



DBACT Corporate Training Guidelines

Dragon Boat ACT

www.dbact.net

Canberra Dragon Boats Association

PO Box 268 Macquarie ACT 2614

Corporate Training Guidelines

Dragon Boat ACT (DBACT) is the governing body that promotes and supports the sport of dragon boating in the Australian Capital Territory. The association offers training programs for corporate and social groups to provide members of the public with the opportunity to experience this unique sport. Whether run by DBACT itself or by a club on behalf of DBACT, the aim is to encourage people to participate in dragon boating, get the benefit of a great form of exercise in a safe and friendly environment and take advantage of our beautiful lake. Any funds raised (after insurance and equipment costs) help DBACT support the sport.

The training can be tailored to fit the needs of the groups and we run programs for:

- Corporate team building
- Sports cross training programs
- Social group events
- Corporate regatta preparation (such as the National Capital Dragon Boat Festival in March)

Program

Basic. The basic level program takes approximately one and a half hours, with on water time of around forty five minutes. However this depends on the requirements of the group and their level of fitness. The program runs as follows:

- Names checked off against requisite forms (under 18 paddlers must have an Individual Temporary Membership Form with parental permission)
- Equipment issued (including life jackets for non-swimmers)
- On land briefing and safety instructions
- Warm up
- Line up and pairing
- Boats moved into water
- On water drills, boat balancing and safety briefing including numbering off
- Paddling, including technique exercises, short and longer paddles
- Off water pack up

Additions. The group may request a longer period such as a half day or competitive event. At the sweeps discretion the half day activity would include a longer paddle with the group touring around the lake once the paddlers are confident. This may include stop offs around the lake, with paddlers being given the opportunity to visit such places as Springbank Island. When a competitive event is booked, the event coordinator will include race drills and trials prior to the racing. These are fun races, not DBACT regattas, so there will be limited volunteer support and the corporate group needs to be self-sufficient in boat loading and equipment pack up.

Information For Organisers

Requests for corporate activities usually come through the DBACT contact, corporate@dbact.com Or admin@dbact.com.au however clubs may receive requests directly. Such requests should always be directed back to the DBACT Corporate Manager or Secretary. Corporate activities can only be undertaken by clubs where this has been agreed with DBACT and fees are paid into the DBACT account. The approximate number of people involved in the activity, a preferred date and the type of activity is to be ascertained. The groups' name, and contact details should be passed to the Treasurer and a contact person, or club, will then be arranged to liaise with the group. The following provides a basic outline of actions required:

- Ascertain exact time, date and numbers;
- Inform Equipment Officer of number of boats required, dates and times;
- Organise sweeps and, if required, coaches for boats. It is a good idea to have someone at the front of the boat giving instructions. In cases where there are younger or special needs paddlers ensure your sweeps and coaches have their WWVP¹ card;
- Collect forms; there are group forms however under 18's need to have an individual Temporary Membership Form which has their parents/guardians permission. Forms are to be handed to the Secretary/Administrator as soon as practicable;
- Count up the number of people actually attending, this may vary from what was originally advised, and inform the Treasurer so an invoice can be raised.
- In events where there are multiple boats mark off on the team sheets which boat individual paddlers are in, note that young people may need to be included on the team sheets as well as having their own Temporary Membership Form;
- Carry out the training: and
- Report any equipment issues to the Equipment Officer and any other incidents to the Secretary.

Corporate training uses DBACT assets and as such any profits from corporate training go to DBACT to benefit all its members. In cases where clubs are requested to organise an event profit sharing will be solely at the discretion of the Executive Committee.

25% of taking are returned to the clubs of the sweeps.

¹Working with Vulnerable People

Information for Groups

Dragon Boat ACT is the overarching body for dragon boating in the ACT. It owns the boats and most of the equipment and holds the insurance for paddlers. We run corporate team building events and our member clubs provide the manpower to make it all work. We would be happy to take your organisation out for a team building activity.

We supply the coaches, as well all the equipment and insurance for your members while out on the water.

You will need to allow a minimum of an hour and a half to two hours for the activity. We kit the people out with paddles and life jackets, give them some tips on what to do, a safety brief and a warm up and then go out on the boats for about 45 minutes. That is usually enough time to get wet and tired for first timers. It allows everyone to get a feel for what happens and to start bonding as a team.

Who Can Paddle

Anyone over the age of twelve can paddle. Dragon boating is a sport for the young and old however our safety protocols do not permit us to take out children under the age of twelve.

Location

Dragon boats are currently located at Lotus Bay, next to the Southern Cross Yacht Club on Alexandrina Drive Yarralumla.

Equipment and Clothing

Boats, paddles and life jackets and sunscreen are all provided. All participants need to bring is a drink bottle and a change of clothing just in case. Wear clothing that can get wet; light weight comfortable clothing is ideal; something layered, if the weather is cold. Footwear is a safety issue: old sneakers, boat shoes or sandals are ideal, no flip flops or bare feet.

Officials

All officials are volunteers. Where younger or special needs team members are involved the activity organiser needs to ensure that officials hold appropriate WWVP² cards. Sweeps (steerers) are accredited to local and national standards.

Behaviour on Boats

DBACT adheres to the Australian Dragon Boat Federation Safety Manual. As such appropriate footwear must be worn. Life jackets must be worn if a paddler is a non-swimmer or when directed to by the sweep or coach. No alcohol is allowed to be consumed prior to or during a session. Paddlers must listen to and obey the directions of the sweep and coach. This includes remaining seated at all

²Working with Vulnerable People



times while on the water unless requested to move. The decision of your sweep is final in all matters of safety, including returning to land early or not going out on the lake at all.

Weather Considerations

In the event of inclement weather the event may be cancelled or postponed. For safety reasons boats cannot be out on the water when there is lightning. High winds may also cause safety concerns and rain can curtail your event also. The aim is to make the experience enjoyable for everyone; this won't be the case if you are all wet and cold.

Cost

The cost for groups is as follows:

- Corporate or Social Group - \$20 per person (price may vary for longer activities)
- Group as part of a DBACT corporate regatta – Nil, cost is part of entry fee into the event (paid before training commences)
- School Group - \$10 per person (teachers free)
- Youth Group (eg Scouts) - \$10 per person

Payment

Groups will be invoiced by DBACT for the activity after the event so team coordinator should ensure that their correct details are given to the Secretary/Administrator when making the booking. This includes the name of the organisation as well as where the invoice should be sent. Payment details will be on the invoice.

Forms

Fill out forms and have them ready to hand in to the DBACT event coordinator, sweep or coach as follows:

- Corporate Crew List and Agreement Form – all members of your crew need to be included on this form. If you have multiple teams, wherever possible try to have separated forms for each team.
- Corporate Crew List and Agreement Form (Regatta) – this is used at corporate regattas where there is a formal marshalling process. If your team has a number of training sessions you may need to fill out a Corporate Crew List and Agreement Form for those sessions.
- Temporary Membership Form – this must be filled out for any team member under eighteen and include the permission sign off from a parent or guardian.