a whole and paddle sports in particular.

Modern Society is faced with a dilemma. As individuals, we all want and demand 'freedom of expression and action'. In reality, however, the exercise of such freedoms can cause us personal harm and mixed reactions from those around us. Officialdom looks to apportion blame and some people seek recompense against those who permitted or set up the activity. The media joins in this process. In consequence, incidents are distorted beyond recognition, and the dividing line between freedom of action, and responsible provision, becomes difficult to define. The BDA Executive Committee, in taking due regard to the realities of water sports' life does not agree with the view that the occasional loss of life that inevitably occurs in any water sport is disastrous for the sport concerned and seeks to maintain responsible **but not restrictive** standards of safety within the sport.

BDA Position.

The difficulty therefore, for the BDA, as the National Governing Body (NGB) for the sport, is to walk the tightrope of laying down reasonable safety procedures for racing, yet retaining the excitement and competitiveness of the sport, which by the very nature of the element it takes place on – water, will always carry with it an element of danger. In seeking to achieve this balance in matters of Health and Safety, the BDA order of priority in deciding whether action of any kind should be taken, is:

- 1 That no one should lose their life or be seriously injured, if this could have been avoided through the implementation of simple warnings or safeguards.
- 2 That unnecessary adverse publicity should not accrue to the sport. Such publicity may only serve to give credibility to those who may seek to try and apply restrictive legislation to the sport.
- 3 That where reasonably possible, grounds for a claim against the Association's insurance policy be avoided, in order to maintain the continuance of the benefits of this insurance cover, at a reasonable cost to the BDA Members.

Individuals and organizations staging dragon boating events should therefore take such precautions as are reasonably practicable in the light of this Statement and to follow the advice on all aspects of dragon boating given in the BDA Water Safety Policy, the Safety on the Water and the BDA Safety Procedures Leaflets , which are published separately.

Events. The BDA recognises the following events and activities:-

1. **British Dragon Boat Racing Association (BDA) events and activities**, are those dragon boat events and activities, such as the BDA National League, that are directly organised, administered, or are controlled by the Association. This definition includes all events and activities organised, administered or within the control of the BDA Executive Committee, its Officers or Sub-Committees.

2. **BDA Full Member** (Clubs, Crews or Individuals) organised events and activities. This refers to all dragon boating services organised by BDA Members holding the appropriate insurance cover and using BDA qualified personnel.

3. **BDA Sanctioned Events**, that is those run by non member organisations holding a BDA Race Permit. Such events will be listed on the BDA web site Events Calendar.

The inclusion of events on the BDA Calendar or their notification in BDA Publication does not, in itself, imply BDA recognition or indemnity under the BDA Public Liability Insurance Policy

4. **Dragon Boat Activities** organised by BDA Registered Centres' or Accredited Organisations, holding the appropriate insurance cover and using BDA qualified staff.

5. **BDA Coaching Awards Courses and Dragon Boat Activities** run by suitably insured and qualified individuals holding the appropriate BDA Licenses.

6. **EXCLUSIONS. Unrecognised dragon boating.** Events and Activities organised by non BDA Member organisations without a Race Permit or Activity License or individuals without the appropriate BDA qualification, are NOT recognised by the BDA or covered by the BDA Public Liability Insurance Policy.

Insurance Benefits and Procedures Public Liability (Perkins Slade)

Third party insurance cover is a benefit of BDA membership and applies to; individual BDA members, resident in the UK, BDA Registered clubs and crews and associate and affiliate members holding the appropriate BDA Licenses and qualifications. The limit of indemnity any one accident is up to a maximum of £5,000,000 for a claim arising from loss, injury to, the death of or damage to the property of a third party. The insurance is valid for any dragon boating or related activity worldwide.

Member to member' liability is included as are individual members when officiating or acting in an instructional capacity. This cover includes all crew members when training for, traveling to or from or when participating in a BDA Recognised Competitive Event. *Group insurance policies may not include cover directly between members. It is an advantage of the cover available to BDA members that such Member to Member cover has been negotiated.*

The law requires us all to take reasonable care for the safety of others. The moral code clearly also implies this duty. In practical terms, if a large claim occurred, the renewal premium could be prohibitive. There is therefore a duty on all of us to ensure that it remains at modest cost to the BDA for the benefit of the member who may become the genuine victim of circumstance. It is important that the policy is not invoked through irresponsibility.

BDA Liability Insurance Professional Indemnity (Perkins Slade)

The BDA Civil Liability policy wording has been amended to automatically include all registered coaches when providing tuition, whether for a fee or not, as an individual. Where any such coach is operating as a business by using a business or company name, separate insurance arrangements must be made

Safety Principles

There is a responsibility in law for organisers of activities to see that reasonable precautions are undertaken to ensure the safety of participants. This Statement covers some basic principles and gives advice on general safety and water safety issues.

These issues are covered in detail in the BDA Water Safety Policy and the BDA Safety Procedures documents which should be read in conjunction with this Statement.

Where obvious hazards exist, it is expected that organisers will undertake to identify and take such precautions as seem appropriate and reasonable in the circumstances to provide for the safety of event organizers, volunteers and participants.

These could include:

1. Ensuring that a risk assessment of the event or activity has taken place to establish that any planned activity or event is indeed safe and reasonable, that any identified hazard can be controlled, that monitoring activities for the event or activity are in place and that established procedures for the cancellation; re-organisation or termination of the event, once actually commenced, are in place.
2. Giving factual information to participants concerning the particular nature of any hazards which may exist. This could be by way of ensuring access to and knowledge of the BDA Water Safety Policy and this Statement.
3. Ensuring that each participant has signed a disclaimer as shown in the BDA Water Safety Policy. This does not absolve the organiser from his or her responsibility to undertake reasonable precautions, nor does it remove the participant's right in law to sue for damages should negligence be involved. It does, however, affirm that the attention of the person has been drawn to the potential risks associated with the activity, if such is involved.
4. Where 'open water' is involved in a competitive event or training the provision of sufficient safety craft for any situation which could develop in the conditions in which the event, held in part or in whole on open water, is to be run. (Dragon Boat activities - by groups of paddlers equipped for an open water trip under the leadership of a BDA Coaching Scheme Member, is covered in detail in the Water Safety Policy)
5. Where training in winter and racing in adverse conditions is involved, the BDA Water Safety Policy gives recommendations on the wearing of buoyancy aids. Advice on personal floatation for other events where a risk may be present is shown in the BDA Safety on Water Information Leaflet published in all BDA Race Programmes.
6. Participation in competitive events should be limited to those who declare them-selves to be water confident and able to handle the physical demands of the sport, taking into account the amount of safety and medical cover available.

Other Areas:

Where electrical or mechanical apparatus is used in the running of an event, care should be taken to ensure that it is operated in accordance with the manufacturer's recommendations and instructions

PARTICIPATION NOTICE

The BDA will be issuing the following Participation Notice to all Dragon Boat participants to draw their attention to the fact that dragon boating is a risk water sport even though **statistically** the risk is very slight.

The Participation Notice will read as follows.

"Dragon Boating is an 'Assumed Risk Water Contact Sport' that may carry attendant risks. Participants should be aware of and accept these risks; be responsible for their own actions and involvement; and fully understand that they have a duty of care towards other participants in the sport".

This statement is for use in all appropriate BDA literature - for example Race Entry Forms.

An abbreviated form which can also be used where appropriate, as follows:-

"Dragon Boating is an "Assumed Risk - Water Contact Sport."

The BDA also recommends that BDA Members include in their own literature one or the other of the above notices where appropriate for example, on the inside cover of club news letters or in the preamble or introduction to longer documents.

.....

Copies of the BDA Water Safety Policy; the BDA Safety on the Water Leaflet and the BDA Safety Procedures Leaflet can be obtained from the BDA Secretary at:-

Email: secretary@dragonboat.org.uk

Fax: 01 295 770734

Tel: 01 295 770734

or write to: 13 The Prebend, North End, Southam, Warks, CV47 2TR



The BDA acknowledges the British Canoe Union (BCU) Health & Safety Statement in the preparation of this leaflet



ANNEX. 3 - EVENT SAFETY ISSUES – EXTRACTS FROM BDA REGULATIONS.

BDA COMPETITION REGULATIONS

1.8 Water Safety. The BDA is committed to minimising the risks that anyone who is involved Dragon Boat Racing is exposed to through participation in the sport. As the standards and complexity of Safety Legislation varies from country to country, these Regulations cannot cover all nationally based legislation but such legislation should be implemented at BDA event or BDA sanctioned events. As a minimum the BDA considers that it is the duty of everyone in the sport to follow the advice and guidance on **Safety** contained within these Competition Regulations (See Regulations 7.5 - 7.10 and the *BDA Water Safety Policy enclosed*) and with the general principal that **'prevention reduces risks and injuries and saves lives'**.

7.5 General Safety Matters. The safety of Competitors and Race Officials taking part in any Dragon Boat Competition is a prime concern of the BDA Executive Committee. *Those aspects of safety relative to summer competitive conditions are covered in Regulations 7.6 to 7.10, which follow. (See also the enclosed IDBF Water Safety Policy).*

7.5.1 (7.5) *Included in the BDA Water Safety Policy* is a leaflet entitled **'Guide to Safety on Water'**. *The Water Policy* and Guide form part of these Regulations and should be read in conjunction with them. The BDA recommends that the Guide to Safety should always be published in Race Programmes.

7.5.2. (BDA) Weil's Disease. All competitors should be aware of the dangers associated with Weil's Disease. A leaflet on this is included in these Regulations and as such forms part of them. Event Organisers are required to include this information (together with the BDA water safety guidelines) in their information packages. Both leaflets are also available from the BDA Company Secretary

7.6 Safety Officer. For all BDA events it is recommended that a **Safety Officer** be appointed. The duties of the Safety Officer are shown in the Rules of Racing – R3.13.

7.7 MEDICAL & RESCUE SERVICES. At all BDA Competitions, the Event Organiser must provide a medical and rescue service ready to act both on and off the water, throughout the event. As a minimum First Aid cover must be provided by qualified personnel and for National Finals it is recommended that a Medical Doctor be in attendance. Competitions should not take place unless at least one (1) safety boat is provided to act as a rescue vessel in the event of a boat capsize or the loss of a competitor overboard during a race

7.8 Rescue Boats. It is recommended that one *rescue* boat be provided for every three dragon boats racing **or Training**, to a minimum of two (2) or three (3) boats per event. Each boat should be capable of holding up to eight people and should be of a design that will enable people to gain access to the boat, from the water, unaided. One *rescue* boat should follow each race down the course. (This boat may also act as an Umpires boat).

7.9 BUOYANCY AIDS. When racing in a Formal Competition, that is, BDA Sport Racing, Personal Flotation Aids (PFAs) such as buoyancy aids, should be made available for Novice and Junior competitors. Boat Helms and Drummers are advised to wear them and any competitor under the age of 16 years old (see also Regulation 2.1.1) shall wear a PFA at all times, when racing. In the event of inclement weather both Novice and all Junior competitors shall wear PFAs, as should any competitor who is a weak swimmer, irrespective of their age. (For informal competition, that is, Festival Racing, see the BDA Water Safety Policy, Section A.3, for PFA advice)

7.10 Crew Safety. Although it is incumbent on the Organising Committee to provide a rescue service, the **Crew Manager and Boat Captain** are primarily held responsible for the safety of their crews. When on the water the Boat Captain, who will normally be the Helm (Steerer) must take responsibility for the crew's safety. Both the Crew Manager and the Boat Captain will ensure that all their competitors are:

7.10.1 Suitably dressed for the weather, water and race conditions and that they are not wearing anything (such as personal accessories or jewellery) which may impede their ability to escape from a capsized boat or swim unaided once in the water, for example, wrist weights.

7.10.2 Must be water competent and, ideally able to swim at least 50 metres in wet competition clothes, unaided.

7.10.3 Fit to Race' both medically and physically at all times during the competition. (See also Regulation 8.4.1)

7.10.4 Fully briefed on all safety matters contained within the Competition Regulations and Rules of Racing for the competition.

7.10.5 Distress Flags. Each Dragon Boat shall carry two red flags (one in the front and one in the rear of the boat) which shall be waved by the Drummer and/or Helm in the event that a crew member is lost overboard during a race or other circumstances arise that necessitate a 'Distress Signal' - see also Racing Rule 7.7.1)

8.4 CREW LISTS. For all BDA organised or sanctioned competitions a Crew List, showing the full Names and for Premier Crews the Racing Numbers of the competitors and reserves must be completed by the Crew Manager or Team Leader and handed to the Chief Official before a crew's first race in a Competition Class. *For BDA Regattas Crew Lists are provided by the Organisers and are normally with the Race Programme.*

8.4.1 Crew Lists, showing the Names and Racing Numbers of the competitors in a crew must be submitted to the Chief Official before a crew's first race in a Competition Class.

a. **'Fit To Race'** When signing the Crew List, the person signing is confirming with the Chief Official, that all the competitors shown on the list are **Fit to Race.**

This statement covers not just the physical ability of the competitors to undertake the race concerned but it also means that the signatory is confirming that there are no known medical reasons why those listed should not compete during the whole period of the Championships. **This is particularly relevant to Senior and Junior competitors.**

b. To ensure that Crew Officials can sign the Crew Lists with confidence, **all competitors attending a BDA National Championship Regatta are required to sign a personal declaration** stating that there is no medical reason why they should not compete in the Championships concerned and that they are physically fit to race.

9.4 Control of the Competition. Whilst the overall organisation and management of a competition rests with the Organising Committee the **Technical** control and conduct of the actual races shall be undertaken by Race Officials operating under a **Chief Official who heads a Competition Committee.**

11.5 Code of Conduct. At all BDA Competitions the Disciplinary Code, as published as an Annex to the Rules of Racing, Rule 4, in Part 2, shall be followed. The Disciplinary Code lays down a Code of Conduct for both Competitors and Officials covering behaviour before, during and after a dragon boat competition. The Chief Official is authorised to take any necessary disciplinary action as laid down in the Disciplinary Code.

13.1 Generally additional equipment designed to be added to the boat or personal or miscellaneous equipment designed to enhance the performance of the boat or a crew member shall not be permitted in BDA events. *(See also 7.10.1)* The exceptions to this are on board communications systems that operate purely between crew members and seat cushions for individual paddlers, provided that they are made of a soft material, such as sponge or foam, which does not effectively raise the height of a seat or seats in a boat. The Chief Official shall decide on additional or miscellaneous equipment not specifically covered by these Regulations.

Note: *It is not the intention of this Regulation to exclude equipment enhancements such as, strapping to a paddle to assist grip, Velcro fasteners for seat pads, sponges or boat bailers, foot pads for competitors comfort or other items that are not performance enhancing or a safety risk to members of the Crew –see 13.3.*

13.3 Straps and Strapping. In the interest of crew safety no additional fixtures or fittings, such as straps to fasten a paddler into the boat or onto a seat are permitted. The Chief Official may relax this rule for physically disabled competitors, if adequate safety systems are provided to ensure that such crew members can easily be released from the boat and rescued in the event of the boat capsizing.

BDA RULES OF RACING.

R3. DUTIES OF THE RACE OFFICIALS.

R3.1 The Chief Official. The Chief Official shall act as the Chairman of the Competition Committee. The Chief Official shall observe and supervise the races and ensure that the Race Programme is followed and runs to time. The Chief Official shall fully brief all Race Officials before the start of the competition, regarding their duties and shall:

R3.1.1 At BDA Regattas decide on all matters arising from the actual event which are not dealt with in the IDBF Regulations or Racing Rules.

R3.1.2 At BDA National Championships consult with the Chairman of the Jury on matters where clarification of the Racing Rules is needed.

R3.1.3 The Chief Official shall be responsible for implementing the BDA Safety Policy; Anti-Doping Policy and the Disciplinary Code and additionally may disqualify any crew or competitor who behaves improperly or shows contempt by bad conduct or speech towards the Race Officials or any other persons, including spectators

R3.2 The Race Secretary. The Race Secretary shall supervise the work of the officials in the Race Secretariat and assist the Chief Official to effect the Race Programme by processing the race results and draws for the intermediate rounds and finals as published. **In the event that changes have to be made to the order or format of the programme,** the Race Secretary will carry out this task in conjunction with the Chief Official and the Technical (Race) Director. The Race Secretary may be assisted by a number of Race Recorders.

R3.11 The Chief Boat Marshal. The Chief Boat Marshal shall be responsible for the efficiency of the Crew Assembly and Boat Marshalling areas and shall direct the work of the Race Officials working in these areas. The Chief Boat Marshal shall:

R3.11.1 Confirm that the crews have been correctly called forward to the Crew Assembly Area; carry out any random checks, authorised by the Chief Official to confirm the identity of competitors. Record the number of competitors in each boat against the

appropriate Crew List and ensure that the composition of each crew is correct, for example the number of females in a Mixed Crew. No male Drummer in a women's crew.

R3.11.2 Call the crews forward from the Crew Assembly Area to the Boat Marshalling Area in sufficient time to ensure that all the crews in a race embark and reach the Starting Area in good time for their race.

R3.11.3 Ensure that all competitors who are using their own paddles have their paddles checked, by the Boat Marshals, to ensure that they are to the specification, if any, laid down for the competition.

R3.11.4 Check that all crews are 'Fit to Race' and if any competitor or crew is not fit, notify the Chief Official and ensure that they do not race.

R3.12 The Boat Marshals. The Boat Marshals shall supervise the crews in the Crew Assembly 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. The Boat Marshals shall:-

R3.12.1 Check that all boats and equipment are in good racing order before and after each race and that each boat has two spare paddles on board, at all times. When race paddles are provided by the Organising Committee the Marshals shall ensure that a full set remains with each boat.

R3.12.2 Allocate crews to boats according to the Race Programme and ensure that the right crews are embarked in the right boats before the crews leave the embarking platforms. Check that crews are in their correct racing colours and that competitors do not strap or fix themselves into the boat in any way, unless prior authority has been given by the Chief Official.

R3.12.3 Ensure that each crew is embarked safely and that buoyancy aids are available and when necessary worn by those that require them.

R3.13 Safety Officer. The Safety Officer is responsible for all matters concerning the safety of the competing crews whilst they are on the water. The Safety Officer shall ensure that the following facets of safety have been planned and provided for:

R3.13.1 That an Event Safety Plan is made to cover emergency procedures and major incidents and that the details are communicated to all Crew Managers and Race Officials.

R3.13.2 That a suitable number of trained rescue personnel and properly equipped rescue craft are available. That Personal Floatation Aids are available.

R3.13.3 That the arrangements for embarking and disembarking crews are suitable and adequate, for the number of competitors involved.

R3.13.4 That a water circulation plan and system has been established and included in the instructions issued to managers and officials.

R3.13.5 That a Crew information sheet is completed prior to a crew racing which records the details of known weak swimmers and any medical history, such as asthma, epilepsy, which may adversely affect a crew member whilst on the water. Such information may be annotated on a crew's Crew List, held by the Chief Boat Marshall.

R3.13.6 To establish an effective communication system between the SO; the Safety Boats (rescue craft) and the Umpires' boats and to ensure that the correct rescue procedures are adopted in the event of a crew capsizing.

R3.13.7 The Safety Officer shall be personally responsible for ensuring that a head count of crew members from a capsized boat takes place when the crew returns to land and before any of the rescue craft are stood down.

R3.14 The Safety Officer shall attend all Managers and Race Officials meetings to brief those present on the safety systems and procedures in operation.

R3.14.1 If immediately before, or during the competition, a change in the weather, or if water conditions, or any other factor constitutes, in the opinion of the Safety Officer, a hazard to the health and safety of the competing crews, then he (or she) shall advise the Chief Official to postpone, delay or cancel, one or more races, or the competition in its entirety, until it is safe to race.

R5.1 Crew Responsibility. It is a crew's responsibility to ensure that the dragon boat and its equipment is fully functional and water-worthy. Boats and equipment must be carefully checked before embarking. ***The Race Organiser cannot be held responsible for any boat or equipment failure once a crew has embarked and left the Boat Marshalling area.***

R5.6 Movement up the Course. After a crew has embarked, it must leave the boarding pontoon immediately and proceed directly to the start area. En-route crews must keep clear of the Racing Lanes and must not interfere with a race that is in progress. This includes moving down the course during a race until the crews racing have passed by.

Note: Changes to Crew Numbers. Once a crew has loaded in a boat and left the boarding pontoon, changes of crew members or additions to the number of racers in the boat, will not be permitted unless expressly agreed to by the Chief Boat Marshal, before the boat leaves the pontoon

R6.16 Recall by the Course Umpire. The Course Umpire may interrupt a correctly started race, if unforeseen circumstances occur, for example, adverse conditions in one or more Racing Lanes resulting in boats being inadvertently swamped, or a collision between two boats, caused by the water conditions, or the breakage of a steering arm/oar, that materially affects the whole race. This shall be done in the same manner as for a False Start (even if the competing boats are more than 50 metres from the Start Line). In such circumstances the Chief Official may order a re-run of the race, even to the extent of timed runs down one lane, if time permits, or if it does not a count-back of the previous times recorded during the competition by the crew or crews concerned.

R7.1 Correct Course and Clear Water. The correct course for each boat is a straight 'line' down the course or down the middle of its marked Racing Lane, from the Start Line to the Finish Line. Crews are responsible for their steering and leave their Racing Lane, or deviate from their 'line' at their own risk. Even when crews are in their Racing Lanes or following a racing 'line', at least two (2) metres of clear water must be maintained around each boat. For the purpose of this Rule, the boat includes the crews paddles and therefore the 'clear water' is between paddle blade and adjacent paddle blade. Crews must 'give clear water' when told to by the Course Umpire. In races over 1000 metres, crews may deviate from their Racing Lanes or Lines without penalty, providing they do not impede other crews and clear water is observed around each boat.

R7.6 Overtaking. When a boat is overtaking another boat in a race, it is the duty of the overtaking boat to give clear water to the boat it is overtaking. Similarly, the boat being overtaken is not allowed to alter its course to make difficulties for the overtaking boat or boats.

R7.7 Collisions. In the event of a collision between two (2) or more boats the Umpires must report the circumstances to the Chief Official, who may disqualify the offending boat(s) or, if the result of the race has been materially affected, order one or more boats to re-race, before the next round of the competition.

When in the opinion of the Chief Official one or more of the crews involved could have avoided the collision by taking corrective action, for example, **to stop paddling, but did not do so, then the crew or crews concerned will be disqualified from the competition class concerned and may face disqualification from the *whole* competition .**

R7.7.1. *Distress Signal.* *If a crew is in distress, for example, a crew member lost overboard, then the Drummer or Helm shall alert the Rescue Boats and Umpires by waving vigorously, above head height, the red flags carried in the boat for this purpose. If no flags are in the boat then the International Distress Signal shall be used, that is, the arms shall be placed in the outstretched position (horizontal to the sides of the body) and then raised to the vertical position crossing above the head and returning to the horizontal position, repeated until the Rescue Boats respond. A Distress Signal given by a crew without just cause, will result in action being taken against the crew under the Disciplinary Code*

R7.8 Boat Swamping, Deliberate Capsizes. If, in the opinion of the Chief Official, a boat has been swamped or capsized deliberately by its own, or another crew, during the course of a race, the Competition Committee may disqualify the crew or crews concerned from the competition.

Note: If, in the opinion of the Chief Official any racing manoeuvre by an overtaking crew or a lack of clear water between boats has endangered the safety of another crew, or materially affected the result of the race, the offending crew shall be disqualified from the race.

R7.9 Boat Damage. If in the opinion of the Chief Official, a boat has been damaged by its crew deliberately, or by another crew during the course of a race, the Competition Committee may disqualify the crew or crews concerned from the competition. In addition, on the recommendation of the Competition Committee, a fine may be imposed on the crew or crews by the Jury. If a Jury is not appointed, the Competition Committee may make such a recommendation to the BDA Executive Committee, who may also recover the costs of boat repairs *from the crew(s) concerned.*

R7.10 Turns. When a race is run on a course with Turning Points, the buoys shall be passed to port (left) in an anti-clockwise direction. When more than one crew is making a turn, at the same Turning Point, then a crew on the outside line must leave room for a crew on an inside line. That is, clear water between boats, as defined in Rule 7.1, must be seen by the Turning Point Umpire.

R8.3 Disembarking. Once a crew has finished a race it must return immediately to the Boat Marshalling area and disembark. A crew is not released from the directions of the marshalling Officials until all members of the crew have left the Crew Assembly Area.



Annex. 4. to BDA Safety Procedures

SAFETY STANDING PROCEDURES FOR DRAGON BOAT CLUBS & CREWS WHEN TRAINING

(See also the BDA Water Safety Policy – Crew Training)

Preamble

Crew Training Situations. Risk Assessments should be considered for all training locations and an Accident Book should be maintained by dragon boat clubs. The Accident Book should be available for inspection any time by BDA Safety Officials.

The BDA also recommends, that when on the water in a training situation, especially in UK winter conditions, Dragon Boat Clubs and organisations should maintain a log of those crews on the water. The log should contain the following information:-

- * number of people afloat.
- * direction and details of journey.
- * estimated time of return.

For crews that train without the provision of a rescue boat, that is, **unescorted**, or when individual paddlers train in Outrigger Kayaks all participants are advised to wear PFAs. When training in adverse UK summer weather conditions, particularly when unescorted, Novice adult crew members and any crew member under the age of 18, are recommended to wear PFAs.

In cold water (UK winter) training conditions, when a crew is operating 50 metres or more from a shore, river bank or other landing point, without rescue cover, then the Helm should ensure that the wearing of PFAs, by all crew members is mandatory. It is particularly important that a crew log is maintained in such circumstances.

All Dragon Boat Clubs (Crews) that train regularly on a defined area of water should produce a Safety Standing Procedures document (SSP) for all crews to abide by.

When training away from a Crews normal location, as a minimum, a Risk Assessment must be carried out for each training location used, by a qualified BDA Dragon Boat Coach or in the absence of a Coach, the Boat Captain or Helm of the Crew concerned.

The Safety Standing Procedures (SSPs) that follow are based on a Club that uses a large inland water area or harbour area to train on and also holds introductory dragon boating sessions for Novice Crews.

They cover the basic areas applicable to all crews in a training situation. However, local conditions will always need to be considered, so Clubs (crews) adopting these SPOs as a 'model' for their own use, need to adapt them and enhance them where necessary, to meet their local training environment.

XYZ DRAGON BOAT CLUB

Member Club (Crew) of the British Dragon Boat Racing Association

Policy:

To ensure that the property owned by the Club (Crew), is used appropriately and in compliance with the regulations of the BDA through standardized procedures thereby allowing approved persons to take control of a boat during a training session or during a competition practice session, so that assets and personal safety is maintained.

Procedure:

A spreadsheet or log book is to be kept and updated within a reasonable time after any training or competition practice session showing who was on the water during the session and who the **Club Safety Official 'Of the Day' was.**

The Day Safety Official will be a qualified BDA Coach (BDA Coach, Level 1 is the recommended level) or a Club nominated person with experience of operating dragon boats on the water area concerned, such as a Club Boat Captain. There may a number of personnel qualified to act as a Day Safety Officials, who are appointed by the Club Safety Officer.

The Club Safety Officer will hold an appropriate Coaches Award (BDA Coach, Level 2 is the recommended minimum) or have a similar qualification or experience of conducting Dragon Boat training sessions, on the water concerned and/or other areas of dragon boat activity.

All Dragon Boat Helms will be appropriately qualified. The BDA Basic Helm Award is the recommended minimum. A Dragon Boat Helm with competitive Dragon Boat Racing experience who does not hold a Basic Helm Award, may act as a Crew Helm if authorized by the Club Safety Officer.

It is important for all to understand that no individual or group may use Club equipment without a suitably qualified *Boat Captain* being present on the boat during the training or practice session.

This means that the person in charge of the vessel will need to demonstrate safe boating practices with regards to manning it, assessing sea conditions, and in carrying out safe onboard boating practices.

In the event of a vessel swamping or capsizing, the *Boat Captain*, is required to manage the situation to minimize the chance of injury or loss of life. For Novice crews taking part in a Dragon Boat introductory session, the *Boat Captain* will normally be the designated Helm for the Crew.

If more than one boat is being used, each boat will require a *Boat Captain*. The *boat captains* will consult with each other and the Day Safety Official before launching the boats. Swamping and capsize drills will be held at least once, per crew, per year for the benefit of all Club (crew) members.

Any paddler can participate in these safety drills at any time. The drills will be recorded cumulatively as training sessions toward the certification of an authorized *Club Boat Captain*, if not a qualified Coach as summarized above.

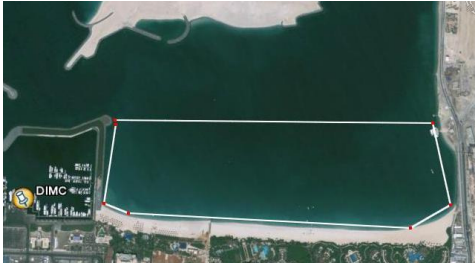
A brief and debrief is required for each session by the person controlling the session.

Training & Competition Practice Areas.

Note: The area(s) that Club boats are allowed to train and practice in should be defined within the Club SSPs.

Examples from a Dragon Boat Club, based in Dubai are shown below.

The training area for the Club in is defined by the white lines in the Picture A below, essentially the area from the end of the Marina to the Palm Jumeirah which is approximately 350 x 1200 meters.

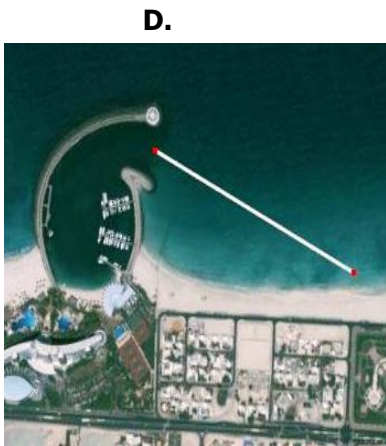


For the more experienced crews wanting to practice 1500 meter lengths, dependant on *W⁴, they are authorised to paddle to the RED Buoy near the marina entrance as indicated in Pic B.

In conjunction with the relevant water authorities, it has been agreed that the areas which are best for training dependant on W⁴ conditions are as shown in Picture C below – Red Lines area.



For Jumeirah Beach Hotel area - for 500 m (D) and 1000m (E) practice runs.



*W⁴ = Wind, Water, Wave and Weather conditions.

Requirements to be met by Boat Captains - not holding a BDA Coaches Award are:

1. To carry out a Risk Assessment of the weather and water conditions, equipment and personnel at the venue.
2. To be able to conduct a "safety brief"
3. Understand the requirements of first aid treatment on the water and its associated Risk.
4. To complete a swimming test of at least 50 meters
5. To have completed a "Swamping drill"
6. To have completed a "Capsize drill"
7. To be able to demonstrate "Basic Helming" abilities.

These criteria must all be met before operating as Coach or Helm using Club equipment. Taking into account previous experience, some concessions may be given for new but experienced Dragon Boat paddlers joining the Club. However, before being authorized to act as a Helm or Boat Captain, without on the water supervision, all initiates MUST demonstrate and pass the tests outlined below to the satisfaction of the Club Safety Officer or hold the BDA Level 1 Coach Award.

1. Risk Assessment.

A Risk Assessment is to be done of the weather and water conditions, equipment and personnel at the venue

The purpose of this training is to ensure that personnel are not placed in any danger and the club's assets are not compromised.

Before any Club boat is taken onto the water, the *Boat Captain* will take into account the following:

- **The Club assumes that there are NO rescue boats available during training, therefore obligating the team to ensure their own safety and first aid.**
- The boat to remain within 50 meters of the shore where and when practical.
- Wind, water, wave and weather (W⁴) conditions at the venue are suitable for paddling. If the wind is OFF SHORE pay particular attention to its speed and direction. Check if rescue boats are on the water. Advise rescue boat captains of your intended session duration and location.
- Be aware that during winter it is possible to become hypothermic if you are exposed to the wind while in wet clothing.
- Note the condition of the boat to ensure that all safety equipment is available and in good condition.
- Assess the physical condition of the paddlers, note their experience and any possible health risks they may have.
- All paddling is to be done during DAY LIGHT hours, unless the boat is carrying navigation lights. With No navigation lights, training programmes must take into allowance the time of sunset and finish practice BEFORE DARK and not be on the water after daylight hours.
- **No paddling** is to take place if electrical storms are forecast or when there is fog heavy enough to obscure a landmark 80 meters away.

NOTE ~ If anyone suffers an injury, or if damage is done to DBA equipment a "Safety Incident Notification" form must be filled out by the *Boat Captain* at the time.

2 ~ Conduct a "Safety Brief"

The Club *Boat Captain* applicant must be able to demonstrate to the satisfaction of the Club Safety Officer a proper **Safety Brief**.

Definitions:

LIFE JACKET ~ This vest consisting of a sleeveless jacket of buoyant or inflatable design will turn the person over onto their back in the water unaided. It normally comes with a grab strap on the back and protection around the head.

BUOYANCY AID ~ **Any device that supplements the wearer's buoyancy. Suitable types are used for kite surfing, canoeing, wind surfing, etc and tend not to have cells on the sides of the jacket. They may also include gas-operated jackets.**

A Safety Brief does not address paddling technique nor is it a coaching session; those details should be demonstrated prior to talking about boat safety. Consideration needs to be given if the full Crew is regularly in attendance; however, if there is one new paddler on the Crew a full safety brief must be given to all.

A Safety Brief should be carried out IMMEDIATELY before going onto the water

These rules are designed to ensure that all are safe in the boat on the water.

Important rules that **MUST** be adhered to:

1. NO person who has a smell of alcohol or drugs on their breath, or who seems to be impaired in any way, is allowed to paddle in a Club boat
2. No children under the age of 12 are allowed on the boats, unless by prior approval
3. Children up to the age of 12 must be accompanied by a consenting adult, who will take care of them in the event of an emergency situation. (Allowance will be made for school teams as required).
4. The maximum number of children under 12 is 6 per 12 adults, and less if fewer adults are on board so that the ratio is 1:2.
5. All paddlers must observe the safety rules and if at any time the *Boat Captain* is concerned about the conduct of any paddler, that person must be taken back to shore.
6. **ALL Novice paddlers MUST wear** a "BUOYENCY AID" (PFA) if they are weak swimmers or if they cannot swim. The PFA must be kept on and fastened correctly during the on-water training.

SAFETY BRIEF for all new paddlers

- Identify all NON-SWIMMERS, these paddlers **MUST** wear Bouyancy Aids
- Identify all persons who have First Aid training
- Identify all paddlers with previous paddling experience.
- Identify any paddler who has a medical condition (asthma, strained muscles, etc, **those with heart conditions or epilepsy will not be allowed to paddle**)
- Pair paddlers according to height, weight and experience and place in a line side-by-side
- **Place those experienced in other water-sports at the front and rear if possible.**

- **Place weak or non-swimmers in front of swimmers where possible.**
- Number off paddlers starting from front left then front right then second row left to the back of the boat. 1,2,3,4,.....If there is a Drummer they are Number 1 and the first paddler is Number 2. The Helm (Cox) always has the last number.
- Have the paddlers number off again.
- Explain that they are responsible for their seat buddy firstly, to those in front of them secondly, and thirdly, to those behind them. The Drummer is assigned to the FRONT most pair of paddlers and the Helm to the REAR most pair of paddlers
- Give instruction that their number will remain theirs during the session.
- If the boat capsizes the *Boat Captain* (normally the Helm) will ask the crew to call their numbers (have the paddlers call their numbers again).
- Instruct that the *Boat Captain* has the full authority on the boat.
- Explain what may cause the boat to swamp or capsize and instruct how to prevent it.
- Instruct the Crew that in the event of a capsize everyone should release their paddles and attempt to recover them once they are clear of the capsized boat.

CONFIRM THAT THEY HAVE UNDERSTOOD THE BRIEF

- Explain that to board the boat the paddler steps into the middle of the boat – not on the Seat, and then sits down.
- If possible, board the boat from front to rear, paying attention to position.
- Explain why it is necessary to keep hands OFF the gunwale beside the wharf.
- Explain the two main strokes for safety “Brace the Boat” (or “flat paddle”) and “Emergency Stop”

The paddlers must be able to understand the BDA starting commands. When in the boat on the water they are:

1. **ARE YOU READY?** This is a negative command - any paddler who is not ready should state so now
2. **ATTENTION.** Get into the paddle position
3. **GO.** Start to paddle

All Crew Members must know the BDA paddling commands

- **GO** ~ Start to paddle
- **BRACE THE BOAT** ~ Hold the paddle out over the water with the blade flat on the surface to brace the boat laterally, this can be enhanced by asking the paddlers on each side of the boat, to lean outwards when placing the paddle on the water.
- **STOP PADDLING**~ all paddling is stopped and the paddles are placed in the flat paddle position allowing the boat to continue to move slowly.
- **STOP THE BOAT** ~ The boat is stopped quickly by a reverse stroke.

3 ~ Understand the requirements of First Aid on the water and its associated risk

The Club boats are NOT equipped with First Aid Kits, these are located xxxxxxxxxx.

In the unfortunate event of injury or accident, assist the person(s) to shore as soon as possible. This is the reason it is recommended to stay within 50 meters of the shore at all times and the reason for ensuring shore-based patrols are notified in advance.

It is believed the greatest possibility of injury is from a boat capsizing and accordingly it is better to manage the risk before this type of incident occurs in order to prevent injury.

Other possible medical problems may be associated with a heart attack, which requires that CPR be carried out - this is best done on the shore.

Minor cuts or bumps from paddles may also occur, but once again, this can be prevented through training BEFORE the paddlers get onto the water and by correct positioning of novice paddlers in the boat. Dependent on the severity of an injury, the situation may require the team be taken back to shore. For cuts, pressure should be applied to the general area to stop the bleeding.

4 ~ Achieve a swim of at least 50 meters

All persons wanting to qualify as an authorized *Club Boat Captains* must be able to demonstrate they can swim ably enough to save themselves.

Captains of any rescue boats or life guards working in the area should be informed before this drill is carried out.

For weak or non-swimmers, a PDA (buoyancy device) must be worn when taking the swimming test. It is beneficial to swim on one's back while wearing a buoyancy aid and to swim in pairs (using the buddy system) while paying attention to your position in the water relative to the shore.

Example of Swimming Test Areas from the Dubai Club SSPs, are shown below.

Enter the water opposite the middle ramp to the Marina and swim to the shore. This is approx 50 meters – Red Line in the picture below (Left).



At the Jumeirah Beach Hotel, swim from the hotel side of the wharf to the shore as indicated (80 meters) – White Line in the picture above (Right)

5 ~ Complete a "Swamping drill" (this can be done in conjunction with the Capsize drill)

This is the most likely event to occur when on the water and the risk of this can be reduced by proper **RISK ANALYSIS** and consultation with other users of the water.

Dependant on the height and pitch (crest to crest distance) of the waves, the *Boat Captain* (normally the Helm) needs to determine the best angle to avoid swamping or capsizing the boat.

When waves are higher than normal the *Boat Captain* should ensure that the boat is at approximately 45 degrees and under paddle power OR that the boat is braced by the BRACE THE BOAT PADDLE command. He or she should be looking out for other boats in the area, especially those travelling at speed or heavy causing large wakes.

BEFORE the boat is taken out on the water the *Boat Captain* should ensure that adequate equipment is on board to bail out the boat, if necessary during the training or practice session.

Note. 1: Providing that the 'in rush' of water is not too great or fast, it is possible to bail out a boat whilst it is being swamped and, if not fully swamped, the boat can be slowly paddled to the nearest shore, where the bailing out can be completed.

As part of the **Safety Brief**, awareness of the boat swamping should be pointed out along with what is expected of the paddlers.

It is important that the crew remain calm and take direction from the *Boat Captain*

Demonstrate to the satisfaction of the Club Safety Officer the Swamping Drill.:

Note. 2: *Captains of the water rescue boats and the life guards working in the area should be informed before this drill is carried out.*

During this exercise the *Boat Captain* needs to remain vigilant of the water conditions, other water-craft operating nearby and their position relative to the shore, and keep the boat under control by utilizing the paddlers as required.

After the **RISK ANALYSIS** is made a **Safety Brief** is carried out with regard to this particular drill

Drill Brief:

- There will be a minimum requirement of 10 persons in the boat for this drill.
- Take the boat into shallow water (approx 1.5 meters) and slowly fill the boat.
- The boat should be kept into or down the wind/wave direction.
- It is not necessary to fill the boat completely but there must be at least 200mm in the hull, this can be done by bucketing the water in and **NOT** by allowing the water to come in over the gunwale.
- After the boat has sufficient water onboard, paddle and manoeuvre the boat carrying out a figure of eight near the shore.
- Bring the boat close to the shore again and proceed to bail the boat until the water has been removed.

6 ~ Complete a "Capsize drill"

This is unlikely to occur and the risk of this can be reduced through a proper **RISK ANALYSIS** and by a consultation with other users of the water.

Dependant on the height and pitch (crest to crest distance) of the waves, the *Boat Captain* (normally the Helm) needs to determine the best angle to avoid swamping or capsizing the boat. When waves are higher than normal the *Boat Captain* should ensure that the boat is at approximately 45 degrees and under paddle power OR that the boat is braced by the BRACE THE BOAT command. He or she should be looking out for other boats in the area, especially those travelling at speed or heavy with large wakes.

NOTE.1: It is possible an injury may occur during this drill so a full briefing of what to expect MUST be made along with the standard SAFETY BRIEF.

NOTE.2: During normal training or racing, it is not recommended that any paddlers leave the boat unless they are easily able to reach the shore. The **COMMAND** to abandon the boat will be given by the *Boat Captain*. This forms part of the **SAFETY BRIEF** and **RISK ANALYSIS** (covered in this document) given immediately **BEFORE** any on-water activity. It is recommended that all paddlers stay with the boat, holding onto the side if possible.

Captains of the water rescue boats and the life guards working in the area should be informed before this drill is carried out.

During this exercise the *Boat Captain* needs to remain vigilant of the water conditions, other water craft operating nearby and their position relative to the shore, and keep the boat under control by utilizing the paddlers as required.

Capsize Drill Brief:

In accordance with the **SAFETY BRIEF** each member will first be responsible for finding their seat buddy. Within 15 seconds of turning over the *Boat Captain* will call for a number count to begin. This will ensure that all the Crew is accounted for.

If there is anyone unaccounted for, the buddy will look under the boat for their 'Buddy' as directed by the *Boat Captain*. Other crew members may be required to assist as directed by the *Boat Captain*.

The *Boat Captain* will next ascertain if there are any injuries that need attention and care for these as required.

NOTE.3: All paddlers must stay with the boat at all times, holding onto the gunwale, unless directed by the *Boat Captain* to abandon the boat and swim to the shore or a rescue vessel.

It has been demonstrated that it is possible in certain water conditions to bail a boat that has been capsized, therefore always ensure that all bailing containers are attached to the boat by a string that will easily break, so that the bailers can be used. (i.e. builders line string with 10 lb breaking strain)

If possible take the boat into shallow water (1.5 meters or less) and roll the boat over. At this time the participants should be able to stand beside the boat and commence bailing it out. If the boat is in water over 2 metres deep, then either swim the boat to shore, if a beach or bank is within 20 metres or commence righting the boat, if water/ weather conditions allow.

RIGHTING THE BOAT ~ the *Boat Captain* will control this action

- Use the crew to position the boat at right angles to the waves.
- Generally select three largest/tallest crew who will be pushed up onto the hull from the same side and reach across to the opposite side, holding the gunwale.
- On command from the *Boat Captain*, roll the boat upright. Caution to be given to the crew in the water as they will be assisting.
- Stabilize the boat ensuring all crew members are accounted for.
- At this point the boat will be full of water.
- Brace the boat by placing the crew members evenly on both sides of the boat and holding onto the gunwales (sides).
- The Boat Captain will select the first crew member to enter the boat.
- The preferred method is to lie at right angles to the boat, legs extended and kick and pull oneself over the submerged gunwale into the centre of the boat.
- The selected Crew members sit in the centre of the boat on the floor, NOT on the seat.
- Ensure that the boat does not roll over at this time and that it is kept directed into the waves.
- If possible and as directed by the Boat Captain, continue to board the boat until 4 persons (2 at the front and 2 at the back) are on board, the others will be holding onto the sides.
- As directed by the Boat Captain, paddle the boat to the shore with those in the water stabilising the boat and kicking to aid this process.

OR

'Bailing Out the Boat'

If water\and weather conditions are favourable, the *Boat Captain* may instruct the crew members already re-boarded in the boat to start bailing the boat out.

As more and more water is bailed out of the boat, the *Boat Captain* will direct one or more paddlers to re-board the boat and assist with the bailing process. Paddles are also useful in helping to bail out a Dragon Boat.

This process of bailing out and paddlers re-boarding shall continue until the boat is no longer unstable and in danger of a further capsize, at which time any remaining paddlers should re-board, as instructed to by the *Boat Captain* and the boat paddled back to the nearest shore or return to its starting base, if it is safe and timely to do so.

7 ~ Demonstrate "Basic Boat Helming"

Without basic Helming skills the paddlers and equipment may be placed in an unsafe position. If a Helm or *Club Boat Captain* does not hold the appropriate BDA Coaching Award, they must as a minimum, be able to demonstrate their ability to manoeuvre a Dragon Boat competently.

The *Boat Captain's* function is to command the Dragon Boat. He or she must be strong in character and compassionate of others.

The *Boat Captain* must be aware of his surroundings and see the 'big picture' and not focus only on what is happening in the boat, this is particularly important if the *Boat Captain* is also coaching.

If the *Boat Captain* is also coaching he or she should assign one paddler to take the lookout function while they are talking or working with the rest of the paddlers.

The *Boat Captain* needs to recognize when a paddler is having difficulty and slow the pace as required in conjunction with coaching practices. If needed, he or she must be able to take the boat back to shore, quickly and efficiently if the weather conditions change or a crew member is injured or becomes ill.

The *Boat Captain* is responsible for discipline on the boat and while this should not normally be an issue, he must recognise it and have the paddlers understand their function before they board.

The *Boat Captain* is responsible for the paddlers and the safety of the boat while seeking the correct course to navigate, and he must be aware of any other craft on the water or, when near the shore, any swimmers.

When Helming, the standard method is to stand bracing oneself against the sides of the boat, this is done with the Steering Oar blade set deeper into the water, this can cause the Helm to over-balance, if the crew causes the boat to tip to one side unexpectedly or the wind has caused choppy wave conditions or there is a heavy swell. It is also possible to steer (helm) the boat whilst sitting, twisting the handle to make small corrections or to push or pull the steering oar for larger movements.

The *Boat Captain* will continuously be making decisions based on Risk Analysis assessments and in this way keep possible problems at bay

***Boat Captains* and Helms must be able to demonstrate the following:**

- Manoeuvre the boat in a figure of 8 at speed.
- Manoeuvre the boat sideways.
- Turn the boat in its own length.
- Carry out an emergency stop (stopping the boat within one boat length)
- Keep the boat straight for 500 meters beside the buoys in the bay at DIMC.
- Back up the boat in a straight line for two boat lengths.
- Bring the boat alongside a loading dock, floating pontoon or shore-side bank.
- Embark and disembark a crew correctly, speedily and safely.

REFERENCE DOCUMENTS

BDA Bye Laws (BL)	-	available from chairman@dragonboat.org.uk
BDA Coaching Scheme (CS)	-	available from chairman@dragonboat.org.uk
BDA Competition Regulations (CR)	-	available from chairman@dragonboat.org.uk
BDA Rules of Racing (RR)	-	available from chairman@dragonboat.org.uk
BDA Water Safety Policy (WSP)	-	available from chairman@dragonboat.org.uk
BDA Registration & Accreditation Scheme		available from chairman@dragonboat.org.uk

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The International Dragon Boat Federation – the IDBF

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The British Canoe Union – the BCU

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Gable Events UK

Dragon Boats Alive (UAE)

