



DBACT Guide for Volunteers & Officials

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“Volunteers don’t get paid, not
because they are worthless,
but because they are price-less!”

Sherry Anderson

Document Version	Prepared By	Date
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Thank you to everyone who contributed to this document.		

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Introduction

This is a guide to the various roles undertaken by officials and other volunteers at Dragon Boat ACT (DBACT) regattas.

ACT Regattas are operated under the DBACT Regatta Directions and, where relevant, the AusDBF Competition Regulations and Rules of Racing.

- Where there is an inconsistency, the DBACT Regatta Directions apply.
- Knowing and understanding the rules and regulations will make any job easier.
- Both documents can be found at: www.dbact.com.au/regatta

Training and accreditation

The Australian Dragon Boat Association (AusDBF) has a national accreditation system for race officials.

- DBACT offers AusDBF training courses to enable volunteers to become accredited officials.
- On-going accreditation involves an annual on-line test to ensure officials remain up-to-date.
- For information about officials' training, contact ROMP@dbact.com.au

Culture

Culture is important in this sport. Things such as drumming and dotting the eyes of the dragon heads make our sport unique. Information on the history of dragon boating is on the AusDBF website at www.ausdbf.com.au. It will help you understand the background of the sport.

Respect

We need to consider our conduct at all times and treat all paddlers, officials and the general public with respect. The DBACT Code of Conduct applies to all participants, including officials and volunteers.

DBACT understands the comradeship within our community, however it is important that volunteers and officials conduct themselves with a high degree of neutrality and impartiality when conducting these duties. Please do not cheer loudly for your favorite team when in a volunteering or officiating role.

Health and Safety

Regattas should be enjoyed by all and therefore safety is a major concern.

- take care of your own health and safety
- take care to ensure you don't affect the health and safety of others
- carry out your tasks in a safe way
- water, sunscreen and masks are available at the admin tent throughout the regatta
- food and one coffee is provided for those signed on for a full day – check with your leader.

The regattas are governed by ACT and DBACT covid-safe rules such as:

- social distancing – including from participants and other officials where possible.
- sanitising boats between races and other shared equipment
- hand sanitiser available eg: at admin and the toilets
- timekeepers wearing masks (as they can't social distance)

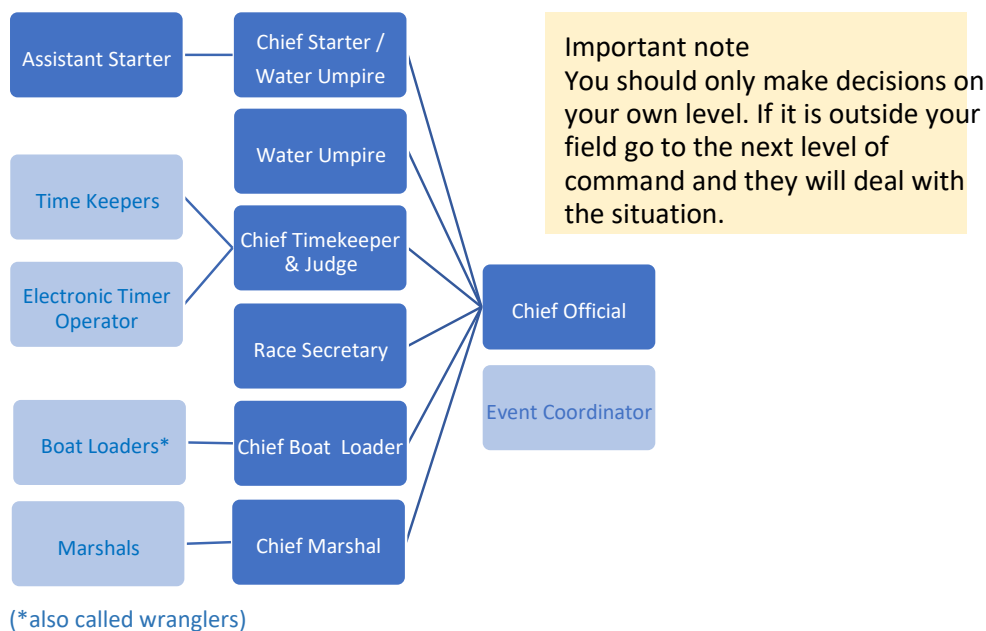
Regatta Roles

Overview

Regattas involve an army of people with roles available for a variety of skills and interest. Many roles can be filled by volunteers but there are also roles which require accredited officials

There are various levels of officials and a hierarchy/support pyramid for all volunteers and officials at regattas.

- The Chief Official is in overall charge.
- Other main areas of responsibility are in the diagram below.
- A trained and /or experienced official is placed in a management role e.g. Chief Time Keeper.
- Experience is the key to working at a higher level.



The roles that need to be filled by accredited officials, where possible, are in dark blue. The light blue roles can be filled by volunteers or accredited officials.

Understanding the hierarchy of authority means you know where to go to for advice or help.

Race Jury

The race jury adjudicates on race protests and is rarely required in ACT regattas. If one is required, it comprises the Chief Official, the Chief Judge, the Chief Starter/Water Umpire plus another official. They must be well versed in the rules of racing and competition.

Specific roles

Chief Official

This role is responsible for ensuring the race program is followed and runs on time. They conduct the 'Race Officials Briefing', outlining roles and responsibilities before races begin, deal with any issues arising through the event as well as any disciplinary decisions which arise throughout the event.

Chief Starter / Water Umpire

This on-water role is supported by an Assistant Race Starter and is responsible for running race starts efficiently (sometimes in difficult conditions) to meet the scheduled program, give directions to the sweeps to ensure that all crews are in the right lane and are aligned with the start line, and manage false starts.

As Water Umpire, this role also monitors crew and race compliance to the Racing Rules and indicates using flags when an infraction to the rules is identified, reporting details to the Chief Official. A good understanding and confidence to apply race rules as well as the ability to project your voice clearly are imperative to being successful in this role.

Assistant Starter

This role supports the Chief Starter/Umpire by managing the radio communication between the start boat, Chief Marshal, Chief Timer and Chief Official.

Water Umpire

Follows the race and assists the Chief Starter/Water Umpire to monitor crew and race compliance to the Racing Rules.

This person uses flags, raising a white flag to indicate a good clean race and a red flag for an infringement. They must be familiar with race rules and regulations and willing to comment and report on any incidents or accidents to assist in determining outcomes based on race rules. They will have a radio and megaphone for communication. In case of a capsize, this is the first boat to respond. The umpire needs to ascertain the situation, work with the sweep and report to Chief Official. The other water umpire will support in the situation.

Chief Time Keeper / Judge

Is in charge of the finish line and will determine the processes in the timing area. They also do a visual check of the results, take final decision and report the race outcome to the Electronic Time-keeper and Race Secretariat.

This role is also responsible for coordinating timekeepers who play an important role in ensuring that all crews' finish line honours are accurately recorded both manually and electronically.

Time-keepers

Timekeepers all do a response check on the stop watches, to ensure that the equipment is functioning and accuracy of timing. They are assigned one per lane, per race and their focus is 100% on accurately recording their assigned crews start to finish race time. These results are then provided to the Administration desk post-race.

Electronic Timer / Video Camera Operator

Electronic Timing is the preferred option for determining a race outcome and the footage recorded is used to verify placing and can assist in resolving disputes or close finishes. Times are correlated with manually recorded times. This role requires specific training in order to operate the equipment.

Chief Marshal

Oversees marshalling to ensure smooth movement of people to the boat loading area, maintaining the race schedule. They are in charge of the marshals and are required to liaise with the Chief Boat Loader, Chief Starter and Race Secretary.

The Chief Marshal advises the Chief Boat Loader if a crew has back-to back-races and needs priority in coming into shore at the end of a race. Once boats are moving to the start, the Chief Marshal radios the starter boat to advise how many boats are coming out for the next race and any alterations in lanes or crews from the program for that race.

Marshals

Under the direction of the Chief Marshal, marshals are there to ensure that all crews for a race are signed off and ready to race on time. The Chief Marshal allocates a marshal to each lane. Marshals are currently using a covid-safe marshalling system (instead of the traditional system of lining crews up in a marshalling tent):

- On being called up to marshalling, each crew remains separate from other crews in the marshalling area.
- The marshals stand next to their lane number in the marshalling area.
- Each crew sends one person to the marshal for their lane. (If a crew fails to send a representative, the relevant marshal may need to go and get them.)
- The crew rep tells their marshal who on the crew list is *not* in the boat for this race (eg reserves or paddlers who have left the regatta). The marshal marks this on the crew list. It is *not* necessary to check off each of the paddlers.
- The marshal also records the sweep, noting if they are provisional. Provisional sweeps must wear a fluorescent vest.
- The marshal notes if a crew is going out with less than full boat compliment (22 for a standard boat, 12 for a 10's boat) and checks that the mix of males/females in a mixed crew or the number of paddlers in any crew meets the Regatta Directions. **See the attached 'cheat sheet' for marshals.**
- If a crew is racing disqualified, the marshal ensures the drummer is wearing a red singlet.
- When advised by the Chief Marshal, the marshal directs the crew to their boat, keeping an eye out for issues such as a crew member not wearing closed shoes or a crew member apparently not fit to race.
- If there is an issue with any crew, the marshal immediately advises the Chief Marshal.

Chief Boat Loader

Coordinates the boat loading team and is responsible for ensuring that all boats and equipment are in safe working order. The Chief Boat Loader oversees the release and return of all boats. They note if a crew needs to be given priority in coming back to shore after a race, usually because crew members are needed in the next race.

Once boats are moving to the start, the Chief Bot Loader radios the starter boat to advise how many boats are coming out for the next race and any alterations in lanes or crews from the program for that race.

Boat Loaders (Wranglers)

The most important responsibilities boat loaders have are to ensure that the boats are covid-safe and that crews embark and disembark boats safely.

Boat loaders:

- Call in boats at the end of a race by holding up lane numbers, giving priority to boats with crew needed in the next race, as advised by the Chief Boat Loader
- Sanitise the boats between races: gunwales, sweep oars, drum sticks and drum seats etc
- Bail out boats between races
- Check that all boats are in good racing order before and after each race: check boats for any damage throughout the regattas (loose drums, nuts off sweep arms, missing drum sticks, boat numbers are secure)
- Assists sweeps:
 1. Check behind the boat before letting the boat leave the shore – sweeps should look but sometimes a loader launches a boat before the sweeps are ready
 2. Indicate to the sweeps where they should dock the boat by use of lane number boards
 3. Make sure the crew is getting in the right boat
 4. Never move a boat when people other than the sweep is standing and advise the sweep that you are about to move the boat, so they don't fall off or into the boat, or in case they have an issue with the crew.

Note – if a crew or crews have loaded into an incorrect boat, always liaise with the Chief Boat Loader before making any change

Race Secretary/Administration

The Race Secretary is responsible for 'on the day' registration activities and supports the Chief Official and Chief Marshal to affect the race program. Where available, they will be assisted by a Race Secretariat Support official and/or a Race Recorder. Duties of Race Administration are to:

- Receive and process crew lists, race results and draws.
- Collect a covid contact list from each club present.
- Advise the Chief Official of any scratchings so that they can advise other work stations
- Provide to the marshals the crew list for the next race being marshalled, using numbered clip boards for each lane. (This may be overtaken by electronic marshalling in the future.)
- Determining the crews for the finals based on the heat results
- Coordinating any race protest forms or injury / incident reports.

Race Recorder

If there is a Race Recorder, they assist the Race Secretary by:

- collating the results as they come from the Electronic Timekeeper (or the Timekeepers if there is not an electronic result).
- Advising the Chief Official on the crews for the finals based on the heat results

Announcer

The primary role of the announcer is to call clubs to marshalling when the Chief Marshal is ready for the next set of crews. The Announcer can also create a great atmosphere at our regattas, giving a running commentary of the competition and providing a general information service throughout the day. Between

official mic-on time, the announcer ensures that everyone has some great tunes to relax to in team tents or pump up to in the marshalling tent. Ability to operate the PA system and a 2-way radio necessary.

Sweep Coordinator

This is the DBACT nominated Sweep Coordinator who may be called upon by the Chief Official to observe probationary sweeps and assist in 2km races. They may also be required to brief interstate crews on our water conditions.

Events Coordinator

The Events Coordinator prepares for each regatta, including by:

- Ensuring there is a permit for the regatta.
- Booking toilets, coffee van etc
- Ensuring the site is ready.
- Processing entries via revSport to create the race draw.
- Allocating officials' roles and preparing the volunteers/officials roster, usually in conjunction with the Chief Official.
- Issuing the draw and roster to clubs during the week leading up to the regatta

Set-up and pack down

There are also set-up and pack-down volunteers who assist at the beginning and end of the regatta. They are only needed before and after the regatta. Their duties are covered in the DBACT Regatta Directions at www.dbact.com.au/regatta rather than in this guide.

Equipment and Resources

Resource boxes

All areas have a resource box which needs to be accessed for each regatta. All pieces of equipment need to be returned to the box at the end of the day e.g. stop watches and clip boards.

The Water Umpire and Chief Starter will also need to take a set of red and white flags on their boats

Walkie talkies/radios

Radios are used by officials in Chief roles. They are kept in a separate box and need to be collected at the beginning of the day and returned at the end of the regatta. Don't forget to sign the radio register when collecting your radio and returning it.

To use a radio:

- hold at a distance from your mouth
- press and hold the side button and talk in a normal voice.
- speak slowly and identify who you wish to speak first, then yourself, e.g. 'starter this is marshalling over'.
- Release the side button to allow the other official to respond.

Loud hailer

The Chief Starter and the Water Umpire both need loud hailer. A hand held megaphone is easier to use on a boat. (The one with a separate, hand held speaker is okay for marshalling if needed.)

On the water, turn the volume up to maximum and point the loud hailer in the direction you wish sound to travel. Speak clearly in short phrases/sentences.

On-line resources

DBACT Regatta Directions and AusDBF Rules of Racing are available from www.dbact.com.au/regatta. It is important that all accredited Officials are familiar with the Regatta Directions and Rules of Racing.

Online courses which support volunteers and officials include Play By The Rules
<https://www.playbytherules.net.au>

Tips for officials and volunteers:

Keep calm

Be a good communicator:

- get people's attention then give information
- speak clearly and slowly, especially when using the radio or loud hailer

If you are unsure about anything, raise it with your area Chief or ask questions at the Chief Officials briefing

Listen and take advice

Think and respond quickly but not in haste

Be punctual, be where you should be!

Be a good team member

Exercise authority as required to do your job but refer bigger issues to your area Chief or the Chief Official

Don't rush organise efficiently

Come early to an event that gives you time to prepare

Know your equipment:

- Equipment is valuable. If cared for and securely returned to its rightful place after each regatta, much time is saved next time

CHEAT SHEET FOR MARSHALS

ACT Single day regattas

(These directions don't apply to the two-day ACT Championships.)

20s racing: 14 to 20 paddlers, plus drummer and sweep

Open crew	No restrictions
Mixed crew(20s)	Minimum of 4 to a maximum of 10 male 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

10s racing: 8 to 10 paddlers, plus drummer and sweep

Open crew	No restrictions
Mixed crew(10s)	A minimum of 2 to a maximum of 5 male 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

DBACT accepts the gender that a member identifies with.

On race day the Chief Official *may* allow clubs to race with fewer paddlers where safety is not an issue. In these circumstances clubs will race disqualified and will not be eligible to race in finals. Their drummer is must wear a red vest (provided by DBACT) for the duration of the race.

Borrowing paddlers

Clubs may borrow up to two paddlers in total per race category. This does not require an exemption or approval provided that the borrowed paddlers

- are financial members of DBACT (or the relevant State Association if a member of a visiting club)
- are shown on the receiving club's team 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.

A club can race as a qualified crew providing that these conditions are met.