

# Dragon Boat ACT

## Regatta Directions 2023-24 Season

This document outlines directions to participants in Dragon Boat ACT regattas and other information about how DBACT regattas are run.

If you have any queries regarding the document, please contact [events@dbact.com.au](mailto:events@dbact.com.au)

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## 1 Introduction

Dragon Boat ACT (DBACT) regattas are held at Grevillea Park which is Ngunnawal country. DBACT acknowledges the Traditional Custodians of the ACT, the Ngunnawal people, and other people and families who also have a traditional connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and region.

## 2 Resources

These Regatta Directions provide specific information about the running of DBACT regattas. They should be read in conjunction with the following overarching documents:

**Rules of Racing:** On water, racing in DBACT regattas is conducted in accordance with AusDBF's Rules of Racing as published on the AusDBF website at: <https://www.ausdbf.com.au/events1/>

Note: The DBACT regatta organiser or Chief Official may vary the Rules of Racing to suit local conditions, including weather on the day.

**Safety:** AusDBF's *Safety Handbook* and DBACT-specific Annexures A & B, apply to DBACT Regattas. They can be found on the DBACT website at: <https://www.dbact.com.au/policies-docs/>

**Behaviour:** Attendees at DBACT regattas are required to adhere to the National Code of Conduct <https://www.ausdbf.com.au/policies/> and the DBACT Values Statement: <https://www.dbact.com.au/policies-docs/>

**Officials:** For information on running a regatta and roles of regatta officials, see *Regatta Operational Guidelines including Roles and responsibilities* on the AusDBF website at: <https://www.ausdbf.com.au/ausdbf-courses/officials-courses/>

**Set-up/pack-down guidelines:** Guidelines for clubs responsible for set-up and pack-down are posted on the wall in the regatta shed.

**Other:** Information relevant to each regatta will be emailed to clubs by the regatta organiser prior to each regatta.

## 3 Summary of Regatta Timelines

Action	Timing
<b>Entries</b>	
Category entries close (including nomination of regatta volunteers) submitted via revolutioniseSport	Required by 2.00pm eight (8) calendar days prior to regatta
Race draw distributed	5.00pm three (3) calendar days prior to regatta
Volunteer roster distributed	5.00pm three (3) calendar days prior to regatta
Withdrawals from a category of racing	By 12 noon on the last working day before the regatta
Crews entered on revSport	By 7.15am on the morning of the regatta
<b>Regatta Day</b>	<b>Due by</b>
Set-up crew report at Grevillea Park	No later than 6.30am.
Set-up of administration area completed	6.45am
Briefing for officials in team leader roles (ie 'Chiefs')	6.45am
The rest of set-up completed	7.00am

Other officials/volunteers report to admin tent	7.00am
Clubs make any changes to crew lists in revSport*	7.15am
Managers & Sweeps Meeting	7.30am
Marshalling	7.45am
First regatta race unless otherwise advised	8.00am

\*DBACT uses electronic marshalling. Paper crew lists for DBACT crews will not be required as marshals use crew lists loaded on revSport. Interstate clubs are also encouraged to use revSport to load crew lists but can submit paper lists to the admin tent by 7.15am if this is not possible.

## 4 Regatta Participation

The development of these directions was informed by members' feedback through the DBACT Members Survey 2022 and a review of the ACT Championships directions in 2023. A key objective is to provide a regatta program which balances opportunities for participation and quality competition. To facilitate this, considerable flexibility in crew composition and numbers are allowed, with the focus on participation.

### 4.1 Conditions of Entry

Clubs, their members and volunteers agree to abide by these directions or, where a matter is not covered by these directions, the relevant documents referred to in Section 2. Decisions of the DBACT regatta organisers and, where relevant, the Chief Official at a regatta, are final and binding.

Each participant acknowledges the inherent risks of dragon boat racing and participation in the regatta, including entry and movement around the regatta site, and agrees to waive any claim on the regatta organisers which may otherwise arise from personal injury or death and damage arising from or caused by participation in the competition. (DBACT members, officials and volunteers have access to accident insurance.)

Other conditions of participation include:

- Participants must abide by the requirements of the event organisers and officials
- All competitors, volunteers and officials must wear footwear at all times, and enclosed footwear while in or on the water.
- Paddles must conform to IDBF 202a paddle specifications.
- Wax on DBACT equipment (including boat seats) is not permitted. Wrist to paddle straps are not permitted or any other fastening system that connects a competitor to a paddle or the boat. (Exceptions can be made with the approval of the Chief Official for fastenings that aid paddlers with a disability.)
- Seat pads for individuals must conform to the specifications: not thicker than 15mm when not squeezed and can be squashed between thumb and forefinger.
- AusDBF rules on the wearing of personal flotation devices (PFDs) must be followed. (See section 2 for a link to the AusDBF Safety Handbook.) PFDs are available for participants required to wear them or who wish to do so.

### 4.2 Eligibility

All DBACT clubs are eligible to participate in DBACT regattas as long as they submit a regatta entry by the nominated deadline for each regatta.

Individual crew members must be:

- a financial member of DBACT, registered on the revSport membership database, or
- a Dragon Pass member (ie temporary member) of DBACT and meet the criteria for temporary membership

DBACT welcomes participation from interstate clubs. Registration is through revSport. (For issues relating to registration, contact [events@dbact.com.au](mailto:events@dbact.com.au).) Other information can be found at <https://www.dbact.com.au/regatta/>.

[Specific provisions govern interstate participation in the ACT Championships. See section 6.4 for details.](#)

### 4.3 Regatta entries

Entries close at 2.00pm eight (8) days prior to the regatta and must be submitted through your club's revSport portal. (Crew names may be added to revSport until 7.15am on the morning of the regatta.)

Late entries will not be accepted except in exceptional circumstances at the discretion of the Events Officer. *Late entries or incomplete forms may mean that your club's team will not paddle.*

### 4.4 Crew withdrawals

Withdrawals from a category of racing should be notified to DBACT by email to [events@dbact.com.au](mailto:events@dbact.com.au) by 12 noon on the last working day before the regatta. If there is a withdrawal, the Events Officer may decide not to amend the draw and re-send to the clubs. However, the Chief Official and Chief Marshall will be advised. Any withdrawal after this time must be submitted at the Administration desk on the day of the regatta.

### 4.5 Race draw

The race draw will be circulated to clubs three (3) calendar days before a regatta. The draw may be modified on regatta day (eg to combine races) if the number of crews has reduced since the race draw was circulated.

### 4.6 Crew List

DBACT Clubs are required to have their final crew lists loaded onto revSport no later than 7.15am on the day of the regatta. Changes to crew lists after that will be at the discretion of the Chief Official. Crew lists are set to a maximum of 26 members for a 20s crew or 14 for a 10s crew. (If interstate crews are unable to load their crews into revSport, they can submit a crew list on paper to the administration desk no later than 7.15am.)

Clubs ***should not*** list a participant in more than one crew in the same category (eg in two women's crews) even if the crews appear on the race draw in different heats. This includes sweeps. DBACT will not delay racing to enable participants to change boats between heats in the same category. It is also possible the draw will be changed during the regatta to combine heats (eg if one or more crews withdraw).

### 4.7 ID Photos

DBACT no longer issues ID cards but will be using photos of crew members in revSport as part of electronic marshalling. For this reason, crew members must have a photo on the revSport membership system. The only exceptions are Dragon Pass members or members who join very close to the regatta.

## 4.8 Regatta schedule

The first race of a regatta is scheduled for 8.00am, unless otherwise advised. If a regatta includes a 2000m race, it will be the first race scheduled. The order in which the boats start in a 2000m race will be slowest to fastest, based on the results of the most recent 500m race (noting that this may be from the previous season). If no previous result is available for a crew (eg a new or visiting club), that crew will start first.

Meetings for managers and sweeps will be held at 7.30am, or at the time indicated on the race draw. Managers and sweeps should ensure they arrive at the allocated time for the meeting.

Club managers are responsible for checking if any changes have been made to the race draw.

## 4.9 Crew composition

Crew numbers*	
10s crew	8 to 10 paddlers, plus drummer and sweep
20s crew	14 to 20 paddlers, plus drummer and sweep
Crew composition**	
Open crew	No restrictions
Mixed crew(20s)	As there is no competitive advantage to have fewer men than women, a minimum of 4 to a maximum of 10 male paddlers. Maximum 16 women paddlers. No more than 50% of paddlers to be male Drummer and sweep can be any gender
Mixed crew(10s)	A minimum of 2 to a maximum of 5 male paddlers. Maximum 8 women paddlers. No more than 50% of paddlers to be male Drummer and sweep can be any gender
Women's crew	All paddlers must be female. Drummer and sweep preferably female but can be male if no female is available
Age divisions	
Juniors	Paddlers aged between 12 and 18 years of age as at 31 December of the year of competition No maximum age for Sweeps (14+) or Drummers (12+)
Premiers	Open to paddlers, sweeps and drummers of all ages

Seniors	<p>Paddlers and sweeps 40 and over, as at 31 December of the year of competition.</p> <p>Drummers 12 +</p> <p>For a twenties crew, where a team has 16 or less Senior paddlers, they can include on their crew list up to four younger crew members (maximum two paddlers; the other two can be sweep and drummer).</p> <p>For a tens crew, where a team has 8 or less Senior paddlers, they can include on their crew list up to two younger crew members (paddlers, sweep and/or drummer).</p>
<b>Crew lists</b>	Maximum of 14 for 10s crews; maximum of 26 for 20s crews

\*On race day, the Chief Official may allow clubs to race with fewer paddlers where safety is not an issue.

\*\*DBACT regattas are inclusive. DBACT welcomes members to participate as the gender they identify with. An individual who does not identify with a gender can participate in the category they feel most comfortable participating in. They must be consistent throughout the regatta – ie: if counted as a male in one race, they cannot be counted as a female in another.

#### 4.10 Juniors paddling with other clubs

When a club is not participating in a regatta, other clubs can include juniors from that club in their crews without counting them as borrowed paddlers. For example: school club members can race with other clubs when their club is not participating. (Note that, like any other financial member, a junior can train with any club at any time of the year at the discretion of that club.)

#### 4.11 Borrowing paddlers

Other than for the ACT Championships, clubs may borrow up to two paddlers in total per race category from other local clubs, whether the other clubs are competing at the regatta or not. (Clubs wishing to use more than two paddlers from other clubs have the option of entering as a 'Combined Team' - see 4.13 below.) Paddlers can also be borrowed from interstate clubs who are competing at that regatta.<sup>1</sup> Borrowing paddlers does not require an exemption or approval from regatta organisers or Chief Official, provided that the borrowed paddlers

- are financial members of DBACT (or the relevant State Association if a member of a visiting club), or if they do not belong to an AusDBF affiliated association, then they are signed up as a Dragon Pass member and have at least two paddling sessions in their history
- are shown on the receiving club's crew list.
- do not wear the receiving club's uniform, so it is clear that they are borrowed paddlers.

A club can only use borrowed paddlers in one crew per race category. For example, if a club has two mixed crews, borrowed paddlers can be used in only one of the mixed crews. All paddlers in the other crew must be from the host club.

Drummers can also be borrowed from other clubs on the same conditions.

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<sup>1</sup> If an interstate paddler wants to paddle with an ACT crew at a DBACT regatta, they would normally need to join the ACT club and DBACT as a dual member. The exception is when their primary club is competing at the same regatta, in which case they can join an ACT crew as a borrowed member.

Clubs **must not** borrow crew members who are racing in the same category (eg borrowing a paddler or sweep for a mixed crew who is also in another club's mixed crew), even if they are in different heats in the program. DBACT will not delay racing to enable participants to change boats between heats in the same category. It is also possible the draw will be changed during the regatta to combine heats (eg if one or more crews withdraw).

#### 4.12 Sweeps

A club that does not have an accredited sweep can borrow a sweep from another club providing approval was granted by the Chief Official prior to the race. However, a club cannot borrow a sweep so they can put their sweep in the boat to paddle.

Provisional sweeps are eligible to race providing they wear the stipulated high visibility vest at all times while sweeping.

Clubs are responsible for deciding whether a provisional sweep is confident and skilled enough to sweep at the regatta. The Sweep Coordinator will determine whether a race steered by a provisional sweep will count towards accreditation, taking into account how they performed.

The Sweep Coordinator may not always be present at a regatta. Visiting clubs should speak to the Chief Official at the regatta about who should sign off a provisional sweep's races in their sweep log book.

#### 4.13 Combined teams

Other than for ACT Championships, two or more clubs may combine to enable more paddlers to participate than is allowed under the borrowing rules. If two or more clubs combine, they must advise the Events Officer before the deadline for regatta entries. One of the clubs will need to enter the team into revSport, giving it a crew name that is different than an existing club name. (Combined names such as Griffmat or Ice Flyers are acceptable.) A combined team will be considered a qualified crew, allowing members to enjoy paddling and competing.

#### 4.14 Marshalling

Crews are responsible for getting to marshalling promptly when first called. Races will not be held up for crews that are late reporting to marshalling.

DBACT uses electronic marshalling. Crews will line up in alphabetical order (by surname) and be checked off on-line by the marshal. (This provides an electronic record of who was in the boat in case of any incidents or injuries. It also enables the Sweep Coordinator to easily keep track of the number of races each sweep has swept.)

To avoid holding up races, crews must move down to the boat loading area when instructed by a marshal, even if they are still waiting for one or more crew members. It is much quicker to check off and load a handful of crew members than to load a whole crew.

#### 4.15 Results

Where possible, race results will be published on the DBACT website during the regatta. If technical difficulties prevent this from happening, they will be published as soon as possible after the regatta.

### 5 Officials / Volunteers

To ensure DBACT runs successful and safe regattas, we require the help of officials and volunteers from all ACT clubs.



Qualified officials are those volunteers who are accredited by AusDBF or IDBF. Where possible, these officials fill the following roles:

- Chief Official
- Chief Marshall
- Chief Starter/Chief Water Umpire (note: for land starts these positions will be separate)
- Water Umpire
- Assistant Starter
- Chief Boat Loader (Wrangler)
- Chief Time Keeper/Judge

The following minimum numbers of volunteers are required:

- Ground Announcer
- Electronic Timer Operator
- 2 x Race Secretariat (Administration Officers)
- 4 to 6 Marshalls
- 3 boat loaders (assumes crews hold their own boats when loading and unloading)
- 5 to 6 timekeepers (depending on number of race lanes used)

## 5.1 Club Requirements

For each regatta, every ACT club is required to provide a quota of officials/volunteers to ensure there are sufficient people to run the regatta safely and efficiently. DBACT will determine the quota for each club, based on club membership numbers, and inform clubs before the start of each new season.

The quotas will be reviewed and, if necessary, adjusted mid-season to take into account changes in relative club membership numbers.

When registering a crew for a regatta, clubs must supply the names of the required number of officials/volunteers as part of the entry. When submitting entries (not in a separate email), please note any official/volunteer who cannot do a specific role (eg Jane cannot do wrangling due to an injury or Bob cannot do timekeeping due to a knee injury or poor eyesight).

If a club does not have sufficient officials/volunteers to meet their quota, they can 'borrow' from one or more other clubs that has more than their quota.

Even if a club does not intend to participate in a particular regatta, the club is still required to provide officials/volunteers for that regatta. This ensures regattas are able to run safely and efficiently. (School teams are exempt from this requirement when they are not participating in a regatta.)

If sufficient officials/volunteers are not available, the Events Officer may reduce the number of lanes per race to ensure the safe and efficient management of the regattas. This may mean a change in the number of heats or finals.

If an official/volunteer is available for only part of a day, their club is required to provide a replacement when the official/volunteer leaves. Details of part-day attendance and replacement must be noted on a club's entry form.

All day officials/volunteers will be given lunch. Those officials/volunteers only doing a part day will need to cater for themselves.

Roles will be allocated and the volunteer roster circulated three (3) calendar days prior to a regatta.

Volunteers do not need to be members of DBACT and no prior knowledge of dragon boat racing is required to fulfil the role. Volunteers will be briefed on their role on the morning of a regatta.

## 5.2 Set-up/pack-down requirements

ACT clubs (other than schools and Dragons Abreast) will be allocated one regatta in the 2022-23 season at which they will be responsible for set-up and pack-down. If a club is not competing in the regatta they have been allocated for set-up/pack down, they need to arrange a swap with another club.

Two small clubs may be paired to undertake set-up and pack down together. If one of them needs to swap with another club, they need to coordinate with the other small club as they will both need to swap to the new date.

Dragons Abreast will provide volunteers for car parking at Grevillea Park in lieu of set-up/pack-down.

## 5.3 Set-up/pack-down supervisors

For each regatta, the club(s) responsible for set-up and pack-down will need to nominate supervisors to take charge of the set-up and pack-down. Checklists on what needs to be done are posted on the wall of the regatta shed. The administration area needs to be set up as a priority (by 6.45am) and is the last to be dismantled after the regatta.

# 6 ACT Championships

## 6.1 General

ACT Championships are the culmination of the DBACT racing season. They are intended to be a celebration of dragon boating in the ACT, recognising performance in each category and division raced. Participation by all DBACT clubs is strongly encouraged.

## 6.2 Age divisions

DBACT aims to include age divisions at ACT Championships. The age divisions for ACT crews in the 2023-24 ACT Championships will be Juniors, Premiers and Seniors. Ages will be as at 31 December 2024, in line with AusChamps age divisions. (See 4.9 above for more information.)

If a participant is eligible for more than one age division, they can be in a maximum of two age divisions in the same category. (Categories are women's, open and mixed.) Some examples are:

- women's premiers and women's seniors
- mixed juniors and mixed premiers
- open premiers and open seniors

However, a participant cannot be in two crews in the same age division in the same category (eg., two premiers mixed crews), even if one is a small boat and one is a standard boat. This is to minimise back-to-back racing and to enable heats to be run together.

The racing offered in each age division will depend on time available and similar practicalities.

### 6.3 Eligibility to race at ACT Championships – ACT clubs

As these are intended to be club championships, borrowed paddlers or combined teams are not permitted.

Participants in ACT clubs crews must be:

- a registered and financial member of DBACT, and
- a registered and financial member of the club they are racing with, or
- signed up as a Dragon Pass member (ie temporary member) and meet the criteria for temporary membership in the ACT.

### 6.4 Eligibility to race at ACT Championships – interstate clubs

As a trial in 2023-24, interstate clubs will be able to compete at ACT Championships on an invitation basis, with a maximum of 6 clubs invited to compete. Interstate crews will race each other (ie in separate heats and finals to ACT crews). To enable the interstate club racing to fit into an already large program, there will be no age divisions for the interstate racing - all interstate club crews will be open-age.

The DBACT Events Sub-committee will have the final say on which crews will be invited, taking into account participation in DBACT regattas during the season.

## 7 Cancellation of a regatta

### 7.1 Prior to a regatta

It is the responsibility of the DBACT Events Sub-committee to consider safety when planning a regatta. The Events Sub-committee comprises the Committee members directly involved in organising the regatta as well as the DBACT Safety Officer, the President and the Chief Official for that regatta. A decision to cancel may include consultation with the clubs. The regatta Chief Official, Safety Officer and President can override any decision to continue with the regatta

### 7.2 Cancelling on the day of a regatta

On the day of a regatta, the Chief Official and DBACT Safety Officer have primary responsibility for deciding whether it is unsafe to proceed with a regatta, after consultation with the President (if available). The Chief Official and DBACT Safety Officer may also decide to consult club managers at the regatta. As with a decision prior to a regatta, the Chief Official, Safety Officer and President can override any decision to continue with a regatta

### 7.3 Process for cancelling a regatta

The following are the points at which a decision may be made to cancel a regatta:

When	Impact	Checklist/ reasons
24 hours or more before the regatta start	Regatta facilities/services can be cancelled which saves DBACT about \$5k.  Interstate clubs and trade stands can be cancelled, avoiding travel/ accommodation costs.	Forecast weather conditions poor or worsening with little chance a change. Wind, rain and low temperature forecasts are major factors.

	No regatta	
Morning of regatta	No regatta	Weather conditions poor such as rain, storm, low temperature, and high wind with little chance of change. Smoke at unsafe levels.
During the regatta	Part of regatta is lost	Weather deteriorates. (Typically high winds develop during the middle of the day and in the afternoon.)

If a regatta is cancelled, a clear communication will be provided explaining the reasons for cancellation. Prior to the regatta this will be an email to the DBACT Club Representatives group and interstate clubs registered to attend. During the regatta an announcement will be made.

After a regatta is cancelled, it may be possible for a club to paddle in a training session instead. The Sweep of the boat wishing to paddle will make the safety decision, following the AusDBF Sweep Guidelines. This is because a regatta and paddling sessions have different risk profiles. Regattas require volunteers and officials to be out in the weather for several hours in potentially cold, wet and windy conditions. Participants have to wait on shore between races when they may be wet and cold. A paddling session is typically much shorter and involves people doing exercise to stay warm.

## 8 General information for regatta participants

### 8.1 Parking

The Grevillea Park site has insufficient parking for all competitors and officials. Only those on the regatta parking list may park in the Menindee Drive parking area. These are:

- officials/volunteers on the all-day volunteers list (ie not including set-up/pack-down volunteers)
- members delivering large equipment (marquees/tents) for their club and whose details have been provided to the Events Officer
- vendors

All other participants and spectators should park in the Russell Offices car parks.

*Do not* park at the Boat House Restaurant or the Clare Holland House car parks.

*Do not* park on the roundabout or on the grassed areas at Grevillea Park.

Vehicles driving on the grass or gravel areas to deliver or pick up equipment **must** be driven at a reduced speed, with hazard lights activated and escorted by a club member acting as traffic marshal. This is a condition of DBACT's event permits to hold regattas at Grevillea Park.

## 8.2 Securing marquees and other structures

To avoid damage to underground services, pegs or stakes must not be used to secure club marquees, pennants or other structures. Club marquees and other structures must be secured using weights e.g. sandbags or water containers. This is a requirement of DBACT's event permits.

## 8.3 Public footpath

The public foot path must be kept clear at all times. It is regularly used by members of the public walking and cycling. DBACT is not permitted to display caution signs on the footpath. Therefore:

- do not block the footpath with tents, chairs or any other equipment.
- do not block the footpath after a race with high-fiving/congratulating each member of your boat.
- use caution when crossing and be alert for pedestrians and cyclists.

## 8.4 Removal of rubbish

It is a condition of DBACT's permits to hold regattas at Grevillea Park that all rubbish is removed from the site at the end of the regatta.

- Clubs are responsible for providing their own rubbish bags and for ensuring all rubbish and other items are cleared from their team area.
- Officials/volunteers are responsible ensuring all rubbish and other items are cleared from their area. Rubbish bags for official areas are available at the administration desk.

Rubbish must not be placed in the public bins at the site.

## 8.5 First Aid

A First Aid officer will attend all regattas; they will have a tent adjacent to the marshalling area.

## 8.6 Food and comfort

Tap water is available near the boat ramp, past the finishing line.

There will usually be a coffee vendor who will have hot and cold non-alcoholic beverages available for purchase. They may also have a small selection of food.

A BBQ may be available. Clubs will be advised when the race draw is circulated.

In addition to the demountable toilet block adjacent to the equipment sheds, portaloos will be available.

Other vendors may attend some regattas to sell dragon boat accessories.

(see next page for additional information for participants)

## 8.7 Checklist for participants:

- **Clothing:** The weather in the ACT can vary greatly between the early morning and the middle of the day. Participants should come prepared for a change in weather, including wet weather gear and extra layers of warm clothing in case of sudden rain/cold wind and lighter clothes, a cap or hat for hot weather.
- **Sunscreen:** All competitors should use sunscreen and replenish after each race.
- **Footwear:** All competitors, volunteers and officials must wear footwear at all times, and enclosed footwear while in or on the water.
- **Food:** Participants should supply their own snacks. While there is usually a coffee vendor and often a barbecue, this is not guaranteed.
- **Paddles:** must conform to IDBF 202a paddle specifications.
- **Seat pads:** as **per AusDBF specifications**, not thicker than 15mm when not squeezed and can be squashed between thumb and **forefinger**.
- **Parking:** There is plenty of parking for participants and spectators at the Russell Offices carparks on the north side of Morshead Drive, Russell. Officials and all-day volunteers may park in Menindee Drive. Clubs may also nominate one club member conveying heavy equipment (such as marques/tents) to park in Menindee Drive. Please do not park in the Boat House Restaurant or Clare Holland House carparks.