DBACT Guide for Volunteers & Officials
“Volunteers don’t get paid, not because they are worthless, but because they are price-less!”

Sherry Anderson
Volunteers and Officials

Why Volunteers are so important

• Local regattas, corporate regattas, Australian and World Championships would not happen without volunteers.
• All volunteers are valued equally whether their duties are on land or on the water.
• A well-organized team, who know their roles and can assist and advise others contributes to a well-run event, enjoyed by all.
• Knowing and understanding the rules and regulations and the reasons behind them will make any job easier. (look them up on DBACT website www.dbact.com.au; or www.ausdbf.com.au; www.idbf.com)
• Know your equipment. Come early to an event if that gives you time to prepare.
• Understanding the hierarchy of authority means you know where to go to for advice or help.
• Regattas should be enjoyed by all and therefore safety is a major concern. There is a Code of Conduct for participants which includes volunteers and officials.
• Regattas are operated under AusDBF Race Rules and Regulations, with some DBACT modifications for local regattas.

Why we need Officials

• AusDBF via DBACT offer courses to train officials. There are various levels of officials and experience is a key to working at a higher level.
• A trained and/or experienced official is placed in a management role e.g. Chief Time Keeper
• There is a hierarchy/support pyramid for all volunteers and officials at regattas. Chief Official - Chief Time Keeper, Starter, Chief Marshall and Water Umpire.

What’s my role as a volunteer?

<table>
<thead>
<tr>
<th>Personal qualities</th>
<th>Duties</th>
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<tr>
<td>Knowledge – sport/rules/surroundings</td>
<td>Assists with smooth running of an event</td>
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<tr>
<td>Be fair – just/unbiased (you do not cheer loudly for your club!)</td>
<td>Creates less anxiety for paddlers and teams</td>
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<td>Good Communicator</td>
<td>Adds to the safety of the event</td>
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<td>Listen and take advice</td>
<td>Gives confidence to the teams</td>
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<td>Think and respond quickly but not in haste</td>
<td>An event can be remembered for its efficiency and fun. If people have enjoyed it they will want to come back</td>
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<tr>
<td>Be punctual, be where you should be!</td>
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<tr>
<td>Good team member</td>
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<td>Exercise authority</td>
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<td>Keep calm</td>
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Some examples of these

✓ Information is available; communication is clear e.g. get people’s attention then give information
✓ A well-informed official is a great asset
✓ not running out of toilet paper; soap in the bathrooms; boats are held securely at loading and unloading; sweeps are guided in by numbers
✓ results are displayed promptly
Culture
We all should acknowledge that culture is important in this sport. Things such as drumming make our sport unique. Information on the history of dragon boating is on the AusDBF website and it will help you understand the background. Do you know about blessing the boats before major regattas? Awakening the dragon? Dotting the eyes?

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 members.

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

Health and Safety
- take reasonable care for your own health and safety
- take reasonable care to ensure you don’t affect the health and safety of others
- carry out your tasks in a safe way

DBACT support for volunteers
Food and coffee is provided for those signed on.

Regatta activities
Set-up volunteers – pack boats and equipment for transport to Grevillea Park

Arrival
Arrive at Lotus Bay on time and be prepared to lift and carry. The DBACT Equipment and Events Officer are in charge (one of them will be in hi-vis vest to stand out and answer any questions). There is a sign on sheet which must be completed when you arrive.

The boats
Are packed with all their needs: head, tail, drum, drummers’ seat, sweep blade, balers and tyres. Match the correct number on the head and tail with each boat. Please note that following Nationals 2019, the new boat dressings will be interchangeable.

PFD’s & Paddles
You will be directed to add PFDs to the boats and paddles. The number may vary each regatta.

Transporting the boats
The boats are tied together for towing. An experienced person will show you how to join the boats to ensure they leave shore in line and safely

There needs to be a person in each boat for towing and at least two dedicated sweeps located in the last and 3rd last boats. The sweeps are rostered by clubs through the DBACT Sweep Coordinator. Those in the boats should be prepared to use their paddle to guide the boat if necessary.

All people riding in the boats from Lotus Bay to destination and back must behave responsibly. This means no rocking the boat, no unnecessary standing or other activity that creates a risk to the safety of people and equipment.
There must be a person in the tow boat as a spotter, who is actively engaged with the tow boat driver and constantly reviewing the situation for any required modifications.

The van
Is packed with all that is needed e.g. tents, tables, chairs, regatta boxes and bags, noticeboards, electrical equipment. Please assist in loading the van in orderly fashion as directed by the driver.

Your role continues in setting up at Grevillea Park.
The set up at Grevillea Park is always a pressured time so every extra person is a help. Recognise what equipment goes to each area or accept direction.

Setting up boats/care of equipment
Dressing and undressing the boats is time consuming and it is important it is done methodically.
There are two sets of boats. Boats 1-6 and boats 7-10 are slightly different, 11 and 12 are different again. Please note that following Nationals 2019, all boats will be the same.

Heads & Tails
It is important that the right head and tail and drummers seat go on the right boat. They have been marked for easy identification – boats 1-6 have 2 notches in the heads and tails; boats 7-10 have 1 notch. Do not force into the slot on the boat just try another one.

Drummers seats
All drummers’ seats have undergone repair and should only be fitted to the correct boat. They will be clearly marked to ensure this is achieved. Each drum should have a tie down rope and a drumming stick on a string. The drum and seat must be secure because they are all the drummer has to hold onto.

Boat numbers
These are inter-changeable and you should ask the Chief Boat Loader (Wrangler) how they want them numbered. When more than one set of boats are being used there is a system to suit marshalling. Use the rubber hammer only to secure them in place.

Sweep oars
Members need to be aware that Dragons Abreast sweep oars do not go on DBACT boats. These are labeled.

Walkie talkies
Used by officials in Chief roles. Hold at distance from mouth and talk in normal voice. Speak slowly and identify who you are and who you wish to speak with e.g. marshalling to starter-over

Loud hailer
Needs to be pointing in the direction you wish sound to travel

All paddlers should know how to care for boats and are advised...
* DO NOT walk on the bow
* DO NOT run heads in to banks of lake
* DO NOT pull up on gravel
* Please wipe down after each use
Pack-down Volunteers - End of regatta pack down and transport back to Lotus Bay

Land pack up
When assisting with the dismantling of tents, tables etc. ensure all equipment is in good repair and packed under direction of the driver into the van. Tent pegs, hammers need to be in designated bags. Regatta boxes need be packed in a clean and tidy manner to ensure all equipment fits within (the boxes will be clean and tidy when delivered in the morning) to have all within. Ensure no fresh food is packed in any of the regatta boxes – the sheds heat up over summer and the committee do not check the boxes after regattas therefore the food will rot and won’t be found until the next regatta.

Packing up the boats
Assist in packing appropriate equipment back into boats. Be prepared to travel with the boats if you are allocated that role. There needs to be two sweeps and a spotter. If you travel in the boats be prepared to use a paddle to brake and/or guide the boat into shore.

Storing equipment
On return to Lotus Bay make sure equipment is stored correctly and in the right place in the shed. Appropriate places are marked e.g. tables, tents, boxes, drums and drummer seats and the shelves are numbered for boat dressings e.g. heads, tails.

Boats will need to be replaced on the racks and covers used.

REGATTA ROLES
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, who are graded in accordance with the AusDBF Officials Grading Criteria. An Officials grade reflects the amount of expertise the person should have based on experience at national and international standards.

DBACT recognises the roles of officials and the need to have experienced and skilled people assisting. The best events are those run by paddlers for paddlers – you know what a paddler needs and what makes a great regatta.

The graphic on the following page shows the position structure and chain of command, with the volunteer roles coloured light blue and the Officials roles dark blue. There is a process and referral system to be used on the day and any questions should be raised at the Chief Officials briefing if you are unsure about anything.

Don’t rush but organise efficiently.
Equipment is valuable. If cared for and securely returned to its rightful place after each regatta, much time is saved next time.
Race Jury

The race jury comprises the Chief Official, the Chief Judge, the Chief Starter/Water Umpire plus another official. They adjudicate on race protests and therefore must be well versed in the rules of racing and competition.

Chief Official (G3)

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 all matters arising through the event which are not dealt with in the AusDBF Regulations and Racing Rules as well as any disciplinary decisions which arise throughout the event.

Chief Starter / Water Umpire (G1)

This on-water role is supported by an Assistant Race Starter and is responsible for running procedural 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, as well as manage false starts as well as re-starts.

This role also monitors crew and race compliance to the Racing Rules and is required to indicate 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 (G1)

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 (G1)

Follows the race and assists the Chief Starter/Water Umpire to monitor crew and race compliance to the Racing Rules. This person is required to use 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.

Important note

You should only make decisions on your own level. If it is outside your field go to the next level of command and they will deal with the situation.
Chief Time Keeper / Judge (G1)
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 Chief Official and Race Secretariat. This role is also responsible for coordinating timekeepers who play an important role in ensuring that all crews finish line honors are accurately recorded both manually and electronically.

Time-keepers (Vol)
Are all required to 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 (Vol)
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 (G1)
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 Official, Chief Starter and Finish line.

Marshals (G1)
Under the direction of the Chief Marshal are there to ensure that all crews 'in the shoot' are signed off and ready to race on time. This role:
- Direct the crews from warm up to marshalling
- Check that the right crew is in the right lane
- Audits/checks crew lists and records the sweeps, noting if they are provisional. Provisional sweeps should wear the fluorescent vests.
- Note if a crew is going out with less than full boat compliment (22 for a standard boat, 12 for a 10’s boat configuration), ensure the drummer is wearing a red singlet if crew is racing DISQUALIFIED.
- Check that paddles and seat pads are compliant with race rules, advise the Chief Boat Marshal if there is an issue with any crew
- Notifies the Chief Marshal of any crew not fit to race
- When advised by the Chief Marshal, direct the crew to their boat.

Chief Boat Loader (G1)
Coordinates the boat loading team and is responsible for ensuring that all boats and equipment are in safe working order.

Boat Loaders (Wranglers) (Vol)
Check that all boats are in good racing order before and after each race. The most important responsibility they have is to ensure that crews embark and disembark boats safely. These important people also:
- Hold boats securely for loading and unloading teams
- Bail out boats between races
- Check boats for any damage throughout the regattas (loose drums, nuts off sweep arms, missing drum sticks, boat numbers are secure)
- Gives directions to the 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
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 they have an issue with the crew. **Note** – if a crew or crews have loaded into an incorrect boat it is often easier to swap the boat numbers than have a crew disembark and reload – always liaise with the Chief Boat Loader before making the change in numbers.

**Race Secretariat (G1)**
Is responsible for ‘on the day’ registration activities and supports the Chief Official to affect the race program by processing crew lists, race results and draws, and coordinating any race protest forms or injury / incident reports. This role can be supported by additional people where available.

**Announcer (Vol)**
Is responsible for creating 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 (>L3)**
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.

**Volunteer Coordinator (Vol)**
Is usually covered by the Events Officer and allocates roles often in consultation with CO.

**Resources**
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.

Cheat sheets are available in marshalling/boat loading to remind people of duties.

Race Rules are available from the DBACT, AusDBF and IDBF websites. It is important that all graded Officials are familiar with the race rules.

On-line courses are available through Sport and Recreation and the Sports Commissions: