

# BDA COMPETITION REGULATIONS

Annex to Competition Regulation 1.8

## Enclosure 1

## ANNEXES

TO THE

BDA

## WATER SAFETY POLICY

**2001 Edition**

Issue 2 June 2005



**WATER SAFETY POLICY - ANNEXES**

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## BRITISH DRAGON BOAT RACING ASSOCIATION

# GUIDE TO SAFETY ON THE WATER

### ANNEX A

This guide is primarily for those organising or competing in the sport of Dragon Boat Racing. It covers their responsibilities when participating in a dragon boat event and should therefore be used as a general guide to '**Safety on the Water**' in a competitive situation. In a non-competitive situation *and when training* it is recommended that all participants (and the activity organiser) also follow the general advice given in this guide. The guide forms part of the BDA Competition Regulations and is to be read in conjunction with both the Competition Regulations and the BDA Rules of Racing.

### THE CONDITIONS

Because of the size and design of the Dragon Boat, and the water conditions in which racing takes place, that is placid water, dragon boating is inherently safe and a capsizing especially in such conditions, unless the crew is at fault, is a rarity.

However, in any water sport, because of the environment itself, there is always an element of danger. Add to this the folly and impatience of human nature and the ingredients for an accident may eventually come together to the detriment of the sport as a whole. Dragon Boat Racing is no exception to the rule and it is the duty of all who practise the sport - competitors, race organisers, coaches and officials alike - to be aware of the potential dangers inherent in the sport; to be safety conscious - not safety extreme - and to ensure that dragon boating is conducted in a responsible manner.

In adverse weather conditions and when there are strong winds, Dragon Boats can be swamped with water and have been known to capsize, especially when turning sideways on to the prevailing wind or wave pattern. The inexperience of the crew in such circumstances can be a major factor in a boat capsizing.

In all water conditions, good or bad, the key to safety is the application of good old **COMMON SENSE** by all those taking part in the activity. Playing around in a Dragon Boat and deliberately capsizing it, even in warm and sunny conditions, can be dangerous to both the crew and other water users alike. In certain circumstances it could be lethal; a Dragon Boat moving at speed through the water cannot easily be stopped and another crew in the water from a capsized boat cannot easily be seen! Crews that cause another boat to capsize when racing, or who ram another boat during a race, will be disqualified from the event.

### WHO IS RESPONSIBLE

Dragon Boat Racing is a 'team sport', each boat carries a crew equivalent to **two soccer teams**. It is not unusual for over 100 competitors to be on the water, in one race. The safety of this number of competitors at any one time, is the concern of many people but primarily the **Event Organiser** and the **Chief Official**. However, '**Safety on the Water**' is also the concern of every **Crew Member**.

## **THE RESPONSIBILITIES**

The broad areas of responsibility for safety are:-

**The Event Organiser.** It is the Event Organiser's responsibility to ensure that adequate rescue boats, rescue personnel and Personal Flotation Aids (PFAs) are obtained for the event; that First Aid cover is provided off the water; that changing rooms, toilets and warm showers are provided and that all temporary structures comply with health and safety regulations. The Event Organiser shall ensure that Crews are sent basic information on all safety matters appertaining to the competition.

**The Chief Official.** It is the Chief Official's responsibility to ensure that during the racing, all rescue boats are in place and briefed; that *in all conditions* competitors under 12 years old, wear PFAs and that in adverse *water* conditions personal flotation is worn by known weak swimmers and Novice and Junior *competitors*; and that in all conditions all the safety procedures laid down by the BDA are complied with.

**The Crew Manager.** It is the Crew Manager's responsibility to ensure that all the crew members can swim to the required standard; that any weak swimmers are provided with PFAs; that the Crew List is completed and lodged with the Race Secretary; that the crew is briefed on the Racing Rules and 'Safety on the Water' and that at all times they are 'fit to race'. This means that it is the Crew Manager's responsibility to ensure that 'socialising' does not adversely affect the performance of the crew on the water.

**The Crew Members.** It is the responsibility of the crew members to ensure that when *they are on the water*, that they are adequately dressed for the weather conditions and comply with all instructions given to them. Dragon Boating is a social sport too, so the safety of the whole crew must not be in jeopardised through the consumption of alcohol or drugs; or thoughtlessness or horseplay by individual crew members.

**The Helm (Boat Steerer).** The Helm is normally the **Boat Captain**. It is the Helm's responsibility to make the final check to ensure that that the boat is water worthy and in racing condition. The Boat Captain should ensure that all crew members are correctly briefed on boat handling and capsize drills *and that they are suitably dressed for the weather conditions and not wearing anything that may impede their ability to exit the boat or swim, in the event of a capsize or boat swamping*. **When on the water** the Helm shall ensure that collisions with other craft are avoided. In the event of a Crew capsizing, the Boat Captain shall ensure that the capsize drills are correctly carried out and that all competitors are accounted for and rescued

**The Safety Officer.** It is the Event Safety Officer's responsibility to ensure that all Officials and Crew Managers are aware of, and briefed regarding '**Safety on the Water**' and **any notifiable diseases, for example Weil's Disease**. The Safety Officer is responsible for ensuring that the Chief Boat Marshal is made aware of any known weak swimmers or competitors with medical conditions that may affect their ability to race. The Safety Officer is responsible for producing a safety plan for the competition, to include a water circulation system for crews going to the start or 'warming up'.

**The Chief Boat Marshal.** The Chief Boat Marshal shall determine if a crew is 'fit to race' or not and will keep a record of the number of people embarked in each boat, in each race. The Chief Boat Marshal shall ensure that all boats and equipment are in good racing condition before the first race and that they remain in good racing condition throughout the competition.

## THE DETAIL

**Swimming - The Standard Required.** Ideally, all members in a dragon boat crew should be able to swim at least 50 metres, but as a minimum, they must be water confident in cold and moving water and when dressed in light clothing, that is, racing dress (shorts and vest) plus waterproof top and trousers and light footwear (trainers, flip flops or similar footwear) and wearing a PFA. *A persons swimming ability should be confirmed during training.*

**Personal Floatation Aids (PFAs) - When to wear them.** In a formal competitive event and on a placid water course, in normal summer conditions, and providing that the individual can swim, the BDA Rules of Racing do not require an experienced competitor, that is, one with more than 12 months competitive experience, to wear a Personal Floatation Aid (PFA), such as a Buoyancy Aid. *(This is in line with comparable water sports, such as Rowing).*

**Where local regulations at race site require water users to wear PFAs, all crews will wear them, irrespective of their experience in the sport.** In such cases it is the Event Organisers responsibility to notify crews whether or not the water operator provides PFAs and if NOT, it is the Crews responsibility to ensure that they have sufficient of their own to cater for any water conditions that they may encounter.

However, even in perfect racing conditions, *both the Boat Helm and Drummer, are advised to wear PFAs* and all crew members under the age of 16 years old, shall wear them. The Event Organiser should also provide PFAs for all other competitors who request them, or at the Crew Manager's request. **In an informal competitive event, such as a Festival Race for Charity, all competitors are advised to wear PFAs, which should be supplied by the Event Organiser concerned.**

In adverse summer racing or training conditions, especially on open water or rivers, Crew Managers of experienced crews should advise all paddlers to wear PFAs and ensure that weak swimmers and those uncomfortable in such conditions do wear them. In any event Novice Paddlers (*those with less than 1 years racing experience*) and Junior Paddlers (*those under 18 years old*) will wear PFAs in such conditions. *When racing or training in cold water winter conditions, all competitors irrespective of their experience, should wear PFAs.*

## SAFETY ON EMBARKATION

**Boat Balance.** Before leaving the embarking area, the Boat Captain (normally the Helm) should ensure that the boat is well balanced. That is, that each pair of racers are of similar weight or height and that, generally, the heavier pairs are seated in the boat's middle section. The Boat Captain **must** know the number of people in the boat.

**The Buddy System.** The crew should be 'numbered off' from the front of the boat and made aware that they are each responsible for the person they are paired with (across the boat) and that in the event of a capsized *or the boat being swamped and sinking*, their first responsibility is to ensure that their partner is safe and well.

This is called the 'buddy system' and it gives each person in the boat a specific responsibility for another. The 'Stroke Pair' (first pair – No.2 left and 3 right) in the boat are responsible for the Drummer (1) and the 'rear pair' (last pair) for the Helm (22).

**Steadying the Boat** A boat will feel 'tippy' especially if the crew is out of balance or moving about in an uncoordinated manner. To steady the boat in such circumstances (and when sideways on to the wind or wave pattern) the crew should be instructed by the Helm to slightly lean out over the side of the boat and place their paddle blades flat on the water, at arms length. With all of the paddles on the water in this manner (10 either side) the boat is effectively stabilised. This is called a paddle brace and the Helm's command should be 'Brace the Boat'.

**Stopping the Boat** When manoeuvring, turning or racing the boat it may be necessary to stop the boat suddenly, to avoid a collision with another vessel. It is important that the crew reacts quickly but safely. **An unbalanced crew over-reacting can capsize their own boat!** The quickest way to stop a boat is for the crew to do a reverse paddle stroke, that is, everyone takes a backwards stroke with their paddle instead of a forward stroke.

The initial command should be '**Stop Paddling**' followed immediately by '**Brace the Boat**' if the boat is unstable and there is no immediate danger of a collision. If there is a danger of a collision the command '**Stop the Boat**' should be given and the Crew instructed by the Helm to paddle backwards.

**In a race situation when a collision is imminent, the Helm must immediately tell the crew to 'Stop the Boat'.** Failure by the Crew to stop the boat in such circumstances will result in disqualification.

## **RESCUE BOATS**

The number of rescue boats that an Event Organiser provides will vary according to the number of boats in each race. The chances of more than one boat capsizing in a race are extremely low and therefore, unless the weather conditions are extreme, it should not be necessary to have more than four (4) safety boats in total at any one event.

Each boat should be able to hold at least eight (8) passengers and should not carry more than two crew members, that is, the driver and an assistant to help with any rescues.

At least one rescue boat should be on the water for each race. The rescue boats should have a low freeboard and hand ropes on it, to allow a person to enter the boat from the water unaided. A throw line, kept on the boat, is also advised.

An added rescue service is to use experienced canoeist Lifeguards, who can provide a number of rescue kayaks, to act as 'one to one' rescuers. The advantage is that they can get in amongst a capsized crew without the fear of injury to the competitors from boat propellers. When training in cold water winter conditions, *without wearing PFAs* or where a crew is operating 50 metres or more from a shoreline, they should be accompanied by a Rescue Boat, whenever practicable. Water bailers should also be carried in the dragon boat, for use as and when necessary.

## **CAPSIZED or SWAMPED DRAGON BOAT**

**What to Do.** In the event of a Dragon Boat capsizing or being swamped, each pair of paddlers should account for their buddies. The Boat Captain should immediately ensure that all the crew are accounted for by calling out their numbers and noting the response. The crew must initially stay with the boat. When a boat has over-turned (capsized) never swim underneath it but leave it in the capsized position. Provided the crew space themselves evenly around a capsized boat, it can be used as a floating platform. Even a fully swamped boat will float and remain stable if the crew space themselves evenly around the gunnels of the boat.

***The Boat Captain must remain in control of the crew at all times and first ensure that all the crew members are accounted for as above.***

**In a race situation, await the arrival of the rescue boats.** The crew should if their paddles are within easy reach, attempt to retrieve them. On the arrival of the rescue boats, the crew should move as directed by the operators of the boats, with the Boat Captain remaining *with the boat* until all members of the crew have been rescued.

If there are insufficient boats to rescue all the crew in one go and the water conditions are kind, or it is shallow, then if the boat is capsized, up to six crew members can remain with the boat and start to 'swim it' to the nearest shore.

*This should only be done under the Boat Captain's control and when the swimmers are capable **and not at risk**). After the crew is safe a rescue boat may be used to recover the Dragon Boat. (In cold water conditions, whilst awaiting rescue, crew members should, when holding onto the boat, try to conserve body heat by curling their legs up towards their chests and remaining as still and as calm as possible).*

**Unescorted Crews.** *Should a rescue boat NOT be available then in calm conditions, the crew may attempt to 'swim' a capsized boat to the nearest safe landing point, as directed by the Boat Captain. If conditions are not suitable for easily 'swimming' the boat, over a short distance, then under the instructions of the Boat Captain it is recommended that the boat be rolled back to the upright position, which will result in the boat becoming swamped.*

**Swamped Boat.** *A swamped boat can be used to support the crew, with the crew members evenly spaced around the boat's gunnels, whilst the boat is partially bailed out using paddles (and any other suitable implements available, e.g. boat bailers) until the crew can regain entry to the Boat, complete the bailing out process, and paddle the boat to the nearest shore.*

*If self recovery of the boat is not possible, then as a last resort, the crew may leave the boat and swim to shore in pairs, using the 'buddy' system, again under the control of the Boat Captain. As with other methods, the crew must be accounted for at all times during any attempts to swim the boat or as pairs under the buddy system.*

***However, In a training situation crew members are advised not attempt to swim to shore unless they are wearing PFAs.*** *Should there be no alternative but to swim for the shore then any crew member who is not wearing a PFA should join a 'buddy pair' with PFAs, or make up a group (groups) of three, to provide mutual support and assistance during the swim.*

**Recovery of Craft.** *As soon as the boat is alongside the water's edge, the crew must again be accounted for on the land and any injuries dealt with immediately. If upturned, the boat may then be turned the right way up (in the water) and bailing out commenced. The boat should not be dragged out of the water unless there is only a small amount of water left in it, as this puts a considerable strain on the hull of the boat. Once the boat is almost empty of water it may be lifted on to the bank and checked for damage and all the boat's equipment accounted for.*

**Practice Drills.** *It is recommended that crews training regularly together should be introduced to a least one controlled capsize and an unescorted recovery exercise, at an early stage in their training *and then annually*. This practice drill should be set up carefully taking into account the time of year and the weather and water conditions. During such drills all crew members must wear PFAs, irrespective of their competitive experience, general physical fitness or swimming ability and a rescue boat should be on standby.*

**IN CONCLUSION.** **Safety is the concern of every crew member and is largely a matter of COMMON SENSE - USE IT! The overall responsibility for the crew off the water is the Crew Manager's and on the water is the Boat Captain's.**

**It is every competitor and official's responsibility to ensure that Dragon Boat Racing is conducted as SAFELY AS POSSIBLE - DO IT!**

**BDA 'WARNING' INFORMATION LEAFLET****LEPTO SPIROSIS and WEIL'S DISEASE**

It is stressed that LeptoSpirosis and Weil's Disease are both rare but can be caught by anyone engaged in a water sport. The information in this leaflet is published on the basis that 'forewarned is forearmed'. ENJOY YOUR RACE BUT - BEWARE OF LEPTO SPIROSIS and WEIL'S DISEASE.

**WHAT IS IT?**

Lepto Spirosis is an animal infection. After recovery the animal excretes the organisms in its urine. The bacteria survive for days or even weeks in moist conditions but only for a few hours in salt water. The infection is caught by direct contact with urine or a polluted environment. Bacteria enter through skin abrasions or via the eyes, nose or mouth.

**THE ILLNESS**

The usual incubation period is 2 to 12 days. Usually a 'flu' like illness occurs which resolves itself in 2 to 3 weeks. There may be fever, severe headache, pains in the back and calf and prostration. A few cases develop jaundice when the condition is known as Weil's Disease. Although death may occur in about 15% of the jaundiced patients, death without jaundice is virtually unknown. Antibiotics during the first few days help in limiting the infection. Many people recover without specific treatment.

**WHAT TO DO**

If you think that you may have the infection go to your doctor and say that you participate in water sports and think that there may be risk of Lepto Spirosis. The doctor's diagnosis is by clinical suspicion. Blood tests can rarely confirm the illness in time to effect treatment. They may, however, subsequently confirm it.

The microbiologist at the local hospital is the best source of advice.

**PREVENTION**

1. Cover all cuts and abrasions with waterproof plasters.
2. Always wear footwear to avoid cutting your feet.
3. Avoid capsize drills or swimming in suspect water.
4. Where at all possible, shower soon after Dragon Boating.
5. If in doubt, contact your doctor early.

**THE LEVEL OF RISK**

On average each year, 9 water sports people contract Lepto Spirosis. The instances of infection are therefore very rare and its deterioration into Weil's Disease even rarer. Weil's Disease is, however, a very serious illness which must be diagnosed and treated swiftly.

**REDUCE YOUR RISK BY BEING AWARE!**



Appendix 2  
Annex A

**Insert**

**BDA SAFETY NOTICE**

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**ANNEX B****BDA RACE PERMIT SCHEME**

(Annex to BDA Competition Regulation - 1.9.1)

The purpose of the **Race Permit Scheme** is to advise the organisers of competitive events of the basic safety and insurance cover recommended by the Association whilst enabling the BDA to monitor the organisational standards of such events in the UK. The introduction of this scheme is part of a comprehensive plan by the BDA to:-

- a) develop the sport and improve standards of operation;
- b) gather information through those agencies organising dragon boating;
- c) generate funds with which to provide services for its members.

**A Race Permit is required for any competitive event whether or not an entry fee is charged.** A Race Permit is not required for training sessions or introductory 'non-profit making' sessions to the sport.

**RACE PERMITS - TERMS AND CONDITIONS**

The issue of a BDA Race Permit will give the event in question 'recognition' which will indicate to all interested parties that:-

1. the event is under the control of a BDA Registered Race Organiser and Chief Official and that all boat helms are qualified BDA Club or Race Helms.
2. the Event Organiser has been advised of the BDA's minimum safety standards;
3. the BDA Water Safety Policy has been issued to the Event Organiser;
4. the event is an authorised one for BDA Full Member Crews;
5. non-member crews will receive BDA Basic Membership, for 3 months;
6. all crews are covered by the BDA's Public Liability Insurance Policy.
7. race results and crew details will be notified to the BDA;
8. the Permit will be shown, on request, to any BDA Member;
9. the Event may be included in the BDA's Annual Calendar of Events.

A Race Permit will be issued by the BDA before the event. For non-BDA Members the Permit will only be issued on receipt of the minimum Permit Fee. BDA Members may forward their full fee after the event, when submitting the Race Results and crew details. Race Permit Fees vary according to the type of regatta or race category for which the Permit is issued. **Event Organisers should ensure that, when setting their Race Entry Fees, the cost of the Race Permit is fully taken into account.**

**EVENT & CREW PUBLIC LIABILITY INSURANCE COVER. (PLIC)** For Charity & Private Regattas, where the Event Organiser does not have PLIC for the event itself, this can be provided by the BDA at an extra cost per event. **CREW PLIC.** The Crew PLIC included in all the Permit Fees shown applies to the crew in total when training for, travelling to and competing in the event in question. This includes any 'crew against crew' claim that may arise during the event.

**BDA Basic Membership** is valid for three months and once the details of the competing crews have been submitted to the BDA, after the event, the crews will receive a BDA information pack on the sport and how to enter further events.

**ANNEX C****BDA ACTIVITY LICENCE SCHEME**

(Annex to Competition Regulation - 1.9.2)

The BDA operates a number of licensing schemes designed to help the Association to regulate and monitor dragon boat activities, as part of the BDA's policy of developing dragon boating in a safe and responsible manner. The Activity Licensing Scheme is designed with the object of assuring the 'participant' in a non-competitive dragon boat activity that the 'provider' of the activity meets the minimum BDA recommended standards of safety and operation.

**THE LICENCE**

**Non-BDA Members** offering non-competitive dragon boat activities who wish to have their event sanctioned by the BDA must hold a Non-Members Activity Licence. To be BDA sanctioned means that the 'provider' must have adequate PLIC, comply with BDA Safety Regulations and use competent staff to conduct their activity. Competent means having Helms capable of instructing and steering a 'Novice' crew on enclosed placid water or a slow moving river, in summer conditions.

**ACTIVITY LICENCES - TERMS AND CONDITIONS**

The issue of an Activity Licence by the BDA will give the activity in question 'recognition' which indicates that the activity is being conducted under the following conditions:-

1. The non-competitive activity is controlled by BDA qualified personnel or by persons approved by the BDA as being competent to carry out the licensed activity.
2. The non-competitive activity complies with BDA rules for Safety on the Water.
3. The non-competitive activity has Public Liability Insurance Cover (PLIC).

**PLIC.** PLIC is generally accepted as being £5 million for any one claim. Organisations applying for a Non-Members Licence must include a copy of their current PLIC in the name of the licence holder. For Non-Members, PLIC can be provided through the BDA Main Policy at a cost, per event. PLIC can be purchased with the Non-Members Activity Licence.

**BDA Recognised Dragon Boat Clubs and Member Crews** are issued with a Members Activity Licence which gives civil liability insurance cover for their non-competitive activities, such as Come and Try It days, during the membership year. The holding of a Members Activity Licence means that the Club or Crew concerned undertakes to comply with BDA Safety Regulations and use BDA qualified teaching personnel for the activities being undertaken.

**ANNEX D****BDA RACE ORGANISERS LICENCE SCHEME**

(Annex To BDA Competition Regulation - 1.10)

The purpose of the BDA Race Organisers Licensing Scheme is to ensure that Dragon Boat Races in the UK are organised to an acceptable standard and to ensure that the minimum safety requirements of the BDA for competitive events are complied with.

**THE LICENCE**

A BDA Race Organisers Licence is issued in the name of the individual concerned. The BDA will grant a Race Organisers Licence, on application, to those individuals who are deemed by the BDA Race Officials Panel to be fully competent in all aspects of Race Organisation and who wish to organise Dragon Boat Races on their own behalf, or on behalf of the BDA. The Licence is issued free of charge.

**BDA RACE ORGANISERS LICENCE - TERMS AND CONDITIONS**

The BDA will issue a Race Organisers Licence to an individual on the following terms and conditions:-

1. The Licence Holder must be a current Full Individual Member of the BDA.
2. The Licence Holder will ensure that each event held is conducted under BDA Racing Rules or Festival Rules, as applicable, conforms to all Safety Regulations and carries adequate Public Liability Insurance Cover (PLIC).
3. The Licence Holder will ensure that all equipment complies with BDA regulations and that Boat Helms and Race Officials are BDA qualified or acceptable.
4. The Licence Holder will ensure that the Event Organiser holds a BDA Race Permit, that the Terms and Conditions of the Permit have been fully complied with and that the Permit conditions are published in the Event Programme.

BDA Licensed Race Organisers are entitled to enhance any personal stationery or promotional literature with the BDA logo and the words 'BDA Licensed Race Organiser'.

A Race Organisers Licence can be withdrawn by the BDA Executive in the event that a complaint from a client regarding 'bad practice' is upheld. A Licence may also be withdrawn for non-compliance with the BDA Competition Regulations or Racing Rules.

**The Race Organisers Licence is considered by the BDA Executive to be an operating contract and certificate of competence for the Licence Holder. The Licence is only valid whilst the Holder is a BDA Full Individual Member.**

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**ANNEX E*****BDA Example 1 of an***  
**ACKNOWLEDGEMENT OF RISK**

*This example is designed for Dragon Boat Races and may need to be customised to a particular Event Organiser's circumstances. It can form part of the Race Entry Form for a Sport Race and as a minimum, at any race, should be signed by Crew Managers' on behalf of their crews. For Festival Races, ideally, every individual participant should sign a risk acknowledgement, after the safety brief and before their first race of the day. (The words in brackets are the alternatives for use when the Crew Manager signs).*

Please print the name of the Participant (or Crew) \_\_\_\_\_

Address: \_\_\_\_\_

---

**Please complete all parts:**

1. I (*my Crew Members*) understand that this is a water based activity and that whilst all the normal and appropriate precautions, for a water sport will be taken, by the Organisers, such as the use of buoyancy aids, where appropriate, and the provision of rescue craft, that each Crew Member has a duty of care to each other whilst on the water. Yes  No
2. It has been explained to me (*by me to my Crew*) that taking part in a Dragon Boat Race can be quite physically demanding and that some people may find some race situations stressful. Yes  No
3. I confirm that I (*my Crew Members*) can swim 50 metres, unaided **or** as a minimum, I am (*they are*) confident in cold water conditions, when wearing a buoyancy aid. Yes  No
4. I confirm that I (*my Crew Members*) to the best of my knowledge, do not have any present or previous medical conditions which may effect my (*their*) ability to take part in a Dragon Boat Race. Yes  No \*   
\* (*If NO record details on the reverse, of the condition, e.g. asthma*)
5. I (*my Crew Members*) agree to follow all the instructions given by the Event Organisers and their Staff and Officials and to act in a responsible manner during the races, especially whilst on the water. Yes  No
6. I am (*my Crew Members are*) over 16 years of age. I understand that a countersignature is required, on behalf of persons under 16 years old. Yes  No
7. I (*my Crew Members*) would like Personal Accident Insurance cover. Yes  No

**By signing this acknowledgement of risk form I do NOT release the Event Organiser from any obligations towards me (*my Crew*) nor does the signing effect my (*our*) legal rights.**

Signed (in all cases) \_\_\_\_\_ Date \_\_\_\_\_

Counter signature (for U 16s) \_\_\_\_\_ Date \_\_\_\_\_

Signed (on behalf of the Event Organiser) \_\_\_\_\_ Date \_\_\_\_\_

It is suggested that the reverse of this Risk Acknowledgement form is used to record the details of any medical conditions declared by the participants (in answer to question 4 overleaf) which may affect their ability to take part in the dragon boat activity concerned. (Examples are, asthma (inhalers); diabetes, heart conditions; epilepsy; perforated eardrums.

Care should be taken in recording such information and it should NOT be done without the consent of the person(s) concerned.



**BDA Example 2 of an  
ACKNOWLEDGEMENT OF RISK**

*This example is designed for Dragon Boat Clubs, Activity Centres, Leisure Companies and the like, introducing participants to dragon boat activities and may need to be customised to a particular provider's circumstances. (Dragon Boat Clubs – words for members' induction are shown in brackets)*

Please print the name of the participant. \_\_\_\_\_

Enter the activity (*the Club*) the person will be undertaking (*joining*) \_\_\_\_\_

Activity (*Club Joining*) Date \_\_\_\_\_ Activity Ref (*Membership No*) \_\_\_\_\_

\_\_\_\_\_ (Name of Organisation) would like you to read the following carefully. It concerns your safety and the safety of others taking part in your (*the Club's*) dragon boat activity programme. Once you have read it you should sign the bottom of the form as an indication that you have read and understood it, then return it to \_\_\_\_\_ (name of activity organiser or club secretary), together with your medical information form and your application form.

**Risks.** We will take all reasonable steps to provide you with the level of care and assurances of safety appropriate to the dragon boat activities that you will take part in. However, you should be aware that such activities are conducted on various types of water from shallow park lakes and rivers to large open water, such as inland lakes and reservoirs. The activities take place in a variety of weather conditions too, which may affect the suitability of the water on which your dragon boat activity is being conducted, therefore, you are advised that certain inherent risks, associated with any type of water activity, remain which cannot be eliminated without destroying the unique character of dragon boating. Amongst other things, some of these risks can contribute to:-

- a loss or damage to your personal clothing or equipment.
- feelings of discomfort, fear and apprehension or even accidental injury,
- illness or trauma which in extreme but thankfully very rare cases, can be serious.

The level of real (as opposed to apparent or perceived) risk associated with participating in dragon boat activities are very low but the type of risk may be something with which you are not familiar. The level of risk associated with dragon boating is generally no greater than that associated with, for example, a normal adult undertaking recreational activities appropriate to their own physical ability, based on general fitness, age etc.

**Swimming Ability.** To take part in any dragon boat activity you must be confident when floating in cold water and wearing a personal flotation aid (PFA) such as an approved buoyancy aid. Ideally, you should be able to swim at least 50 metres, unaided and without a PFA.

There are a number of other things, associated with dragon boat activities, that you should be aware of. These include but may not be limited to:

**Physical Effort.** All dragon boat activities involve physical effort, which at times may be more than you are used to. This may involve stamina or physical strength and paddling a dragon boat may put a greater strain on joints and muscles than you normally experience. If you have any medical conditions, injuries or medication, past or present, which may in certain circumstances adversely affect your ability to undertake dragon boat activities, then you should make this known to us before the activity takes place (*for voluntary recording in the Club's Medical Record Book*).

**Environmental Risks and Hazards.** These may include factors such as lightening and storm conditions, although more common would be adverse weather and cold water conditions during the summer or a sudden change in the weather and wind conditions when an activity is taking place. In such conditions dragon boats can be swamped by waves or in extreme conditions, capsize. Therefore, before taking to the water you should be aware of these possible dangers and ensure that you have been fully briefed and understand the 'buddy' system used by dragon boat crew members, to account for and aid each other, in the event of a boat being swamped or capsized. **Such situations can become stressful for some people, especially in rough and cold water conditions. If you have an aversion to such water conditions you should let that be known before taking part in a dragon boat activity where the water conditions may be adverse.**

**Slips and Trips.** These are the commonest types of accident throughout society and taking part in a dragon boat activity is no exception. As an organisation, we will endeavour to ensure that the consequences of such an accident are not serious but you should be aware that the likelihood of falling over or slipping on a wet surface, is likely to be greater than that you are used to. Moreover, given the nature of the environment in which dragon boat activities take place, more serious incidents can occur.

**Responsibilities.** \_\_\_\_\_ (name of organisation or club) has clear obligations and responsibilities and these are taken very seriously. However, we (*the Club*) expect (s) every participant (*Club Member*) taking part in our dragon boat activities to contribute to their own, and the safety of the other members in a dragon boat crew, by following the instructions given, from time to time, by our staff (*Club, Coaches, Instructors and Officials*) and particularly by the Boat Captain, when you are part of a dragon boat crew on the water.

### Acknowledgement.

1. I recognise that taking part in a dragon boat activity or event may require an attitude and approach which is different from other activities that I have been involved with.
2. I acknowledge and accept that the nature of the risks may also be different to those with which I am familiar and that certain risks remain.
3. I understand and accept that I have a responsibility for my own safety whilst taking part in a dragon boat activity and a duty of care, whilst on the water, towards the other members of a dragon boat crew of which I am a member.

**By signing this acknowledgement of risk, I do NOT release the organisation named at the head of this document, from any of its obligations towards me, nor does it effect my legal rights. I have however, read and fully understand the contents of this document.**

Signature of Participant (*Club Member*). \_\_\_\_\_ Date \_\_\_\_\_

(in **all** cases)

Signature of Parent, Guardian or  
Responsible adult (where appropriate) \_\_\_\_\_ Date \_\_\_\_\_

Signed on behalf of \_\_\_\_\_ Date \_\_\_\_\_  
(Name of Organisation or Club)

**Appendix 1 to ANNEX E****RISK ASSESSMENTS – FOR DRAGON BOAT ACTIVITIES.**

The advice that follows is primarily intended for Festival Race Organisers; BDA Dragon Boat Clubs; Registered Centres and Accredited Providers, when assessing venues for dragon boat activities and when organising such activities. The BDA Competition Regulations are the Control Measures for all Sport Racing events.

**What Is A Risk ?** In terms of health and safety a risk is the chance, great or small, that someone will be harmed by a hazard.

**So What Is A Hazard ?** Anything that can cause harm to people, for example a dragon boat, noise, machinery, chemicals, electricity, etc.

**So What Is A Risk Assessment?** This is nothing more than a careful examination of what (in the case of a dragon boat activity) could cause harm to people. The reason for making the assessment is so that you can weigh up whether or not you have taken enough precautions or should do more to prevent people being harmed, through participating in the activity.

**Why Does A Risk Assessment Have To Be Done ?** Because, in keeping with Health and Safety Regulations, the BDA advises Event Organisers and Dragon Boat Clubs that they should take 'reasonably practicable' precautions to safeguard participants taking part in their dragon boat activities.

**Who Does The Risk Assessment ?** Risk Assessments have to be carried out by a 'Competent Person'. For dragon boat activities a 'Competent Person' is deemed to be a BDA Registered Race Organiser or Chief Official; a Senior Race Official; a BDA Coach, Instructor or Boat Captain, as appropriate for the dragon boat activity concerned.

**So How Is A Risk Assessment Done ?** **First**, visit the site of the dragon boat activity and look at what could reasonably cause harm, both on and off the water. For dragon boat activities, hazards are identified as those associated with equipment, procedures, tasks, machines (e.g. Rescue Boats) and the physical aspects of the environment in which the activity is taking place. Ignore the trivial and concentrate only on those significant hazards that could result in serious harm or affect people.

**Second**, think about who might be harmed by these hazards; a dragon boat crew, crew coaches, managers, race officials and staff members; members of the public, guests and visitors, etc. **Then** evaluate these hazards and decide for each significant hazard what the Risk Rating should be (see the Risk Table below). **Ask yourself** – 'Can I get rid of the hazard? If not, then how can I control it?'

**Third**, record your findings (a guideline template is included within this document) and write down any findings that are significant. Assessments need to be suitable and adequate, no more, no less. **The main points are:** are the precautions reasonable and is there something to show that a proper check was made? So keep a copy of your findings. **Finally**, remember to review assessments periodically, and in different weather conditions, to ensure that they are still valid and to see if there have been any changes to the site of the activity.

**How To Decide What Action To Take and When To Take It?** There is no set format for recording a Risk Assessment. How the information is recorded and tabulated is up to the person carrying out the assessment. However, the Management of Health & Safety Regulations 1992 states that "**Risk** reflects the **likelihood** that harm will occur and its **severity**". It makes sense therefore to look at the real and potential hazards associated with a dragon boat activity, with this 'likelihood' and 'severity' of risk clearly in mind; for a combination of the two will indicate what the degree of risk may be for a given hazard. This degree of risk is known and recorded as a 'Risk Rating'.

**Risk Rating.** When carrying out a Risk Assessment it is therefore suggested that, using the Risk Table shown below and the judgement of the person carrying out the assessment; the likelihood of a risk and severity of a particular hazard can be determined. A Risk Rating can then be calculated and a judgement made regarding the action required, to reduce, contain or eliminate the hazard.

### RISK RATING TABLE

<b>Likelihood of Injury</b> (with existing controls in place)	<b>Rating Value</b> (a)	<b>Severity of Injury</b> (with existing controls in place)	<b>Rating Value</b> (b)	<b>Risk Rating</b> (a x b)	<b>Residual Action</b> (in addition to existing controls).
<b>Most Unlikely.</b> = probability close to zero.  (less than 10% chance)	<b>1</b>	<b>Trivial.</b> = injuries that Could be treated by Crew First Aiders, from a First Aid box.	<b>1</b>	<b>1-2</b>  (min)	<b>Maintain Measures.</b> Controls Adequate, if The Risk Rating is 1 or 2.
<b>Unlikely.</b> = <b>injury a conceivable occurrence.</b>  (25% chance)	<b>2</b>	<b>Slight.</b> = injuries that May require more expert Treatment, administered at a First Aid Post, sick bay or out-patients.	<b>2</b>	<b>3-5</b>  (low)	<b>Review Controls,</b> if the Risk Rating is 3 to 4 and <b>Take action if required,</b> at Risk Rating 5
<b>Likely.</b> = high possibility of injury.  (50% chance)	<b>3</b>	<b>Serious.</b> = injuries involving urgent hospital treatment.	<b>3</b>	<b>6-8</b>  (med)	<b>Improve Controls.</b> Action must be taken to Reduce the Risk, if the Risk Rating is 6 to 8.
<b>Most Likely.</b> = Injury probable.  (75% plus chance)	<b>4</b>	<b>Major.</b> = injuries involving major trauma or death.	<b>4</b>	<b>9-16</b>  (high)	<b>Urgent Action Required,</b> if the Risk Rating is 9 to 16. Consider NOT holding the Activity or change location.

**Residual Action.** Once a Risk Rating has been given for a particular area of a dragon boat activity, then residual action, over and above the controls already in existence, may be required. It is recommended that the following hierarchy of options should be considered, in the order shown, when assessing the need for, and the means of achieving, additional controls.

1. Can the hazard be eliminated or reduced by the use of an alternative process, material, equipment or activity location. Examples: injury through the consumption of alcohol; wearing unsuitable clothing or equipment. Action: ban alcohol and dangly bits.
2. Can physical safeguards such as barriers, enclosures etc be used to protect participants from the hazard(s). Examples: Embarking and disembarking crews; wobbly drums and drummers seats. Action: crowd barriers in Boat marshalling area; secure drums and seats.
3. Can the number of participants exposed to the hazard be reduced by such means as changing the activity procedures. Examples: Racing or training on choppy water or on Open Water. Action: Reduce numbers in the Crews and hold the activity close inshore.
4. Can the time participants are exposed to the hazard be reduced by changing the activity procedures. Examples: Activity taking place in cold or wet weather conditions. Action: Reduce the racing distance, the total number of races or the time spent on the water.
5. Can Personal Protective Equipment provide protection. Example: Activities involving young persons and novice competitors. Action: The wearing of PFAs is made mandatory.

### RISK ASSESSMENT – ADVISORY TEMPLATE

The advisory template that follows, in a matrix format, identifies some of the hazards that are likely to arise in a dragon boat activity. The template shows just the main headings for the hazards and the suggested control measures that should be in place for the Risk Rating shown against each hazard. Some examples of possible additional controls, for when the Risk Rating for an activity Item scores 4 or more, are also shown.

When completing Risk Assessments a preamble on the type of activity, its location, programme of events etc, should be included under the headings shown. More detailed information than that included in the template, may also have to be recorded against a particular Item Number. For example, the number of rescue boats required for an activity will vary, depending on the water and weather conditions; the time of year; the number of crews taking part and the type of activity.

**NOTE: This template refers to on site risks only, it does not cover ongoing areas of risk associated with dragon boat activities, such as the loading and unloading of boats and equipment, on to trailers and into the water. Such risks, which are generic to the activity, should also be considered and assessed continually.**

#### SITE AND ACTIVITY DETAILS

<b>Activity Site Location:</b> (e.g. Albert Docks, Liverpool)	<b>Date of Assessment:</b>
---	----------------------------

<b>Activity Type:</b> (e.g. Charity Race)	<b>Numbers Taking Part:</b>	<b>Assessment Reference:</b>
---	-----------------------------	------------------------------

<b>Activity Details:</b> (e.g. Details of the site location, event programme; basic safety regulations.)
--

#### RISK ASSESSMENT LEGEND

(L) = Likelihood of Hazard	(S) = Severity of Injury	(RR) = Hazard Risk Rating =	Action Required
1. Most Unlikely	1. Trivial Injury (ies)	1 & 2. Minimal Risk.	Maintain Control Measures
2. Unlikely	2. Slight Injury (ies)	3 - 5. Low Risk.	Review Control Measures
3. Likely	3. Serious Injury (ies)	6 - 8. Medium Risk.	Improve Control Measures
4. Most Likely	4. Major injury or death	9 -16. High Risk.	Consider stopping activity

**HAZARDS - IDENTIFICATION AND RISK RATINGS.**

(Activity taking place during the Summer)

No	Hazard Description (L)	Risk (S)	Control Measures to be in place.	L	S	RR	Additional Control Measures – (RR 5+)
1	Boat Swamp or Capsize.	Injury Hypothermia Drowning	Crew Buddy System. Rescue Boats, Buoyancy Aids (PFAs) First Aid Cover.	1	1 3 4	2 3 4	Increase the number of Rescue Boats and make wearing PFAs mandatory.
2	D. Boat collisions	Injury Immersion in Cold water	As above plus, clearly defined lanes and qualified Boat Helms.	1	2 3	2 3	Reduce the number of Dragon Boats in each race.
3	Collisions with other Types of vessels	Injury Immersion in Cold water	As above, plus marker Buoys, control boats (Umpires) and water circulation plan.	1	2 3	2 3	The movement of all other vessels to be restricted during each race.
4	Adverse or Cold Weather conditions Arising once the Activity has started.	Body Heat loss Hypothermia Drowning	Correct clothing advice. Indoor changing and Shower facilities. Extra equipment in boats.	2	2 3 4	4 5 8	Reduce the racing distance and the number of races. Stop the event for a period of time. Cancel
5	Waterborne Disease Related illnesses.	Leptospirosis Gastric illness Tetanus, polio.	Safety Notices, Crew Briefings, Health & Safety Advice given.	1	3	3	Move activity to an alternative location.
6	Alcohol related Incidents.	Illness and Injury	No access to Alcohol. Must be Fit To Race. Briefings	1	4	4	Exclude participants who have been drinking alcohol.
7	Trip & Slip Hazards In activity area. Crew Moving to board boat.	Personal Injury	All equipment to be clear of walk ways. Briefing of participants. Boat & Crew marshals.	1	2	2	Place Warning signs. Replace or remove Equipment. Segregate with crowd barriers.
8	Litter Hazards such broken glass.	Personal Injury	Provide litter bins and Plastic drinking cups.	1	1	1	Arrange litter removal From activity site.
9	Noise nuisance from PA system, DB drums In residential areas.	Personal Injury	Control PA sound level and frequency of use. Muffle drums.	1	1	1	Dispense with PA System and Drums.
10	Bad Communications Systems	Personal Injury	2 way radios, mobile telephones, PA system Safety Officer.	1	3	3	Increase numbers of Radios. Operate a Dedicated radio net.
11	Uncontrolled crowds And children. People swimming in area.	Personal Injury	Crowd barriers, signs, Site Stewards and briefings by Officials	1	4	4	Do not allow public Access to activity site.
12	Powered Boats in the Activity area, for Example Umpires and Rescue Boats.	Injury to people In the water From propeller blades.	Qualified boat drivers, Safety Officer briefings on rescue techniques and activity operating procedures.	1	4	4	Only use power Boats with engine Guards or electric Motors.

**ANNEX F****British Dragon Boat Racing Association****EVENT SAFETY PLAN**

(ADVISORY MODEL)

*The procedures to be followed in the case of accident or emergency should be prepared and communicated to competitors and officials in their race instructions by the Race Organiser and raised as an item in the managers meeting by the Safety Officer. This Model Event Safety Plan is a suggested template for use in competitive events*

**Venue**

---

**Date**

---

**Event Organiser**

---

**Safety Officer**

---

**1. Key Personnel**

---

**1.1 Event Organiser**

Name

Address

Tel No

---

**1.2 Safety Officer**

Name

Address

Tel No

---

**1.3 Chief Official**

Name

Address

Tel No

---

**1.4 Venue**

Name

Address

Tel No

---

**1.5 First Aid**

Name

Address

Tel No

---

**2.0 Emergency Procedures / Major Incidents****2.1 General Principle**

- i. The Event Organiser will co-ordinate the plan until emergency services arrive.
- ii. The Event Organiser will then direct the event staff to assist the emergency services.

**2.2** A co-ordinated procedure following a multi-disciplinary approach is essential with a clear demonstration of duties and responsibilities. The following services will play an active part in the emergency plan:

- \* Event Organiser.
- \* Safety Officer.
- \* Chief Official.
- \* Fire Services.
- \* Police.
- \* Ambulance and Hospital.
- \* Water safety personnel and craft.

**2.3** Event Control is the major communication point and is located at:

---

---



2.4 A mustering point will be established at \_\_\_\_\_

In any major emergency everyone involved in the event will be asked to report to the mustering point to await further instructions.

## 2.5 First Aid.

2.5.1 The senior first aider will establish a first aid base at \_\_\_\_\_ in the event of major casualties.

2.5.2 The senior first aider will direct operations until medical services arrive.

## 3.0 Cancellation / Cessation of Event.

3.1 Land - this will be the decision of the Event Organiser.

3.2 Water - this will be the decision of the Safety Officer who may liaise with the Event Organiser and Chief Official.

## 4.0 Emergency Route.

4.1 The emergency vehicle access / egress routes are:

---

---

## 5.0 Event Radios.

5.1 The normal working channel for event communications will be Channel 1.

5.2 If any emergency arises then the key personnel (Event Organiser, Safety Officer, Chief Official and Safety Boat operators) will turn to Channel 2.

## 6.0 Coded Messages - Emergency.

6.1 "Alert Message" - "Staff Call Alpha One"

6.2 On this announcement by radio and P.A. the key personnel will all immediately change to Channel 2 and await further instructions.

6.3 "Stand Down Message" - "Staff Call Zero Zero".

7.0 **Press and Publicity.** The only person authorised to make statements to the press is the Event Organiser.

**8.0 Hospital.** The nearest Hospital for accidents and emergencies is:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

**9.0 Reports and Documentation.**

9.1 The Event Organiser is responsible for the completion of all accident forms and reports required by the emergency services.

**10.0 Lost Children / Meeting Points / Lost Property.**

10.1 All these issues should be directed to Event Control.

**11.0 Toilet / Washing Facilities.** Toilet and washing facilities are located at:

\_\_\_\_\_

**12.0 Site Plan.**

12.1 A plan of the site showing all the features listed in this safety document is attached.

**13.0 Emergency Contacts:**

13.1 Organiser: \_\_\_\_\_

13.2 BDA: \_\_\_\_\_

13.3 Others: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Appendix.1 to ANNEX. F.**

British Dragon Boat Racing Association

**Serious Incident Report – Part A**

Event Organiser.....

Date of Incident..... Time of Incident.....

Incident took place at.....

Weather Conditions.....

State of Water.....

Name/s of Casualty \*SI or D ..... Sex.....Age.....  
or Casualties

\*SI or D ..... Sex.....Age.....

\*SI or D ..... Sex.....Age.....

\*SI or D ..... Sex.....Age.....

\*SI or D ..... Sex.....Age.....

(list any others on a separate page as necessary)

**\* Ring, SI = Seriously Injured or D = Died. (A Serious Injury is one that requires urgent hospital treatment)**

Is the cause of any deaths known (or suspected) YES/NO

If YES, give brief details (e.g. Heart attack, drowning etc) .....

.....

Were the Casualty (ies) part of a Crew YES/NO

If YES Name of Crew.....

Details of how Incident occurred.....

.....

.....

.....

.....

.....

d. Did the Incident take place during an Organised Event? YES/NO

If YES

1. Name of Event.....

2. State Type of Water (Lake, River etc).....

2. Were Rescue Boats at hand? YES/NO

3. Was First Aid readily available on site? YES/NO

4. Was an Event Safety Officer appointed and in attendance? YES/NO

5. Were any Racing Rules or Regulation ignored or breached? YES/NO

If YES give details.....

.....  
.....

Did the Incident occur whilst a Crew was Training YES/NO

If YES 1. State type of Water (e.g. Lake) .....

2. What Safety Measures were in place including First Aid?

.....  
.....

3. Did the Club/Crew have a person nominated to oversee the training YES/NO

4. Had the Crew received a Safety Briefing ? YES/NO

Did the Incident take place in other circumstances other than at an Event or during Training? YES/NO

If YES give details.....  
.....  
.....  
.....

Has a Civil Inquest or Inquiry been held? YES/NO

If **YES** complete **Part B** of the Incident Report

**If NO send Part A to BDA Safety Officer and complete Part B when full details of the Inquest and/or Inquiry are known**

**British Dragon Boat Racing Association**

**Serious Incident Report**

**Part B – FATAL INCIDENTS**

**BDA Serious Incident Report – Part A submitted on ..... (date)**

Event Organiser.....

Date of Incident..... Time of Incident.....

Incident took place at.....

Name(s) of the deceased(s) .....

.....

Place Inquest held .....

Date(s) Inquest held .....

Verdict of the Inquest.....

.....

Was any Person or Persons held to blame for the Incident? YES/NO

If YES give Name .....

Position held at the time of the Incident e.g. Race Official, Helm etc

.....

Remarks by the Event Organiser on how and why the Incident happened.....

.....

.....

.....

.....

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.....

.....

.....

Suggestions as to how such an occurrence may be avoided in the future

.....  
.....  
.....  
.....  
.....  
.....  
.....

Comments by the BDA Safety Officer

.....  
.....  
.....  
.....  
.....

Reported to the BDA Executive Committee Council and Recorded in the BDA Executive Committee Minutes on

(date).....(at).....

Signed BDA Safety Officer.....

Name.....

**When the BDA Fatal Incident Report Part A and/or Part B have been completed, they should be sent to:**

**The BDA Safety Officer  
c/o BDA Company Secretary  
13 The Prebend, Northend,  
SOUTHAM  
Warwickshire  
CV47 2TR**

**ANNEX G****British Dragon Boat Racing Association****Details of and****Guidelines for the use of Outrigger Training Boats****Details of O1's and O2's**

1. **Designation.** Outriggers are purpose built boats associated with Dragon Boat training and used for individual performance testing. The boats are designated as outriggers and are therefore called O1's for the single seat boat and O2's for the double seat boat.
2. **Design.** The Boats are of a single hull design with one or two cockpits, with an armor (or float) on one side, held by two support bars. The boats are steered by a rudder operated by the feet.
3. **Use.** The foot rudder system allows the boat to be paddled with a single blade on one side only, using a dragon boat stroke. Thus they can easily be used for individual training sessions or for individual time trials. The time trials can be used to monitor the progress of individual performance or for the selection of paddlers for a team such as the GB Squad.

**Guide lines for the use of Outrigger Training Boats**

4. Outriggers are designed for use on placid inland waters such as small lakes, docks, calm rivers etc. They should only be used under these conditions.
5. Outriggers should not be used in rough weather, particularly in strong winds where they may become hard to handle.
6. Spray decks can be used for training purposes, to keep out excess water from waves and to keep the crew warm. However, they may not be used during official BDA time trials.
7. Outriggers should not be used on their own, the minimum number should be two or an outrigger should be accompanied by another craft such as a canoe or kayak.
8. Buoyancy aids of an approved standard should be worn at all times when paddling an outrigger.
9. Outriggers should only be used under the guidance of a BDA Coach, ideally as part of a paddlers training programme, discussed and agreed with the Coach.

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**ANNEX H.****BRITISH DRAGON BOAT RACING ASSOCIATION****DRAGON BOATING PROVIDERS****CODE OF PRACTICE**

This Code of Practice has been drawn up by the BDA (British Dragon Boat Racing Association) for those dragon boating providers who offer Dragon Boat Activities on a fee paying basis. As such, it forms part of the Terms and Conditions for BDA Registered Centres and Accredited Providers. (See BDA Leaflet No 5/1).

The Code of Practice is a statement of principles for the responsible provision of dragon boat activities. The Code forms a framework within which providers develop their own operating procedures to ensure that the principles and expectations expressed in this Code of Practice are fully realised.

The emphasis within the Code of Practice is placed upon the safety and welfare of participants as well as management and quality provisions. The aim of the Code therefore is to instil good working practice within BDA Registered Dragon Boat Centres and by BDA Accredited Providers.

**THE CODE OF PRACTICE**

1. **Customer Care.** Registered Centres and Accredited Providers of dragon boat activities, hereafter referred to as 'Scheme Members' must be clear about the aims and objectives of their Dragon Boat programme and ensure that these are clearly communicated to potential participants. All dragon boating must be appropriate to these aims and objectives.
  - 1.1 Scheme Members must describe fairly and accurately the amenities and facilities available for Dragon Boating.
  - 1.2 Scheme Members must indicate clearly that in the interests of safety it may, on occasion, be unavoidable to cancel or modify advertised Dragon Boat activities due to adverse weather conditions or unavailability of staff.
  - 1.3 Scheme Members must inform groups or individuals, prior to their arrival, if any special rules apply and of any special clothing that is required to be brought by the participants.
  - 1.4 Scheme Members must make clear to all prospective participants details of charges and any additional costs including VAT. Where there are pre-entry requirements for Dragon Boat activities, Scheme Members must ensure that these are clearly stated.
  - 1.5 Scheme Members must deal promptly and courteously with all enquiries, requests, reservations, correspondence and complaints from participants.

2. **Activity Management and Staffing.** Registered Centres must maintain written operating procedures for the Dragon Boat programmes they offer. All Scheme Members must ensure that their operating procedures are appropriate to the site and the level of ability of the participants. Scheme Members operating procedures must define the competencies, qualifications, and/or experience of staff undertaking dragon boat activities.
- 2.1 Scheme Members must maintain a policy for the recruitment, training, assessment and management of staff conducting Dragon Boating. This policy must ensure that all staff with direct involvement in the supervision of participants possess appropriate personal qualities and communications skills and are assigned to duties within their proven competence and in line with the requirements of the BDA Coaching Scheme.
- 2.2 Scheme Members must ensure that the chain of responsibility for the management of Dragon Boating is clearly defined and that there is in place a well understood system of reporting and accountability. Staff must possess the competencies, qualifications and/or experience required for the discharge of their responsibilities. A full list of staff with qualifications and responsibilities must be available for inspection by the public.
- 2.3 Scheme Members operating procedures must be fully consistent with BDA Guidelines concerning the conduct of Dragon Boating at the level being undertaken.
- 2.4 Staff competencies should be confirmed by the possession of BDA Coaching Scheme qualifications. Any in-house assessments of staff competence must be monitored by persons appropriately qualified by the BDA to undertake this role.
- 2.5 Scheme Members must undertake to instil in their staff an ethos which is conducive to safety. Staff must display sensitivity to the needs and abilities of all participants. Dragon Boating must be conducted with flexibility and discretion taking account of variables such as weather conditions.
- 2.6 All staff have a duty to convey to management suggestions which would contribute to the safe operation of Dragon Boat sessions. Scheme members must ensure that staff recognise this duty, and that procedures for conveying, recording and responding to suggestions are maintained. All staff must be practised and competent in accident emergency procedures.
- 2.7 Registered Centres must maintain written accident and emergency procedures, including written procedures for contacting next of kin. Centres must maintain and review on a regular basis an accident log book. This must specify any injuries and the measures taken to avoid recurrences.
- 2.8 Scheme Members must ensure that whilst in their care, participants have ready access to at least one responsible person with a current nationally recognised First Aid qualification.

3. **Participants' Welfare.** At all times during their participation in dragon boating, responsibility for the supervision and welfare of participants under 18 years of age must be clearly defined by the Scheme Member and agreed in advance with the party leader or parent.

3.1 Scheme Members must enquire whether potential participants have any special needs (e.g. dietary or medical treatment) or particular physical or psychological conditions (e.g. learning difficulties) and ensure that all such information is clearly communicated to all relevant staff but especially those Helming a Dragon Boat.

4. **Facilities.** All vehicles used by Scheme Members for transporting participants, boats and equipment must be in roadworthy condition and their use must meet the requirements of the law.

4.1 Scheme Members must ensure that the boats and equipment used is safe and fit for Dragon Boating. Where applicable, equipment must meet the appropriate UIAA, BSI, BMIF, CEN or other relevant nationally accepted safety standards.

4.2 Boats and equipment must be subjected to frequent checks for condition and safety and the results recorded in an equipment log. Equipment must always be checked prior to use to ensure that it is safe to use.

5. **General Conditions.** All Scheme Members are required to fulfil their statutory obligations, such as Health and Safety etc.

5.1 Scheme Members must have public liability, product and third party insurance cover or recognised, adequate alternative provision. Details and copies of current certificates must be available for inspection upon request.

5.2 Whenever a Scheme Member 'buys in' or otherwise obtains, services or facilities from another establishment or individual, all such sub-contractors must be 'licensed providers' if working with young person and for adult activities comply with the Code of Practice (and if appropriate the BDA Licensed Race Organisers Scheme) if the Scheme Members BDA Membership is to remain valid.

5.3 Subsequent to registration or approval, any changes in ownership and management which alter the practice of the Scheme Member must be notified in writing to the BDA who will have absolute discretion in determining whether such registration or approval will lapse pending the outcome of a new application.

5.4 Scheme Members must abide by all the Terms and Conditions relevant to their status in the BDA Registered Centres and Accredited Organisations Scheme.

#### **Acknowledgement**

This Code is based on the Code of Practice for Outdoor Adventure Activity Providers published by the UK Activity Centre Advisory Committee.

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**ANNEX I**

## Registration And Accreditation For Dragon Boat Activity Providers

**BDA REGISTERED DRAGON BOAT CENTRES SCHEME**

The British Dragon Boat Racing Association (BDA) Is the Governing Body for the sport and recreation of dragon boating in the United Kingdom. As such it has a responsibility 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 activities.

To this end the BDA has a scheme of Registration for Outdoor Activity Centres and Activity Holiday Companies, who are offering dragon boat activities commercially. (Such organisations offering Dragon Boating to young people on *specified waters* also have a statutory duty under The Activity Centres (Young Persons' Safety) Act 1996 to be Licensed by the Adventure Activities Licensing Authority).

**WHO SHOULD APPLY?**

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, providing dragon boat activities **to young persons** and adults.

**HOW MUCH DOES BDA REGISTRATION COST?**

**For activity centres seeking Registered Dragon Boat Centre status** there is a charge of £60.00 (Full Associate Members Fee) plus an Inspection Fee of £40.00, making a total of £100.00 plus VAT (£117.50) for the first year.

The expenses of the person undertaking the initial inspection of the applicant's premises and the annual revaluation visit are extra and are subject to agreement between the applicant and the inspector concerned.

**For holders of an Adventure Activities Licence the only cost is the annual BDA Full Associate Membership Fee.**

**REGISTERED DRAGON BOAT CENTRE**

BDA Registered Centre status means that the activity centre 'provider' of a dragon boat activity complies with the BDA 'Code of Practice for Dragon Boating' (see Annex H).

This Code requires the provider of a service, 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 the BDA Water Safety Policy.

**Registered Centre status indicates that:-**

1. The provider of dragon boating is currently a Full Associate Member of the BDA.
2. The provider uses Dragon Boats to a specification approved by the BDA and that all boats are fully insured for all Dragon Boat activities.
3. All instruction and training of crews will be carried out by qualified staff holding the appropriate BDA Coaching Award and any other required safety qualifications.
4. All competitive events organised by them are BDA sanctioned and, when and where appropriate, will follow the BDA Rules of Racing and be supervised by BDA qualified Race Officials. Where applicable, such events will be organised under the BDA Competition Regulations.
5. Public Liability Insurance cover is held by the Provider, for Dragon Boat activities and that any other statutory insurance requirements have been fully met.
6. The Provider complies with all statutory regulations concerning young people and dragon boating and with all BDA safety requirements.

**Registered Centre status will entitle the holder to:-**

1. Display the BDA emblem at the holder's premises and enhance promotional material and stationery, with the BDA logo and the words 'BDA Registered Dragon Boat Centre'. The terms of the Registration are to be published in any promotional material and prominently displayed on the holder's premises.
2. Retail BDA approved dragon boat racing merchandise.
3. Act as an Event Organiser for the BDA when holding the appropriate Race Permits and Race Organisers Licence as published by the BDA Executive Committee in the BDA Competition Regulations.
4. Organise BDA Coaching and Officials Courses when so authorised by the BDA.

**Inspection and Assessment** Registered Centre status will be awarded after an initial inspection and assessment of the activity centre concerned followed by an annual re-validation. It is a condition of Registered Centre status that Full Associate Membership is maintained annually.

Holders of an Adventure Activities Licence or a Certificate of Safety issued by the Adventure Activities Licensing Authority, will be exempt such an inspection or assessment or annual re-validation, whilst so licensed or certified by the AALA.

Full Associate Membership is renewable on the 1st January each year. Registered Centres that have not renewed their BDA Membership by the 31st March, each year, will be removed from the list of Registered Dragon Boat Centres and may have to undertake a full re-inspection before their Registered Centre status is restored.

**Registered Centre status can be withdrawn** by the BDA Executive Committee in the event that a complaint from a user, regarding 'bad practice' is upheld. Non-compliance with the BDA Constitution and Bylaws, the BDA Competition Regulations or Rules of Racing, may also lead to the withdrawal of Registered Centre status.

### **WHAT ARE THE BENEFITS OF BDA REGISTRATION?**

The benefits of being a BDA Registered Centre or Accredited Provider are the marketing, promotion and publicity opportunities that your organisation will gain by being part of the sport's Governing Body and the benefits of Membership, which are:-

1. Free copies of BDA publications, such as Dragon Boat Magazine, Dragon Line Newsletter, the BDA Handbook, Coaching Handbook, Circulars and Bulletins.
2. Free entries for your events and courses in the annual BDA Calendar of Events.
3. Discounted advertising rates for your services in Dragon Boat, Dragon Line and the BDA Handbook, Race Programmes etc and Members Race Permit Fees.
4. Discounted purchase of BDA publications for re-sale, which will enable you to earn an income for your own organisation.
5. The opportunity to take advantage of the various insurance schemes offered to BDA Members, such as Public Liability, Personal Accident, Boat & Travel Insurance, cover under the BDA 's ' National Governing Body' Policy.

### **WHERE DO I APPLY?**

You can apply for BDA Registered Dragon Boat Centre status by writing to the BDA Company Secretary - David Cogswell - for an application form at:-

13 The Prebend,  
Northend,  
SOUTHAM  
Warwickshire,  
CV47 2TR

Tel or Fax: 01295 770734

e-mail: DACogswell@aol.com

**Applicants will be sent the BDA Terms of Reference  
for Registered Dragon Boat Centres**

**ANNEX J**

Registration And Accreditation For Dragon Boat Activity Providers

**BDA ACCREDITED ACTIVITY PROVIDERS SCHEME**

The British Dragon Boat Racing Association (BDA) is the Governing Body for the sport and recreation of dragon boating in the United Kingdom. As such, it has a responsibility 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 activities.

To this end the BDA has a scheme of Accreditation for Commercial Event Companies, Leisure Companies; Dragon Boat Club and Sports Clubs who are providing dragon boat activities in return for payment.

**In a new proposed scheme those organisations providing dragon boat activities exclusively to adults** will be able to apply to the Adventure Activities Licensing Authority (AALA) for inspection and certification under the authorities Safety Inspection Scheme. **This will be a voluntary scheme** designed for those who are not eligible for an Adventure Activities Licence but who wish their organisation to be certified as being of the same standard as a licence holder. **BDA Accredited providers will qualify for consideration for certification under the AALA scheme.** \*

**WHO SHOULD APPLY**

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

**HOW MUCH DOES BDA ACCREDITATION COST?**

For Dragon Boat Clubs seeking Accredited Provider status, **there is NO CHARGE, other than the annual BDA Membership Fee, for Registered Crews. However, the expenses of the assessor will be by mutual agreement. (Junior Clubs applying for Accreditation are required to become Full Member Crews).**

**For all other organisations** seeking BDA Accredited Provider status, there is a charge of £60.00 (Full Associate Members Fee) plus an Inspection Fee of £40.00, making a total of £100.00 plus VAT (£117.50) for the first year. **The expenses of the person assessing the organisation are subject to mutual agreement.**

\* (When introduced, for those organisations holding an AALA Certificate of Safety, the only cost will be the annual fee for BDA Full Associate Membership).



## ACCREDITED PROVIDER STATUS

BDA Accredited Provider status means that the provider of dragon boat activities is known to be organising dragon boating activities to a standard acceptable to the BDA and that the 'provider' of a dragon boat activity complies with the BDA 'Code of Practice for Dragon Boating' as appropriate to the providers operating status. (See Annex H)

### Accredited Provider status indicates that:-

1. The Club or Company offering the service is a current BDA Registered Club or a Full Associate Member Company.
2. All competitive events organised by them are BDA sanctioned and, when and where appropriate, will follow the BDA Rules of Racing. Where applicable, such events will be organised under the BDA Competition Regulations.
3. That a BDA Licensed Race Organiser will be responsible for the competitive events programme and that all Race Officials will be of a standard acceptable to the BDA.
4. All boats and equipment used are fully up to BDA specifications and Licensed for racing with full boat insurance cover.
5. BDA Safety policies will be complied with and that adequate public liability insurance cover will be provided for the event being organised.
6. All Boat Helms (Steerers) are competent in teaching the basic paddling and rescue techniques associated with Dragon Boat Racing and can supervise a novice dragon boat crew adequately in summer racing conditions.

Accredited Provider status will entitle the holder to enhance promotional material and stationery with the BDA logo and the words 'BDA Accredited Dragon Boat Organisation'. The terms of the Accreditation are to be published in any promotional material and prominently displayed on the holder's premises.

**Assessment.** Accredited Provider status will be awarded after an initial assessment of the Club or Company concerned, followed by annual re-validation. Accredited status is invalid if the Club or Company concerned is not a current Member of the BDA.

(Holders of a Certificate of Safety issued by the Adventure Activities Licensing Authority, when introduced, will be exempted the initial assessment).

Accredited Provider status can be withdrawn by the BDA Executive Committee in the event that a complaint from a client regarding 'bad practice' is upheld. Accredited status may also be withdrawn for non-compliance with the BDA Constitution, Bye Laws, Competition Regulations or Rules of Racing.

## **WHAT ARE THE BENEFITS OF ACCREDITATION?**

The benefits of being a BDA Accredited Provider are the marketing, promotion and publicity opportunities that your organisation will gain by being part of the sport's Governing Body and the benefits of Membership, which are:-

1. Free copies of BDA publications, such as Dragon Boat Magazine, Dragon Line Newsletter, the BDA Handbook, Coaching Handbook, Circulars and Bulletins.
2. Free entries for your events and courses in the annual BDA Calendar of Events.
3. Discounted advertising rates for your services in Dragon Boat, Dragon Line and the BDA Handbook, Race Programmes etc and Members Race Permit Fees.
4. Discounted purchase of BDA publications for re-sale, which will enable you to earn an income for your own organisation.
5. The opportunity to take advantage of the various insurance schemes offered to BDA Members, such as Public Liability, Personal Accident, Boat & Travel Insurance, cover under the BDA 's ' National Governing Body' Policy.

## **WHERE DO I APPLY?**

You can apply for BDA Registered Centre or BDA Accredited Provider status by writing to the BDA Company Secretary - David Cogswell - for an application form at:-

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Tel or Fax: 01295 770734

e-mail: DACogswell@aol.com

**Applicants will be sent the BDA Terms of Reference  
for Accredited Providers of Dragon Boat Activities**