

British Dragon Boat Racing Association



WATER SAFETY POLICY

(Annex to BDA Competition Regulation 1.8)

Statement on Personal Flotation Aids & Risk Assessments.

The Executive Committee of the British Dragon Boat Racing Association – the BDA, is committed to minimising the risks involved in the sport of Dragon Boat Racing or Recreational Dragon Boating.

It is the duty of everyone involved in dragon boat activities to follow the advice and guidance in this document and with the general principle that prevention reduces risks and injuries, and saves lives.

This Policy supplements the BDA Regulations for Competitive events and the policy is recommended to BDA Registered Crews and Centres; Recognised Dragon Boat Clubs and Accredited Organisations and BDA Race Organisers, as the basic safety guidelines to adopt when conducting dragon boat activities.

It is stressed that the advice given in this Policy concerning the wearing of Personal Flotation Aids (PFA) is for guidance only. The BDA Competition Regulations deal with mandatory situations relating to PFAs for BDA controlled competitive events.

In all other circumstances it is the duty of the person responsible for the conduct of a particular dragon boat activity to ensure that Risk Assessments for the activity are carried out, using this Policy as a guide to the general areas to be considered and those circumstances in which advice on the wearing of PFAs may be applicable.

The final and conclusive decision on the wearing of PFAs, on the day of the activity concerned, rests with the person in charge of a Dragon Boat Crew 'on the water' at that time or the Chief Official in a competitive situation. The guidance given within this Policy is therefore given on the basis that a local risk assessment will always be carried out, by a suitably qualified person, to confirm or supplement the advice given within this document.

BDA Executive Committee

WHAT APPLIES TO WHO AND WHEN ?

Different Sections of the Policy can apply to one and the same organisation or person, at different times, depending on the dragon boat activity being organised.

Detailed below is a guide to **What Applies to Who and When**. Each Section within the Policy offers advice to the type of organisation shown, according to the activity provided. This means that the advice given on a particular safety matter may be covered in more than one Section in the Policy and can vary in content from Section to Section, dependant on the activity concerned and the experience and ability of the participants. Therefore, unless specific reference is made to another Section, **each Section should be read as 'Stand Alone' advice**.

Type of Organisation	DB Activities Provided	WS Policy Requirements
BDA recognised Dragon Boat Club	Sport Racing. Festival Racing. Training for Competitions Activities for Non-Members	Sections A. i. and B i. Sections A ii and B i. Section B iii. Section C ii.
BDA Registered Crew Full or Junior	Sport Racing. Festival Racing. Training for Competitions	Sections A I and B ii. Sections A ii and B ii. Section B iii.
BDA Registered Centre e.g. Outdoor Activity Centre Activity Holiday Company.	Sport Racing. Festival Racing. DB Activities for U18s only, Or for U18s + 18+ or 18+ only.	Section A i. Section A ii. Section C i.
BDA Accredited Providers e.g. Events Company. Sports Club.	Sport Racing Festival Racing. DB Activities for 18+	Section A I Section A ii Section C ii
Casual Activity Providers e.g. Registered Charity. Leisure Company	Festival Racing. DB Activities for 18+	Section A ii Section C ii

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INTRODUCTION

1. This Water Safety Policy is designed to cover the following areas of provision for participating in the Sport of Dragon Boat Racing and the Recreational pursuit of Dragon Boating, collectively known as Dragon Boat Activities.

a. **Section A - Competitive Events.**

- i. Sport Racing - that is, Formal Competition.
- ii. Festival Racing - that is, Informal Competition.

b. **Section B – Club and Crew Activities.**

- i. Dragon Boat Clubs -with a formal Constitution.
- ii. Dragon Boat Crews -without a formal Constitution.
- iii. Training in Dragon Boats - summer and winter.

c. **Section C - Recreational Dragon Boating.**

- i. Registered Centres - dealing with Young People.
- ii. Accredited & Casual Providers - dealing with Adults

2. This policy should also be read in conjunction with the BDA publications detailed below, which supplement the safety issues covered in this document and its Annexes.

a. **the BDA Competition Regulations.**

b. **the BDA Coaching Handbook.**

c. **Terms of Reference for the Conduct of Dragon Boating,**
For BDA Registered Centres, Accredited Providers and Dragon
Boat Clubs. (BDA Leaflet No 5/1).

d. **BDA Dragon Boat Providers Code of Practice**
(Annex H to this Policy document)

3. **Personal Buoyancy.** With the exception of experienced competitors at BDA Sport Races, the general advice given by the BDA is **that participants in Dragon Boat activities should wear personal buoyancy.** The specific advice given in the Sections of this Policy, on personal buoyancy, varies dependant on the type of activity being undertaken; the age and experience of the participants; the water and weather conditions and the other safety measures available. **The overall advice on personal buoyancy is summarised in a matrix shown at the end of this document.**

4. It is expected that **all those providing dragon boat services** will implement the Safety advice and recommendations shown within this Policy, and that they will ensure that those taking part in dragon boat activities, heed and follow the advice given.

If the advice is not followed it should be remembered that:-

PERSONAL CHOICE = PERSONAL RESPONSIBILITY

DEFINITIONS FOR INLAND DRAGON BOATING

Very Sheltered Water. The definition involves, quiet canals with easy bank access and egress. Park lakes, which are not large enough, and do not have difficult landing areas, for problems to occur if there is a sudden change in conditions. Enclosed Docks and Water Sports Centres. Specified sites on slow moving rivers or shallow lakes not exceeding 5 feet in depth.

Sheltered Water. The definition involves, Small Lakes and Reservoirs, placid water rivers, faster flowing rivers but not involving the shooting of Weirs or running rapids.

Open Water. The definition involves, Large and Very large Inland lakes and Reservoirs; tidal river estuaries and open harbours but not the Open Sea. The Open Sea is a very different environment from inland waters. The BDA does not encourage dragon boat activities on the Open Sea.

Sheltered Tidal Waters. The definition involves, small enclosed bays where there is minimal possibility of being blown offshore; the upper reaches of some river estuaries and enclosed Harbours. In all cases the wind and weather conditions must be favourable.

Note: These definitions imply normal summer weather conditions, which are not in themselves, likely to cause problems. Care must always be exercised when water temperatures are low (below 10c) or in strong wind conditions or in adverse water conditions. As a guide, adverse water conditions are seen when waves are peaking near and sometimes breaking over the gunwales of a dragon boat. Care should also be exercised if the dragon boat is operating more than 50 metres from a shore or landing point.

PERSONAL BUOYANCY - Personal Flotation Aids.

Within this Policy references are made to Personal Buoyancy and the wearing of Personal Flotation Aids (PFAs) when taking part in Dragon Boat Activities. There are a variety of different types of PFAs available on the market from a basic buoyancy aid through to a fully self-inflating life jacket. The BDA does not specify which type or design of PFA to use, that is the choice of the user.

The BDA does, however, stipulate that any PFA used in dragon boat activities, by adults, must be CE (European Community) approved with an uplift rating of 50 Newtons (5 kilos).

Juniors may wear PFAs with a lower Newtons rating, according to their body size. Therefore, always look for the rating label and buy the right standard of approved PFA, for the right person, for your dragon boat activities.

SECTION. A – COMPETITIVE EVENTS

GENERAL CONDITIONS.

1.1. **Preamble.** This Section covers the safety advice and requirements for BDA organised and sanctioned competitive events. In the main, the information given has been extracted from the BDA Competition Regulations and Rules of Racing, *which are mandatory* and should be read in conjunction with this Section. *(Italic paragraph numbers in brackets refer to the actual Competition Regulation or Racing Rule paragraph).*

Annex A to this Policy contains the BDA Guide to Safety on the Water; the BDA Safety Notice and Weil’s Disease Warning, which form part of this Policy.

1.2 **Permits and Licences.** A BDA Race Permit or Activity Licence and/or a Race Organisers Licence is required by BDA Members organising Dragon Boat events in the United Kingdom and for non Members who wish to have their event sanctioned. *(1.9).*

Annexes B and C, to this Policy, contain full details on BDA Race Permits and Activity Licences. *(Annexes to Regs1.9.1 and 1.9.2).*

1.2.1 **Race Permits.** The purpose of the BDA Race Permit is to advise Event Organisers of the BDA Competition Regulations, especially regarding water safety; standards of operation; the equipment required and the BDA insurance requirements. A BDA Race Permit is required for any competitive dragon boat event (Sport or Festival) organised or sanctioned by the BDA. *(1.9.1)*

1.2.2 **Event Organisers** are required to apply for a Race Permit before finalising their event arrangements. The Permit Fee for organisers of Festival Races, includes Basic Membership of the BDA and Public Liability Insurance cover for the competing crews. *(1.9.2).* *A Race Permit is not required by Clubs or Crews, for club based competitions or introductory sessions to the sport, such as formal 'Come and Try It' days, but a BDA Activity Licence is required. (See also Section B – Club and Crew Activities).* *(1.9.3).*

1.2.3 **Race Organisers.** A Race Organisers Licence (valid only for the person named) is required by Race Organisers appointed for a BDA organised or sanctioned event. *The issue of a Licence is considered by the BDA Executive to be a certificate of competence and requires the Holder to organise events that conform to the BDA Safety Regulations and Rules of Racing.* *(1.9.5)*

Annex D, to this Policy, contains full details on the BDA Licensed Race Organisers Scheme. *(Annexes to Regs1.9.1 and 1.9.2).*

1.3 **Insurance Cover.** The BDA’s Master Insurance Policy, covers all crews and race officials, taking part in BDA organised or sanctioned events for third party, public and civil liability insurance claims, including ‘member to member’ claims. .

The BDA Council will NOT accept any liability for dragon boat events NOT holding a Race Permit or Activity Licence. *(1.9)*

i. SPORT RACING.

2.1 **Definition.** Sport Racing is formal competitive racing conducted under BDA Competition Regulations and Rules of Racing, that is organised or sanctioned by the BDA, for bona fide crews within the BDA's own membership. (B3.2). Races may be held for all types of crews as defined in the Competition Regulations or recognised by the BDA Executive Committee from time to time.

2.2 **BDA Regulations and Rules.** The BDA Competition Regulations and Rules of Racing are written primarily for use in BDA Championships and National League events, where the event is organised and controlled by qualified BDA Race Officials. Racing normally takes place in a placid water environment, in summer weather conditions, with the basic safety requirements and systems, such as Rescue Boats and First Aid cover in place. It is against this background that the advice on personal buoyancy and the water competency of the participants, for Sport Racing, is given. The classification of a crew, in Sport Racing, is determined by its experience in competition and its racing results. At the present time the following crew classifications are laid down by the BDA Executive Committee. (1.4).

2.2.1 **Premier Crew.** A Premier Crew is a Dragon Boat Crew that competes in the Premier Division of the BDA National League or other defined competitions. Premier status is based on past race results or known competitive ability. (1.4.1)

2.2.2 **Standard Crew.** A Standard Crew is a Dragon Boat Crew that competes in the Standard Division of the National League or other defined competitions, whose race results or known competitive ability, is of a lesser standard than that of crews competing as Premier Crews. (1.4.2)

2.2.3 **Novice Crew.** A Novice Crew is a Crew with little or no experience of Dragon Boat Racing, competing in their first year of Sport Racing. Novice Crews compete in the Scratch Division of the BDA National League or other defined competitions. However, Novice Crews, who in the opinion of the Race Organiser, have the ability to perform well in a Sport Race, can be classified as Standard or Premier Class for non BDA National League competitions. (1.4.3)

2.3 **Competitors Classifications.** Competitors are classified by **their age and experience in Sport Racing** and accordingly advice on the wearing of Personal Flotation Aids (PFAs), for personal buoyancy purposes, will vary according to the classification of the competitor concerned. The classifications (which apply to Juniors and Seniors only when age group races are held) are:-

2.3.1 **Junior Competitor** – anyone under the age of 18, on the first of January, in a given year. (2.1.4) (*Juniors have three Racing Classes, Junior A for U18s; Junior B for U16s and Junior C for U14s*)

2.3.2 **Senior Competitor** – anyone aged 40 or over, on the first of January, in a given year. (2.1.5)

2.3.2 **Novice Competitor** – anyone, irrespective of age, who has had less than a year's experience of BDA Sport Racing in the UK. (2.1.6)

(*As a guide there are 9 BDA National League Races in a Sport Racing year.*)

2.4 In Open Races, for example, non age group racing, Competitors not classified as Novice are deemed to be '**Experienced**'. Therefore, some competitors 'junior' by age may well be experienced dragon boaters. Where the wearing of PFAs is concerned (see paragraph 2.13) and for other safety matters, a Junior Competitor, by age, will always be classified as such, and not as an Experienced Competitor. (2.1.6)

2.5 **Crew Lists.** For all BDA organised or sanctioned competitions a Crew List, showing the full Names of the competitors and reserves must be completed by the Crew Manager or Team Leader and handed to the Chief Official before a crew's first race in a Competition Class. (8.4)

2.6 **Fit to Race.** When signing the Crew List, the person signing is confirming with the Chief Official, that all the competitors shown on the list are **Fit to Race**. This statement covers not just the physical ability of the competitors to undertake the race concerned but it also means that the signatory is confirming that there are no known medical reasons why those listed should not compete during the whole racing period. (8.13)

Safety of Crew Members.

2.7 Dragon Boat Racing is a 'team sport', where 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, the Chief Official and the Safety Officer. However, water safety also concerns the Crew Manager, Boat Helm and every **Crew Member**.

2.8 **Responsibilities of the Crew Manager and Boat Captain.** The Crew Manager and Boat Captain are primarily responsible for the safety of their crews. When on the water the Boat Captain, who will normally but not necessarily, be the Helm (Steerer) must take responsibility for the crew's safety. In the event of a *boat swamping* or a capsize, the Boat Captain shall ensure that the capsize drills are correctly carried out and that all competitors are accounted for and rescued. (See Annex A and paragraphs 2.16 - 2.17). The Crew Manager (*off of the water*) and the Boat Captain (*on the water*) are responsible for ensuring that all their competitors are:- (7.10)

2.8.1 Suitably dressed for the weather, water and race conditions and that Crew Members do not wear personal accessories, equipment or any jewellery, whilst embarked in a Dragon Boat, that may impede their ability to escape from a capsized boat or to swim unaided once in the water, for example, wrist weights (7.10.1)

2.8.2 Must be water **confident** when wearing a PFA but, **ideally**, able to swim at least 50 metres in wet competition clothes, unaided. (7.10.2)

2.8.3 'Fit to Race' both medically and physically, at all times during the competition (*paragraph 2.6 above refers*). (7.10.3)

2.8.4 Fully briefed on all safety matters contained within the Competition Regulations and Rules of Racing for the competition. (7.10.4)

2.9 **Crew Members' Responsibilities.** It is the responsibility of each crew member 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 individual crew members' must not put the safety of the whole crew in jeopardy through alcohol, thoughtlessness or horseplay. (14.1).

2.10 It is a crew's responsibility to ensure that the dragon boat and its equipment is fully functional and water-worthy. Therefore, boats and equipment must be carefully checked before embarking for a race. With the exception of paddles, the race organisers cannot be held responsible for any boat or equipment failure once a crew has embarked and left the Boat Marshalling area. (R5.1).

2.11 **Swimming Ability.** Ideally, all members in a dragon boat crew should be able to swim at least 50 metres, unaided. For Sport Racing, when not wearing PFAs, they must be **water competent** 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). *A person's swimming ability or water competence should be confirmed, with the individual concerned, prior to competing.*

2.12 It is suggested that '**water competent**', means an ability to swim and hold a position in cold or slow moving water by treading water and remaining afloat, unaided, for at least 3 minutes. If there is any doubt about the water competence of any member of a crew, then they must wear an approved Personal Flotation Aid. (14.3).

2.12.1. A person who is '**confident**' in water but not competent, may be permitted to take part in Sport Racing but must wear a PFA. It is suggested that a person who is 'confident in water' should be able to, when wearing a PFA in cold or slow moving water, remain calm and tread water, without supervision. (14.3.1).

2.13 **Personal Buoyancy.** At a Sport Race, that is Formal Competition, PFAs such as buoyancy aids, should be made available, by the Event Organiser, for Novice and Junior competitors. Boat Helms and Drummers are advised to wear them and any Junior B or C Paddlers (*i.e. competitors under the age of 16 years old*) shall wear a PFA at all times when racing (7.9) Juniors under 12 years old must be accompanied in the boat, on a 'one to one' basis, by a parent or nominated responsible adult, (2.1.1). In inclement weather Novice and **all** Junior competitors (*i.e. Junior A, B and C paddlers*) shall also wear PFAs, as should any competitor, of any age, who is a weak swimmer. (7.9).

2.14 Where local race site regulations **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. If NOT, it is the Crew's responsibility to ensure that they have sufficient of their own to cater for any *water* conditions that they may have to race in. (14.4)

2.15 **Straps and Strapping.** In the interest of crew safety no additional fixtures or fittings, such as straps to fasten a paddler into the boat or onto a seat are permitted. The Chief Official may relax this rule for physically disabled competitors, if adequate safety systems are provided to ensure that such crew members can easily be released from the boat and rescued in the event of the boat capsizing. (13.3)

2.16 **Capsized or Swamped Boat.** In the event of a Dragon Boat capsizing or being swamped, during a race each pair of paddlers, once in the water, should first account for their buddies. (*See Annex. A for details*). The Boat Captain should ensure that all the crew are accounted for. The crew members must stay with the dragon boat and leave it in the capsized or swamped position, as it can be used as a floating platform; provided the crew space themselves evenly around the boat. (14.5)

2.17 The Boat Captain should remain in control of the crew and 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 rescue boats, with the Boat Captain remaining in the water until all members of the crew have been rescued. (14.6)

2.18. **Drug Abuse.** In any BDA organised or sanctioned competition the use by competitors of performance enhancing drugs, chemical compounds, other dope and any substances, or any stimulants, prohibited by the IOC (International Olympic Committee) or the IFs (International Federations) for the sport, is strictly forbidden. Such drug abuse when detected during a competition will result in action being taken under the BDA Anti-Doping Policy, against those concerned and maybe the entire crew, as well as possible disciplinary action against the Club to which the competitor(s) and or crew belong. (11.1).

Event Safety Requirements.

2.19 The BDA Leaflet ‘ **A Guide to Safety on the Water**’ (Annex A) contains further information on all aspects of crew safety whilst on the water. The main points of the leaflet with illustrations, are also shown in the **BDA Safety Notice** at Annex A. The Water Safety Guide should always be published in Race Programmes and the Safety Notice prominently displayed in all crew assembly areas, at the Racing Site. (7.5.1)

2.20 **Leptospirosis** and Weil's Disease. Competitors should be made aware of the dangers associated with Leptospirosis and Weil's Disease – see Annex A. All Event Organisers are required to include this information in their race programmes. (7.5.2)

2.21 At all Competitions, the Event Organiser **must provide a medical and rescue service** ready to act both on and off the water, throughout the event. As a minimum, First Aid cover must be provided by qualified personnel, stationed on the race site, throughout racing. (7.7)

2.22 **Distress Flags.** Each Dragon Boat shall carry two red flags (one in the front and one in the rear of the boat) which shall be waved by the Drummer and/or Helm in the event that a crew member is lost overboard during a race or other circumstances arise that necessitate a ‘Distress Signal’. (5.12). The red flag (or flags) shall be held above head height and be waved in a vigorous manner, by the Drummer, Helm or other crew members, to attract the attention of the Rescue Boats, who shall respond by going immediately to the dragon boat in question, to offer assistance. (R7.7.1)

2.22.1 If no flags are in the boat then the crew shall use the International Distress Signal, that is, the arms shall be placed in the outstretched position (horizontal to the sides of the body) and then be raised to the vertical position crossing above the head and returning to the horizontal position. Repeated until the Rescue Boats respond. (R7.7.1)

2.23 **Rescue Boats.** Racing should not take place unless at least one Rescue Boat is available in the event of a boat capsize or the loss of a competitor overboard during a race. It is recommended that one rescue boat be provided for every three dragon boats racing, to a minimum of two boats per event. Each boat should be capable of holding up to eight people and should be of a design that will enable people to gain access to the boat, from the water, unaided. One Rescue Boat should follow each race down the course and may also act as an Umpires boat. (7.8).

2.24 **Safety Officer.** For all BDA events it is recommended that a Safety Officer be appointed. (7.6). The Safety Officer is responsible for all matters concerning the safety of the competing crews whilst they are on the water. The Safety Officer shall ensure that the following facets of safety have been planned and provided for:- (R3.13).

2.24.1 That an Event Safety Plan is made to cover emergency procedures and major incidents and that the details are communicated to all the Crew Managers and Race Officials. (R3.13.1)

2.24.2 That a suitable number of trained rescue personnel and properly equipped rescue craft are available. That PFAs are available. (R3.13.2)

2.24.3 That the arrangements for embarking and disembarking crews are suitable and adequate for the number of competitors involved and that a water circulation plan and system has been established and included in the instructions issued to managers and officials. (R3.13.3 – R3.13.4).

2.24.4 That a Crew Information sheet is completed prior to a crew racing which records the details of known weak swimmers and any medical history, such as asthma, epilepsy, which may adversely affect a crew member whilst on the water. Such information may be annotated on a crews' Crew list held by the Chief Boat Marshal. (R3.13.5).

2.24.5 To establish an effective communication system between the Safety Officer, the Rescue Boats and the Umpires boats and to ensure that the correct rescue procedures are adopted in the event of a crew capsizing. The Safety Officer shall be personally responsible for ensuring that a head count of crew members from a capsized boat takes place when the crew returns to land and before any of the craft involved with the rescue are stood down. (R3.13.6).

2.25 The Safety Officer shall attend all Managers and Race Officials' meetings to brief those present on the safety systems and procedures in operation at the event. If immediately before, or during the competition, a change in the weather or water conditions or any other factor, constitutes **in the opinion of the Safety Officer, a hazard to the health and safety of the competing crews**, then he (or she) shall advise the Chief Official to postpone, delay or cancel, one or more races, or the competition in its entirety, until it is safe to race. (R3.14 – R3.14.1)

2.26 **Practice Sessions.** When practice sessions are arranged at BDA competitions they will come under the control of the Race Organiser before the event and the race Competition Committee on the day of the event. All Practice Sessions will be subject to BDA Competition Regulations and Rules of Racing, where applicable. (9.15).

2.27 **Code of Conduct.** At all BDA Competitions the Disciplinary Code as published as an Annex to the Rules of Racing, shall be followed. The Disciplinary Code lays down a Code of Conduct for both Competitors and Officials covering behaviour before, during and after a dragon boat competition. *(11.5)*

Responsibilities of the Race Officials.

2.28 There are a number of other Race Officials, in addition to the Safety Officer, with responsibilities for the health and safety of participants in Sport Racing. There is also the actual **Event Organiser** (EO) who plans the event and who is responsible for its overall organisation. The EO is the primary focal point for safety in a Dragon Boat Event and, as such, has a duty of care for all those involved in delivering the racing.

2.29 **The Race Organiser.** The Race Organiser (RO) is normally the main point of contact for crews entering a dragon boat event, and is therefore the person to whom the crews will, most likely, turn to for assistance during the competition. It is essential that the Event and Race Organisers communicate effectively with each other and with all crews and officials before, during and after the event so that everyone is fully informed and able to report on any problems encountered.

2.30 **The Race Organiser (who can also be the EO)** appoints the Safety Officer (SO) for the event, in consultation with the Chief Official. The working relationships between the EO, RO, CO and SO are of paramount importance to the successful organisation, delivery and safety of the event

2.31 **The Chief Official.** The Chief Official shall be responsible for implementing the BDA Safety Policy; Anti-Doping Policy and Disciplinary Code. *(R3.1.3)*

2.32 **The Chief Boat Marshal.** The Chief Boat Marshal shall confirm that the crews have been correctly called forward and carry out any random checks, authorised by the Chief Official, to confirm the identity of competitors. *(R3.11.1)*

2.33 The Chief Boat Marshall shall record the number of competitors in each boat against the appropriate Crew List; ensure that the composition of each crew is correct. and Check that all crews are Fit to Race. If any competitor or crew is not fit to race, notify the Chief Official and ensure that they do not race. *(R3.11.4)*

2.34 **The Boat Marshals.** The Boat Marshals shall supervise the crews in the Crew Assembly area and ensure that all boats and equipment conform to BDA Regulations. They shall check that all boats and equipment are in good racing order before and after each race and that each boat has two spare paddles on board. *R3.12)*

2.34.1 Allocate crews to boats according to the Race Programme and ensure that the right crews are embarked in the right boats before the crews leave the embarking platforms. Check that crews do not strap or fix themselves into the boat in anyway, unless prior authority has been given by the Chief Official to the Chief Boat Marshal. *(R3.12.2)*

2.34.2 Ensure that each crew is embarked safely and that buoyancy aids are available and when necessary worn by those that require them. *(R3.12.3)*

ii. FESTIVAL RACING.

3.1 **Definitions.** Festival Racing is informal competitive racing that takes place traditionally at a Dragon Boat Festival, or at events such as Charity Fund Raising and Corporate events, where entry to the races is normally open to any crew that seeks to race and pays the appropriate Entry Fee. *(B3.1). Festival Races are not necessarily conducted under BDA Competition Regulations or Rules of Racing*

3.2 Festival Races are classified as '**Informal Competition**' by the BDA, because they tend to be 'one off' events, fronted by a variety of different types of organisations, where the ability and experience of the participants is largely unknown and the crews take part for the 'fun' of the event and/or to raise money for charity. *It is against this background that the advice on personal buoyancy and the water competency of the participants in Festival Racing, is given.* There are two types of competitive events recognised as **Festival Racing** by the BDA, namely:-

3.2.1 **Charity Regattas** . Charity Regattas are informal competitions organised directly by a Registered Charity or BDA Members or other organisations, for the charity's own funds. *(1.6.3).*

3.2.2 **Corporate Regattas.** Corporate Regattas are informal competitions organised by a corporate or profit making organisation or agency, on behalf of themselves or others, either in their own name or as agents for a third party, that is not a Registered Charity *(1.6.4).*

3.3 **Standards.** The standards of organisation, operation and safety applicable to Festival Racing, are normally outside of the direct control of the BDA and therefore they may not be conducted to the standards for Sport Racing as laid down in the BDA Competition Regulations and Rules of Racing.

3.4 The BDA accepts that Festival Racing is attractive to a wide variety of different organisations, as a team building exercise; a fun activity; a way of raising money and a way of promoting products and publicising the sport. The BDA as the governing body for the sport in the UK, expects organisers of Festival Races, as an absolute minimum, to run their events using the BDA Competition Regulations and Rules of Racing as a guide to good and safe practices when organising dragon boat races. *(A2-A4).*

3.5 **Race Permits.** For an Event Organiser to gain BDA approval for a Festival Race, the organisation concerned must be granted a BDA Race Permit for their event. The **Race Permit Scheme** is designed to advise the organisers of competitive events of the basic safety and insurance cover recommended by the BDA whilst enabling the Association to monitor the organisational and safety standards of such events. It also indicates to participants and interested organisations that the event has been subject to governing body scrutiny. **See Annex B.** *(Annex to 1.9.1)*

3.6 A BDA Race Permit will **NOT** be issued unless the races in the event concerned are organised by a BDA Licensed Race Organiser, using BDA qualified Dragon Boat Helms, and the Chief Official is a registered BDA Technical Official. **See Annex D.**

The BDA will NOT accept any liability for Festival Races NOT holding a Race Permit, or when the Permit's terms and conditions have not been complied with.

3.7 **Competitor and Crew Classifications.** In Festival Racing all adult competitors, that is those 18 years old or over, irrespective of their experience in the sport, are classified by the BDA as **Novice** Competitors. Competitors under the age of 18 years old are classified as Junior Competitors. Therefore all dragon boat crews competing in a Festival Race are deemed to be **Novice or Junior** for the purposes of the safety guidelines contained in this Policy document.

Safety of Crew Members.

3.8 **The Boat Captain (Helm) and the Crew.** In Festival Racing, the Boat Helm shall always be designated as the Boat Captain. It is the responsibility of the Boat Captain to ensure that each and every member of the crew is physically “fit to paddle”. This means that the Captain (Helm) must ensure that crew members do not attempt to race who are under the influence of alcohol or drugs. The Captain (Helm) must also be aware of any weak swimmers in the Crew or of any crew members who are ‘uncomfortable’ on water and ensure that they wear a PFA, as advised in paragraph 3.10, below.

3.9 **Medical Information.** The Boat Captain (Helm) should also be aware of any medical conditions that crew members have, such as perforated eardrums, epilepsy, diabetes, heart conditions or asthma, which may in certain racing conditions, adversely affect the safety of the individual or crew. when racing.

3.10 **Personal Buoyancy.** For informal competitive events, that is Festival Racing, on placid water, for example, park lakes; small reservoirs; enclosed harbours or purpose built regatta courses, where the water depth is above the chest height of adult competitors, the competitor(s) concerned are strongly advised to wear PFAs, irrespective of their swimming ability or the weather conditions in which they are racing. All competitors under 18 years old shall wear them. When racing in inclement weather or on rivers, or open water, that is for example, large reservoirs and large inland lakes or when racing on tidal estuaries; open harbours or in sea conditions; all competitors must wear PFAs.

3.11 **Swimming Ability.** Ideally, all crew members in a Festival Race should be able to swim at least 50 metres, in cold and slow moving water when dressed in light clothing as worn in a race but as a minimum they must be **water confident** in a Personal Floatation Aid (PFA). A person’s swimming ability **should be checked** in a written confirmation of the risks associated with racing, signed prior to competing. **See Annex E, for an example.** It is suggested that a ‘water confident’ person is able, when wearing a PFA in cold or slow moving water, to remain calm and tread water confidently, without supervision.

3.12 **Boat Safety.** The Boat Helm should check before embarking the Crew for a race that the boat is in fit condition to use. These checks should include:

1. that the head; tail; drum; drummer’s seat and steering oar are secure.
2. that there are no loose ropes - particularly in the area of the drummer’s feet.
3. that the boat is not leaking and that there are bailers in it available for use.
4. that bow and stern mooring ropes are securely fastened.
5. that the centre seat cover is in place.
6. that the buoyancy compartments will function as intended.

Event Organisation.

3.13 **Insurance Cover.** Every event organisation should carry adequate third party, public liability insurance cover appropriate for a dragon boat event. Such insurance cover can be made available through the BDA Master Policy.

3.14 **Risk Assessments.** Every organisation should carry out a risk assessment concerning the race site and its suitability for dragon boating, in both fine and adverse weather conditions – see *Annex E*. Following this Crews must be provided with the details of local race site conditions applicable to the safety of users on the water, to include:-

- * a plan of the local water.
- * details of any potential hazards.
- * details of local tides, wind or climatic conditions, where and when appropriate.

3.15 **Event Organisers.** Every Event Organiser of a Festival Race approved by the BDA will have applied for and been granted a Race Permit by the BDA Secretariat, the terms and conditions of which must be fully complied with by the Event Organiser.

3.16 In this respect the BDA defines an **Event Organiser (EO)** as the **organisation or person**, responsible to the BDA for organising and co-ordinating the whole event. The EO is recognised as the primary focal point for safety in a Festival Race and as such, has a duty of care to all those involved in delivering the event -see *also Annex E*.

3.17 The EO must ensure that the following are adequately planned and provided for:

- * that permission to use the venue has been approved.
- * that all conditions of use are complied with and public access is provided.
- * that sufficient parking is available.
- * provision of adequate toilets and changing facilities is made.
- * pertinent information is provided to the local police.
- * all necessary permission /licences including food, drink and entertainment (as appropriate) have been granted.
- * plans and arrangements for the control of large numbers of people (crews and spectators can make for large numbers).
- * a well signed race control and / or registration point.
- * that suitably qualified and equipped first aid personnel are available.
- * that all temporary structures comply with all regulations for Health and Safety.
- * that all temporary electrical supplies and services comply with current regulations
- * that a clear access route is maintained for emergency vehicles.
- * that a public address system appropriate to the size of the event is available.

Race Organisation.

3.18 The BDA also requires that a **Licensed Race Organiser** be appointed for the event to manage the actual Dragon Boat Racing on the race day. The Race Organiser is responsible for running the water activities, including, before race day, writing the technical race programme, on behalf of the Event Organiser. (The EO, if an individual and not an organisation, and the Race Organiser can be one and the same person).

3.19 The RO is also responsible for ensuring that

- * detailed race instructions are sent to all the teams before the event.
- * a meeting place and time for crew managers is organised.
- * all race officials are briefed before the event.
- * race results are posted throughout the racing.
- * a full report is sent to the BDA on completion.

3.20 In addition the Race Organiser, in consultation with the EO should appoint the Chief Official (CO); the Safety Officer (SO) and the key Technical Race Officials for the event. The working relationships between the Race Organiser, the EO, CO and SO are of paramount importance to the organisation, delivery and safety of any event

3.21 **Competition Regulations.** The BDA Competition Regulations, where they concern matters of safety, which includes this Water Safety Policy, must be adopted by Festival Race organisers seeking BDA approval for their event. The BDA Competition Regulations that cover other matters, should be adopted when-ever they are appropriate to the event or race venue being used.

Race Officials and the Racing Rules.

3.22 The BDA recommends that all Technical Race Officials, conducting Festival Races, who may act in more than one capacity, should be BDA qualified Race Officials. **As a minimum the Chief Official must be BDA qualified.** The roles and duties of the Technical Officials are shown in the BDA Rules of Racing (R2 – R3 inclusive), which should be adopted for use in Festival Races. **Additionally, all Boat Helms must be BDA qualified.**

3.23 All Race Officials have a duty to ensure that Dragon Boat Races are organised safely, thus they are not only concerned with conducting fair racing but also have a responsibility for the welfare of the participating crews.

3.24 Race Officials must ensure that adequate records of crew numbers on the water are kept and maintained for each and every race and that the BDA Rules of Racing are followed. (*See Sport Racing paragraphs 2.32 – 2.34, for Boat Marshalling duties*)

3.25 **Requirements ‘On the day’.** Rescue Boats are to be provided by the Event Organiser whilst any crew is afloat. The boats must be suitable for the task of rescue and under the control of persons trained in boat handling and rescue techniques. The boats must be properly equipped for such purposes. They should be sufficient in number and deployed on the racing course so that rapid assistance and recovery can be provided whenever the need arises.

3.26 Every Festival Race should have an Event Safety Officer (SO) whose duties are:

- * to ensure that the BDA policy on water safety is followed.
- * to provide reports to the BDA Executive Committee or its representative on safety issues arising from the event.
- * to ensure that the Event organiser has provided Medical / First Aid cover appropriate to the scale of the event.

3.27 The Safety Officer, who may have other duties, such as the Race Organiser, must ensure that the following items have been considered, planned and provided for:

- * that a safety plan is made and communicated to all crew managers and officials. An **Event Safety Plan** is included at **Annex F** to this Policy.
- * that suitable numbers of trained rescue personnel and properly equipped rescue craft are available.
- * an adequate supply of PFAs are available.
- * arrangements for access / egress from craft are suitable for the numbers involved.
- * a water circulation plan and system has been established and included in the racing instructions communicated to all Boat Helms.
- * that Crew Lists are completed prior to any crew racing which includes:
 - i Details of weak swimmers.
 - ii Appropriate medical details i.e. asthma, epilepsy.
- * that all Helms allocated to crews during the event are made aware of the known weak swimmers and those competitors with medical conditions.
- * an effective communication system between rescue craft and the SO is established.
- * participate in the crew managers briefing to draw attention to the safety requirements of the event.
- * to ensure that the correct procedure for rescue of a capsized crew is followed (*see Annex A*) and to conduct the "on the shore" head count.
- * the authority to cancel racing if the conditions are hazardous to the health and safety of crew members.

3.28 The procedures to be followed in the case of accident or emergency shall be prepared and communicated to competitors and officials in their race instructions, by the Race Organiser and Crew Managers briefed by the Event Safety Officer.

SECTION. B – CLUB and CREW ACTIVITIES

i. DRAGON BOAT CLUBS.

4.1 **Definition.** A Dragon Boat Club is defined as an unspecified number of people who have grouped together for the purpose of taking part in Dragon Boat Racing and who have collectively adopted a formal Sports Club Constitution. In general terms this will show that the Club's individual members are responsible for the Club's affairs; that they elect Club Officers and Officials, to manage the affairs of their Club and that the Club keeps properly maintained and controlled accounts. The Aims and Objectives of the Club will be to maintain the traditions of dragon boating and take part in, develop and promote the sport of Dragon Boat Racing. *(BDA Bye-Law 1)*

4.2 **BDA Recognition.** For a Dragon Boat Club to be recognised by the BDA, it must have a formal Club Constitution that is consistent with that of the British Dragon Boat Racing Association's (the BDA). Its Aims and Objectives must be consistent with those of the BDA; its Safety Regulations, General Regulations and Club Rules must also be consistent with those of the BDA and it must have in Membership of the BDA, at least one Registered Dragon Boat Crew, as described below. *(A draft Club Constitution, acceptable to the BDA, is shown in the BDA Members Handbook).*

4.2.1 **A Full Member Crew** (Full Member) is a **BDA Registered Dragon Boat Crew** in which the majority of crew members are over the age of 18, on the 1st January, in a given year. A Full Member is entitled to compete in all types of BDA organised or sanctioned dragon boat events within the UK *(BDA Bye-Law 1.1.1)*

4.2.2 **A Junior Member Crew** (Junior Member) is a **BDA Registered Dragon Boat Crew** whose crew members (with the exception of the Steerer) are under the age of 18 on the first January, in a given year. A Junior Member Crew is entitled to compete in all types of BDA organised or sanctioned dragon boat events within the United Kingdom. *(BDA Bye-Law 1.1.2)*

4.3 Every Club should maintain adequate third party public liability insurance (PLI) and dragon boat insurance cover, where applicable. (PLI and Personal Accident Insurance cover is included in the BDA Crew Membership package).

Coaching and Personal Skills

4.4 Dragon Boating is a water based activity and therefore subject to a variety of climatic conditions. It is important that Clubs ensure that everyone involved in Dragon Boating becomes aware of the dangers of adverse weather conditions and learns how to deal with them so that they can continue to enjoy the sport in safety.

4.5 The BDA requires that Clubs develop systems to ensure that every Club Member involved in dragon boat activities are given full and proper instructions on safety procedures, paddling techniques and capsize drills before going afloat and at regular intervals thereafter – *see also paragraph 4.9*. Novice and Junior competitors must be given clear and particular attention.

4.6 Many of these requirements can be achieved through the BDA Coaching Awards Scheme, which is an essential and integral part of the BDA Water Safety Policy. The BDA Coaching Scheme Handbook sets out clearly the training required for BDA Coaching and Helming Awards. Every Dragon Boat Club should encourage their Members to undertake training for these Awards.

4.7 Those involved in training and coaching crews are not only concerned with improving the performance of their crews, but also have a responsibility for the welfare of the crew whilst they are under instruction. It is the duty of all those involved in training and coaching crews, to ensure that each and every crew member is suitably and appropriately dressed for the weather and water conditions they are operating in. This is to include PFAs, when and where necessary.

4.8 Dragon Boat Clubs should also encourage their members to become fully conversant with Life Saving; First Aid and resuscitation techniques. Courses in these important safety issues are provided by a variety of organisations that specialise in them. *The British Canoe Union's (BCU) aquatic first aid award is a particularly suitable qualification for those involved in dragon boat activities to hold – see Notes on page 34.*

Safety Requirements.

4.9 Dragon Boat Clubs shall have a clearly defined programme of induction for new members and ongoing programmes for water and safety training, for all Club Members participating in dragon boat activities. The water training and safety programmes should be reviewed annually and include confirmation of an individual's swimming ability and water competence; instruction on how and when to wear a Personal Flotation Aid, such as a Buoyancy Aid; instruction on the 'Buddy' system (*Annex A*); advice on the clothing to wear when dragon boating and practice in exiting and recovering a swamped or capsized dragon boat. (*See Notes on page 34 & Annex E*).

4.10 **Safety Officer.** The BDA requires that each and every Dragon Boat Club, shall appoint a Safety Officer whose name shall be registered with the BDA Company Secretary. It is the duty of the Safety Officer to fully understand the BDA Water Safety Policy and to advise their Club on its requirements and implementation, concerning Club activities both competitive and recreational and when in a training situation. In particular the Safety Officer should be responsible for ensuring that:-

- a. A testing programme is in place to confirm the swimming ability and water competence of all Club Members who take part in the water activities of the Club. (*See Advisory Notes on page 34*).
- b. All Club Members are given clear advice on the use of PFAs and the problems associated with cold water immersion.
- c. That all training venues have site safety regulations and procedures relevant to dragon boat activities, including rescue procedures.

4.11 **Safety Information.** Every Club **shall display in its facility the BDA Safety Notice** and publish in its Club's Safety Information, Annex A to this Policy - the **BDA Guide to Safety on the Water leaflet**, a copy of which should also be given to each and every Club Member.

- a. **Safety Audits.** *The BDA National Safety Officer will carry out an annual audit of BDA Clubs, together with the Club Safety Officers concerned, to ensure that the requirements of paragraphs 4.9 and 4.10 above, are complied with and that Club Members are generally aware of the contents of both the BDA Water Safety and Welfare Policies. (An audit of BDA Clubs' Welfare procedures will also be carried out on an annual basis by the BDA Welfare Officer, with the Club Welfare Officer.)*

4.12 **Safety Equipment.** Safety and First Aid equipment shall be readily available at each Club training location, appropriate to the levels of the activity being undertaken. The minimum requirement is:

- * First Aid boxes..
- * Throw Lines and Bags.
- * Personal Flotation Aids (PFAs).

4.13 **Ability to Swim.** Ideally all Club Members taking part in dragon boat activities should be able to swim at least 50 metres. As a minimum, for competitions, they must be water confident in cold and slow moving water when dressed in light clothing as worn in a race and wearing a PFA

4.14 **Risk Assessments.** Every Club should carry out a risk assessment for each venue used for dragon boat activities – see Annex E, concerning its suitability for dragon boating, in both fine and adverse weather and in summer and winter conditions.

4.15 **Medical and Accident Books.** It is recommended that all Clubs maintain a Medical Record Book which lists any known medical conditions (notified by Club Members voluntarily) which may, in certain circumstances, affect their ability to take part in dragon boat activities. For example, perforated eardrums, epilepsy, diabetes, heart conditions or asthma.

4.16 An Accident Book is to be maintained by every Club and should be available for inspection by the BDA or other organisations with responsibility for Health and Safety, at all times.

4.17 **Boats and Equipment.** All Dragon Boats owned or controlled by a Dragon Boat Club should carry a BDA Approved Boat Manufacturers Certificate, such as that issued by the International or European Dragon Boat Federations' (IDBF and EDBF) indicating that the boat has been fitted with adequate buoyancy and is constructed to a standard acceptable to the BDA. Boat Paddles should be made to a specification acceptable to the BDA or as approved by the IDBF or EDBF.

4.18 It is the duty of every Club to ensure that its Dragon Boats and equipment are properly maintained and fit for use. A Boat Helm should check before every water session that the boat is in fit condition for use. These checks include:-

- * that the head; tail; drum; the drummer's seat and the steering oar are securely fitted.
- * that there are no loose ropes - particularly in the area of the drummer's feet.
- * that the boat is not leaking and that there are bailers in it available for use.
- * that bow and stern mooring ropes are securely fastened.
- * that the centre seat cover is in place.
- * that the buoyancy compartments will function as intended.

BDA Accredited Provider /Activity Licences.

4.19. **BDA Accredited Provider.** BDA Accreditation as a Provider of Dragon Boat Activities (Accredited Provider) that is, an organisation offering dragon boat activities **to adults**, as a business practice, is open to fully constituted Dragon Boat Clubs offering such activities to non BDA Members on a fee paying basis. *See **Section C. ii** for further information. (**Annex J**, contains full details of the BDA Accreditation Scheme).*

4.20 **BDA Activity Licences.** As part of its policy for developing dragon boat activities in a safe and responsible manner, the BDA operates a number of licensing schemes which also helps it to regulate and monitor general dragon boating. The Activity Licensing Scheme is one such scheme, which 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. (*See **Annex C**, for full details*).

4.21 BDA Recognised Dragon Boat Clubs holding non-competitive activities, such as Club 'Come and Try It' for non-members, will be issued with a Members Activity Licence (MAL), on renewal of their annual BDA Crew Membership. The MAL gives full civil liability cover under the BDA Master Policy which, to be effected, means that the MAL holder undertakes to comply with the BDA Water Safety Policy and General Safety Regulations and use BDA qualified teaching personnel for the activities being offered.

4.22 The Members Activity Licence also gives BDA Dragon Boat Clubs organising Club Races or Down River or Open Water Races, for BDA Members, full civil liability insurance cover under the BDA Master Policy.

4.23 ***The BDA Council will NOT accept any liability for accidents that may occur during a Dragon Boat Club activity when the terms and conditions of the Club's Members' Activity Licence, have not been fully complied with.***

Documentation Retention – BDA Dragon Boat Clubs and Crews.

4.24 All BDA Dragon Boat Clubs and Crews, conducting organised dragon boat activities, are to ensure that they develop formal policies relating to the retention of dragon boat activity records. (Such policies are also expected from the commercial providers of dragon boat services) (June 2006)

4.25 Of particular importance is a policy relevant to the retention of records relevant to issues effecting the Protection of Children and Vulnerable Adults. (June 2006)

4.26 Important records such as training details, Dragon Boat Activity Logs etc, as described in this Policy, personal references, CRB reference numbers etc should be retained in this regard. A document retention period of 25 years is deemed appropriate by accepted authorities in the field of child protection, therefore it is recommended that all records that relate to activities involving children or vulnerable adults are retained for the same period of time. (June 2006)

4.27 The retention of appropriate records is considered important due to the time that can elapse, in abuse cases, between an event or allegation of abuse and a claim for such an event arising. (June 2006)

ii. DRAGON BOAT CREWS.

5.1 **Definition.** A Dragon Boat Crew is defined as a specified number of people who have grouped together for the purpose of taking part in a Dragon Boat Race. The number of people specified may vary according to the size of the dragon boat and the nature of the race entered.

5.2 **BDA Registered Crews.** For the purposes of Section B, of this Water Safety Policy, a Dragon Boat Crew is one that is in Membership of the British Dragon Boat Racing Association – the BDA, and ‘Registered’, as described in paragraphs 4.2.1 and 4.2.1 of this Policy **but which does NOT have a Club Constitution and structure, as described in paragraphs 4.1 and 4.2.**

5.3 The formal conditions of such BDA Membership are shown in Article 3.4 of the BDA’s Articles of Association. This Article places a number of obligations on the members of the crew who are formally registered with the BDA as ‘Crew Representatives’ (a maximum of four). The BDA advises that two of the Crew Representatives should be the Crew Manager and the Crew Helm respectively.

5.4 **Crew Representatives Duties.** A prime responsibility placed upon Registered Crew Representatives, which obligates them with a duty of care, is as follows:-

5.4.1 At all times, whether within the precincts of or outside the Association, representatives of a Registered Crew shall be jointly and severally responsible for the good conduct and behaviour of other members of their crew and they shall be vicariously liable jointly and severally to the Association and/or its members for the acts omissions or other wrong-doings of those other members.

5.5 **Crew Responsibilities.** BDA Registered Crews compete in Sport Racing under the conditions published in the BDA Competition Regulations, of which this Policy Document forms a part. All Crew Members are therefore required to be familiar with the advice and guidance given within the Policy, especially concerning swimming ability and the advice given on the wearing of PFAs.

5.6 **Crew Manager and Boat Captain.** The Crew Manager and Boat Captain of a BDA Registered Crew shall jointly **ensure that the coaching advice; safety measures and training guidance given for Dragon Boat Clubs, in paragraphs 4.4 to 4.18 inclusive, are applied to the conduct and training of their Dragon Boat Crew.**

5.7 In this respect the Crew Manager shall generally be responsible for ‘off the water’ matters and the Boat Captain for ‘on the water’ matters. Civil liability and personal accident insurance cover is provided for Registered Dragon Boat Crews, through the BDA Master Policy, when training for and competing in BDA organised competitions.

5.8 It is expected that all Members of a Dragon Boat Crew will heed the advice given within this Policy, especially regarding the wearing of PFAs. **It should be remembered**

PERSONAL CHOICE = PERSONAL RESPONSIBILITY

iii. TRAINING IN DRAGON BOATS

5.9 When engaged in training or conducting dragon boat activities, the advice and direction of the Environment Agency or other appropriate authorities (which includes managers of water sports centres) must be followed with regard to the dangers in various water conditions, especially where the provision of rescue services and the wearing of PFAs is concerned.

Rider. *In all circumstances a Risk Assessment must be carried out by a suitably qualified person, with responsibility for the activity or the person in charge of the dragon boat crew concerned. The Risk Assessment must take this Section into account. (Jun 06)*

5.10 **Boat Captain.** It is the responsibility of the Boat Captain (normally the Helm) to know the total number of paddlers in the boat and how many of them are Juniors, before embarking, and at all times during a training session. The Boat Captain must ensure before embarking that:-

- * that each and every member of the crew is “fit to paddle” both medically and physically. The Captain should therefore be aware of any medical conditions of the crew members, recorded in the Club’s Medical Record Book.
- * that all crew members have been briefed on the BDA buddy system ; know who their ‘buddy’ is and their responsibilities towards each other.
- * that all crew members have been briefed on the water and weather conditions likely to be encountered and accordingly given clear advice on when to wear PFAs and the effects of cold water immersion..
- * that all crew members are suitably dressed for the conditions they are likely to experience on the water and that they are not wearing anything, such as wrist weights, that may impede their ability to exit from a capsized or swamped dragon boat or swim unaided, once in the water.

5.11 When in a training situation and especially in winter conditions when the water temperature is below 6c, a ‘Dragon Boat Log’ of all crews on the water must be maintained. *(June 06)*. The log should contain the following information:-

- * number of people afloat.
- * direction and details of journey.
- * estimated time of return.

5.12 **Personal Buoyancy.** *The wearing of personal buoyancy when a crew is training, is a decision for the Boat Captain or Crew Coach to make, but in Summer on Open Water, even when conditions are kind, crews are advised to consider wearing PFAs, such as buoyancy aids, in the following circumstances. (Amended – June 2005)*

- a. when a crew trains **without** the provision of **a rescue boat**, that is, **unescorted**.
- b. when individual paddlers train in Outrigger Kayaks (**see Annex G**, for details)

5.13 When training is not taking place on Open Water and it is in warm and calm or where a crew is escorted (i.e. a rescue boat is in close attendance) *the wearing of PFAs by the crew, is left entirely to the discretion of the Boat Captain.* However, for those individuals who are weak swimmers, that is, those who cannot swim at least 50 metres, unaided, the wearing of a PFA is *advised.* *(Amended – June 2005)*

5.14 When an escorted crew is training in **adverse summer weather conditions**, *the Boat Captain (Coach) is strongly advised to consider the wearing of PFAs, by all Novice adult crew members and any Junior crew members. The Boat Captain (Coach) should consider PFAs for all participants when the crew is unescorted.* For weak swimmers this should be made mandatory, whether or not the crew is escorted. *(See the Note to page 6 for a general guide to adverse weather conditions) (Amend: June 2005)*

5.15 **During winter training sessions**, when a crew is operating 50 metres or more from a shore, river bank or other landing point, **unescorted**, *then the Boat Captain (coach) should strongly consider the wearing of PFAs, by all novice crew members' and should consider PFAs for all other crew members, irrespective of the water or weather conditions.* It is particularly important that a crew log is maintained in such circumstances. *(Amended – June 2005)*

5.16 **Rescue Boats.** When a crew is training **on Open Water** (which can be a large inland lake or reservoir; river estuary or an open harbour) or at a recognised water sports centre, in winter conditions or in adverse summer weather, the BDA advice is to make use of a powered Rescue Boat, whenever possible.

5.17 In such situations, if, for whatever reason, the use of a Rescue Boat is not possible or practical, then it is recommended that all crew members *strongly consider wearing PFAs*, or that the dragon boat does not operate more than 50 metres from any point of landing. For crews training without motorised rescue cover, in any weather or water conditions, the dragon boat should also carry water bailers and a throw line and have a tow line, for use in an emergency. *(Amended – June 2005)*

Other Considerations when operating on Open Water or in Sea Conditions.

Note: Whilst the BDA does not encourage the use of Dragon Boats on the Open Sea, it is accepted that dragon boat activities do, in practise, take place in sea conditions.

5.18 All boats should ideally, be clearly marked with the telephone number and name of the Operator so that in the event of a boat being found adrift, in Open Water or especially Sea conditions, the owner can be easily contacted and any need for Search and Rescue, rapidly established.

5.19 **Equipment.** Dragon Boats operating in open water or on the Sea, should carry towlines and a 20m throw-line. The Helm should carry an audible alarm signal - whistle or Air Horn - for the attention of the Support Boat or others. A single signalling system should be established with the Support Boat or land base, particularly to indicate if help is required, and when to come immediately to shore.

5.20 **For very large Lakes and on the open sea** Dragon Boats should be fitted with additional buoyancy and carry at least two spare Paddles. All Crew members should wear PFAs. In addition the Boat Captain must carry a throw line.

5.21 **Support Boats** when accompanying a dragon boat or boats, should carry a First Aid Kit and Survival Bags and, ideally, Resuscitation Aids. Anchor and Spare Rope, Bucket and Bailers and Tool Kit including spare Boat Bolts, Spanners etc and an alternative means of propulsion.

It should always be remembered that:-

PERSONAL CHOICE = PERSONAL RESPONSIBILITY

SECTION. C – RECREATIONAL DRAGON BOATING.

i. REGISTERED DRAGON BOAT CENTRES

This Section should be read in conjunction with the Terms of Reference for the conduct of Dragon Boating for Registered Centres and Accredited Providers, which is published separately as BDA Leaflet No 5/1. See also **Annex H**, the BDA Dragon Boat Providers, Code of Practice.

6.1 **Background.** 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 the general public 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.

6.2 To this end the BDA has a scheme of Registration for Activity Centres and the like, who are offering dragon boat activities on a commercial basis.

6.3 **Registration** as a BDA Dragon Boat Centre is open to outdoor activity centres, water sports centres and local authority bases, youth centres and leisure centres, who provide dragon boat activities **for young people** and adults. Full details of the BDA Registered Centres Scheme is shown **at Annex I.**

***Note:** Irrespective of BDA Registration, an Activity Centre operating in a commercial manner and offering Dragon Boating **to young people**, on specified waters has a statutory duty under The Activity Centres (Young Persons' Safety) Act 1996 to become Licensed as a Provider of Dragon Boating by the Adventure Activities Licensing Authority (AALA).*

6.4 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'**, shown at **Annex H**, which supplements this Water Safety Policy. In general terms the Code of Practice requires the provider of a dragon boat activity, whether it be educational, introductory or recreational, to adopt the operational and safety standards of the British Dragon Boat Racing Association and other working practices, as published by the BDA Executive Committee from time to time.

6.5 **Preamble.** In these guidelines the BDA is seeking to set out examples of good practice, related to an appreciation of the actual level of risk in each of the situations identified. It is emphasised that the requirements shown are the minimum expected by the BDA from an Activity Centre offering dragon boat activities.

6.6 It is expected that BDA Registered Centres will operate a staff training system for every person involved, see also paragraphs 6.9 - 6.15, which is relevant to the locations used. The training system will ensure that everyone concerned has adequate personal competence, is equipped and practised in the use of all necessary equipment, and is aware of all the potential hazards of the environment in question. It is also expected that all equipment will be maintained to an acceptable standard, and that students will be trained in its application and use.

6.7 The BDA assumes the integrity of the management and their staff, and will support Registered Centres operating within accepted good practice. The BDA Executive Committee will, however, take appropriate corrective action against any Registered Centre in breach of the Policy.

6.8 **Requirements.** Registered Centre Status requires the dragon boat activity provider to be a Full Associate Member of the BDA and use Dragon Boats and equipment to specifications approved by the BDA. In addition Registered Dragon Boat Centres shall ensure that:

6.8.1 All instruction and training of crews will be carried out by qualified staff holding the appropriate BDA Coaching Scheme Award and any other required operational or safety qualifications.

6.8.2 Any competitive events organised will, when and where appropriate, be run under BDA Rules of Racing and, if applicable, the BDA Competition Regulations. All races are to be supervised by BDA qualified Race Officials.

6.8.3 Public Liability Insurance cover is held by the Centre, for Dragon Boat activities, that boats and equipment are adequately insured and that any other statutory insurance requirements have been fully met.

6.8.4 They comply with all statutory regulations concerning young people undertaking dragon boat activities and with all BDA safety requirements.

Water Safety (See paragraphs 6.37-6.42 for Water Definitions)

6.9 **Safety Policies.** A Safety Policy Statement must be in force and a satisfactory Operational Plan must be in place, together with an Emergency Action Plan. The BDA Safety Poster (*see Annex A*) should be clearly displayed. The Centre must ensure that there is adequate First Aid provision available at all times, both on and off the water. **The Centre must adopt the Code of Practice, shown at Annex H to this Policy.**

6.10 **Staffing.** Every BDA Registered Centre organisation shall appoint a Safety Officer whose duty it will be to fully understand the BDA Water Safety Policy; to advise their organisation on its implementation and the BDA on any matters of concern not covered by this Water Safety Policy.

6.11 The Registered Centre must employ or appoint a 'qualified person' who holds the appropriate BDA Coaching Award (*see paragraphs 6.13 and 6.15*), as the member of staff with responsibility for all Dragon Boat activities and the choosing of venues and their suitability. The Safety Officer and the qualified person, who should be a current member of the BDA, can be one and the same person.

6.12 **Staff Competence.** Centres should encourage their teaching staff to become fully conversant with Life Saving; First aid and resuscitation techniques. Courses in these important safety issues are provided by a variety of organisations that specialise in them. *The British Canoe Union's (BCU) aquatic first aid award is particularly suitable for those undertaking dragon boat activities – see Advisory Notes on page 34).*

6.13 All staff engaged in dragon boat activities should be BDA qualified. **The BDA Coaching Scheme Handbook** sets out clearly the training required for BDA Boat Helms and Coaches. Every Centre should encourage their key personnel to undertake the training necessary to obtain these Awards. It should be recognised that as centre staff progress through the BDA Coaching Awards Scheme, that they will develop skills, knowledge, and experience that will increasingly equip them for taking greater responsibility for Novice Crews on the water, as illustrated in paragraphs below.

6.14 **A decision by a BDA qualified person to allow Boat Helms to operate unsupervised is an operational judgement which can only be made on the day. In such cases the conditions under which unsupervised helms can operate, should be included in the Registered Centres normal operating procedures. The details of each days activity parameters should be recorded in an Activity Log.**

6.15 **Staff Ratios.** The following Staff Ratios are suggested as ideal for practical teaching purposes. The person in charge should always be allowed to exercise discretion. (See paragraphs 6.37-6.42 for water definitions).

- a. **Very Sheltered Water:-** One BDA qualified *Boat Helm per boat in warm Summer weather conditions, with a *BDA Coach, Level 2, supervising in winter or adverse summer weather conditions. (*** A BDA Club Helm or Instructor Award, is an equally acceptable qualification**).
- b. **Sheltered Water:-** One BDA qualified *Boat Helm per boat in warm weather, with a *BDA Coach Level 2, per boat in winter or adverse summer weather.
- c. **Sheltered Tidal Water:-** A staff ratio of One BDA qualified *Boat Helm per boat for general activities close in- shore, with one *Coach, Level 2 supervising the activity from the shore, is suggested as practical for teaching purposes in Sheltered Tidal Waters and in all water and weather conditions.
- d. **Open Water:-** One BDA qualified *Boat Helm and one *Coach, Level 2, per boat, in all weather conditions. On very large lakes (and on the open sea) the activity should be supervised by a qualified *Coach in an accompanying boat.

6.16 **Operating Conditions.** Dragon Boating as an out of doors water based activity is subject to a variety of climatic conditions. Both air and water temperatures should be considered. Water temperatures are normally low in the United Kingdom, especially between November and May. It is important that everyone involved in providing dragon boat activities becomes aware of the dangers of adverse weather conditions and immersion in cold water and learns how to deal with them. To this end Registered Centres must carry out Risk Assessments – *see Annex E*, on all venues used for their dragon boat activities and also ensure that:-

6.16.1 Appropriate Safety and First Aid equipment is available, appropriate to the levels of provision provided. The minimum requirement is:

- * First Aid boxes.
- * Thermal / Exposure bags / blankets.
- * Throw Bags.
- * Personal Flotation Aids (PFAs).

6.16.2 That details of local conditions applicable to the safety of users on the water, are notified to participants. The details must include:

- * a plan of the local water.
- * details of potential hazards.
- * details of local tides, wind or climatic conditions, where and when appropriate.

6.16.3 That a log of those on the water is maintained. The log should contain the following:

- * number of people afloat.
- * direction and details of journey.
- * estimated time of return.

6.16.4 That an Accident Book is to be maintained, which should be available for inspection at any time.

6.16.5 That the Safety Officer has the power to suspend water activities should he or she consider that the conditions for dragon boat activities are unsafe, for whatever reason.

6.17 **Advice.** The advice and direction of the Environmental Agency or other authorities, with regard to the dangers in various water conditions must be followed at all times, especially where the wearing of PFAs by participants is concerned.

6.18 **Use of Powered Boats.** All drivers of powered boats should be properly and effectively trained. The Royal Yachting Association provides training and certification courses in the handling of powered boats. It is recommended that all drivers obtain the RYA Safety Boat Award and conduct practices in recovering and towing dragon boats.

6.19 All powered boats involved in dragon boat activities should have engines fitted with an engine cut off device - general called a "kill cord" and carry the following equipment:

- * a bailer.
- * a throw bag.
- * exposure bags / blankets.
- * first aid kit.
- * sharp knife
- * a paddle.

6.20 All powered boats must be adequately and effectively maintained.

Equipment.

6.21 It is the duty of every Registered Centre to ensure that all equipment used in its Dragon Boat Activities is regularly and properly maintained, in order to ensure that it is fit for use and safe for its intended purpose.

6.22 Each Registered Centre is therefore required to establish procedures where-by defects to equipment are reported and action taken to remedy the defect before it is used again.

6.23 **Boat Helm.** Before every water session is undertaken, the Boat Helm should check that the dragon boat is in a fit condition for use. This check should include:

- * that the head; tail; drum; the drummer's seat and the steering oar are securely fitted.
- * that there are no loose ropes - particularly in the area of the drummer's feet.
- * that bow and stern mooring ropes are securely fastened.

- * that the boat is not leaking and that there are bailers in it available for use.

- * that the centre seat cover is in place.
- * that the buoyancy compartments will function as intended.

6.24 **Responsibilities.** It is the responsibility of the Boat Helm to check that each and every member of the crew is "fit to paddle" both medically and physically.

6.25 The Helm should therefore be made aware, by the individuals concerned or the Centre Management, of any medical conditions of the participants, such as perforated eardrums, epilepsy, diabetes, heart conditions or asthma, that may adversely affect a persons ability to take part in the dragon boat activity.

6.26 For any Dragon Boat afloat without motorised rescue cover, the helm of the Dragon Boat should also carry a throw line for use in emergencies.

The Participants.

6.27 **Training.** Registered Centres should develop systems so that every person involved in dragon boat activities is given full and proper instructions on safety procedures, paddling techniques and capsize drills before going afloat. Novice Adults and young people under 18 years old, must be given clear and particular attention.

6.28 Participants should be briefed that, in the event of a boat swamping or capsize, that as a crew they will operate the 'buddy' system, detailed in *Annex A* - the BDA Guide to Safety on the Water Leaflet. Participants should also be informed of their responsibility towards each other – see *also Annex E*.

6.29 **Clothing.** Participants must wear suitable foot protection, to prevent cuts due to ground or water hazards such as glass, shells or flints or due to contact hazards in the boat and must NOT wear any personal items that may impede their ability to swim. Clothing must be appropriate, for the dragon boat activity, taking into account the following factors:

- * water temperature, air temperature, wind chill factor.
- * the ability of the group, the length of the session.
- * the location, that is, the type and size of the water course.
- * availability of support – e.g. rescue craft.

6.30 **Ability to swim.** Ideally all those participating in recreational type dragon boat activities should be a competent in the water, that is, they should be able to swim and tread water, without a PFA, for at least 3 minutes.

6.31 A person who is 'confident' in water (not competent) may be permitted to take part in recreational dragon boating, wearing a PFA and under the supervision of another member of the crew who is water competent. It is suggested that a 'water confident person', is a person who, when wearing a PFA, is able to remain calm and tread water confidently when in slow moving water.

6.32 Some non-swimmers may in fact, be safely introduced to Dragon Boat activities by trained instructors, in a controlled environment, as a means of instilling water confidence. Such discretion may be exercised in line with the instructor's training and experience, where such special circumstances exist.

6.33 **Personal Buoyancy.** All participants under the age of 18 must wear a Buoyancy Aid or Life Jacket, generally known as a Personal Flotation Aid (PFA), the fitting of which should be checked by a suitably qualified person, who has given instruction on its application and use, to the participants, before embarkation in a Dragon Boat. Adults are advised to wear PFAs when taking part in recreational dragon boat activities on water which is above their own chest height.

Open Water Situations. (See paragraph 6.43 for definition)

6.34 **Use of Support Boats.** When operating on Open Water (which can be a large inland lake or reservoir; river estuary or an open harbour) the use of Support Boats is recommended. But, in calm and stable conditions and provided that the boat remains within 50 metres of a shoreline or landing point, a crew may with the authorisation of a BDA Coach, Level 2, dispense with a Support Boat.

6.35 In such cases, the BDA recommendation is that PFAs shall be worn by all crew members, irrespective of their age, experience, personal fitness or swimming abilities. Tow lines must be carried by all boats and a First Aid Kit and Emergency Equipment must be available close at hand when operating away from the environs of the Registered Centre.

6.36 All dragon boats should be clearly marked with the Telephone Number and ideally the name of the Operator so that in the event of a boat being found adrift, the owner can be easily contacted and any need for Search and Rescue, in an open water situation, rapidly established.

6.37 Dragon Boats should carry a BDA/EDBF Boat Manufacturers Licence, which indicates the boat has adequate buoyancy and is constructed to the correct International or European Specification for a Standard Dragon Boat. Paddles should also be to BDA/EDBF Specification.

6.38 A single signalling system should be established with the Support Boat or land base, particularly to indicate if help is required, and when to come immediately to shore. A member of staff, capable of competently operating the Support Craft, should be delegated as a spotter to ensure that all the party is safe, or if the boat is crossing a large expanse of open water (a very large lake) then, the Support Craft should accompany the Dragon Boat, in order that it can also be used as a Rescue Boat, should the need arise.

6.39 **Equipment.** **Dragon Boats operating in open water** must carry towlines and a 20m throw-line. The Helm must carry an audible alarm signal - whistle or Air Horn - for the attention of the Support Boat or others. **Support Boats** must carry a First Aid Kit, Survival Bags, Resuscitation Aids and an alternative means of propulsion. Anchor and Spare Rope, Bucket and Bailers and Tool Kit including spare Boat Bolts, Spanners etc, should also be carried on board.

DEFINITIONS FOR INLAND DRAGON BOATING.

6.40 **Very Sheltered Water.** The definition involves, quiet canals with easy bank access and egress. Park lakes, which are not large enough, and do not have difficult landing areas, for problems to occur if there is a sudden change in conditions. Enclosed Docks and Water Sports Centres. Specified sites on slow moving rivers or shallow lakes not exceeding 5 feet in depth.

6.41 The definition implies summer weather conditions, which are not in themselves, likely to cause problems. Care must be exercised when water temperatures are low or wind strengths cause adverse water conditions, as can be expected in bad weather.

6.42 **Sheltered Water.** The definition involves, Small Lakes and Reservoirs, placid water rivers, faster flowing rivers but not involving the shooting of Weirs or running rapids. The definition implies normal summer weather conditions. Care must be exercised when water temperatures are low or when operating more than 50 metres from a shore or landing point.

6.43 **Open Water.** The definition involves, Large and Very large Inland lakes and Reservoirs; tidal river estuaries and open harbours but not the Open Sea. The Open Sea is a very different environment from inland waters. The BDA does not encourage dragon boat activities on the Open Sea.

6.44 The definition implies normal summer weather conditions. Care must be exercised when water temperatures are low; in adverse weather conditions or when operating more than 50 metres from a shore or landing point.

6.45 **Sheltered Tidal Waters.** The definition involves, small enclosed bays where there is minimal possibility of being blown offshore; the upper reaches of some river estuaries and enclosed Harbours. In all cases the wind and weather conditions must be favourable and care must be exercised if operating more than 50 metres from a landing point.

ii. BDA ACCREDITED PROVIDERS

(and Casual Providers of Dragon Boat Activities)

6.46 **Status.** BDA Accreditation as a provider of dragon boat activities (Accredited Provider) is open to Commercial Event Organisers, who are NOT a recognised water activity centre, as described in Section C.i, offering dragon boat activities **to adults**. Fully constituted Sports Clubs or Dragon Boat Clubs; offering dragon boating on a fee paying basis to non-members, may also be Accredited. ***Details of the Accredited Providers Scheme is shown at ANNEX J.*** (See also Annex H – Code of Practice).

- a. Those organisations providing dragon boat activities on a casual basis, such as Registered Charities and Leisure Companies, are advised to follow the advice given in this Section and Section A ii, as appropriate.

6.47 **Purpose.** BDA Accreditation means that provider is known to be conducting dragon boat activities to a standard acceptable to the BDA.

6.48 Accredited Dragon Boat Activity Providers are required to ensure that:-

1. 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.
2. All boats and equipment used will be fully up to EDBF/BDA specifications and Licensed for racing with full boat insurance cover.
3. All Race Organisers used will be notified to the BDA and all Race Officials will be of a standard acceptable to the BDA.
4. BDA Safety policies will be complied with and that adequate public liability insurance cover will be provided for any activity being organised.
5. All Boat Helms (Steerers) will be competent in teaching the basic paddling and rescue techniques associated with Dragon Boating and they will be able to supervise a Novice dragon boat crew adequately, in summer conditions.

General Safety.

6.49 BDA Accredited Providers should follow the safety advice given in this Policy under Section A ii, when organising races and, where relevant, as shown in Section C.i when organising recreational dragon boating. In any situation the following advice, in particular, should be implemented by accredited providers:-

6.49.1 **The Buddy System.** Crews should be briefed that, in the event of a capsize, the crew will operate the 'buddy' system, detailed in the BDA Guide to Safety on the Water *Leaflet (see Annex A)*. They should be informed of their responsibilities towards each other – see *Annex E, Acknowledgement of Risk*.

6.49.2 **Personal Buoyancy and Swimming Ability.** All Novice adult participants and those under the age of 18 should wear PFAs. Participants in Dragon Boat activities should be able to swim, ideally at least 50 metres in light wet clothing.

ADVISORY NOTES FOR CLUBS, CREWS AND ACTIVITY PROVIDERS

A: Swimming Tests: The following test is designed for a swimming pool but can be conducted outdoors in a designated swimming area. It is conducted with participants wearing light clothing, as for a race, that is, racing shirt/vest, trunks, shorts, socks and foot wear. The Test:-

1. Enter deep water by jump or dive, showing complete immersion.
2. Immediately swim 50 m on front, competently and without a rest or touching the end wall (25m pool) or pool bottom.
3. Tread water for 30 seconds and swim 25m, on back.

The test is done without a rest and judged, as satisfactory by a competent third party, such as a BDA Coach, swimming pool coach or lifeguard.

B: Boat Capsize Exercises: If a capsize exercise is proposed, then as a minimum, the following considerations should be taken into account:-

1. Chose good weather conditions:- warm air, water above 10c, no wind.
2. Chose safe placid water:- that is, no other boating activities taking place, no currents, weirs etc. Clean water to swim in (or swallow!).
3. Ensure that a safe exit from both the boat and the water is possible, for the crew and that a safe recovery of the boat too, is possible.
4. Ensure the crew are fit and that they are all proven, capable swimmers.
5. Ensure the crew are appropriately dressed, as for a race and wearing buoyancy aids. Also consider helmets for head protection.
6. Conduct proper crew dry land training and preparation beforehand.
7. Prepare the boat to avoid risks and minimise damage/loss, e.g. no ropes to tangle swimmers. Stow painters but fit and secure a tow rope.
8. Have at least one rescue boat standing by and additional help on hand.
9. Have trained first aiders with experience of dealing with water sports.
10. Ensure that the exercise is well supervised and consider taking a video of the exercise for subsequent review and use as a training aid.

C: Aquatic First Aid Award: The BCU Aquatic First Aid Award, Level 1, is designed to provide those involved in canoeing and other water based activities, with the basic knowledge and skills required to address the First Aid incidents most likely to arise during water activities, taking place on very sheltered and sheltered water, and within a reasonable distance of medical assistance. The syllabus, with a rough guide to the time spent on each subject, is as follows:-

- | | |
|---|---------|
| 1. Incident Management. | 30 min |
| 2. The ABC of Resuscitation. | 150 min |
| 3. Drowning and Cold Water Immersion. | 30 min |
| 4. The Effects of Heat and Cold. | 30 min |
| 5. Wounds and major Bleeding. | 30 min |
| 6. Shock. | 20 min |
| 7. Heart Attacks. | 30 min |
| 8. Head Injuries and Other Causes of Unconsciousness. | 30 min |
| 9. Fractures, Dislocations, Strains and Sprains. | 30 min |

PERSONAL BUOYANCY - Personal Flotation Aids (PFAs).

SUMMARY ON WHEN TO WEAR THEM

The matrix below is a summary of advice on the wearing of PFAs, in varying weather and water conditions. **The final and conclusive decision on the wearing of PFAs, on the day of the activity concerned, rests with the person in charge of a Dragon Boat Crew 'on the water' at that time or the Chief Official in a competitive situation. The guidance given within this Policy is therefore given on the basis that a local risk assessment will always be carried out, by a suitably qualified person, to confirm or supplement the advice given within this matrix.** (June 2006)

Age	Competitor Class	Weather Conditions	Swimming Ability	Sport Racing	Festival Racing	Training	Recreation D. Boating
<u>12-15</u>	<u>Juniors</u> (Class B & C)	All	All	Yes	Yes	<i>* Strongly Consider</i>	Yes
<u>16-17</u>	<u>Juniors</u> (Racing Class A)	Summer In good Weather	50 metre + Competent Confident	Advised Yes Yes	Yes Yes Yes	* <i>Consider</i> <i>* Advised</i>	Yes Yes Yes
16-17	<u>Juniors</u> (Racing Class A)	Winter or adverse Summer	50 metres + Competent Confident	Yes Yes Yes	Yes Yes Yes	<i>* Strongly Consider</i> <i>* Strongly Advised</i>	Yes Yes Yes
<u>18 +</u>	<u>Novice</u>	Summer In good Weather	50 metre + Competent Confident	Advised Advised Yes	Advised (1) Yes Yes	* <i>Consider</i> <i>* Advised</i>	* Advised (1) Yes Yes
18 +	<u>Novice</u>	Winter or adverse Summer	50 metres + Competent Confident	Yes Yes Yes	Yes Yes Yes	<i>* Strongly Consider</i> <i>*Strongly Advised</i>	Yes Yes Yes
<u>18 +</u>	<u>Experienced</u>	Summer In good Weather	50 metre + Competent Confident	No (2) Consider Yes	As For a Novice	* <i>Consider</i> <i>* Advised</i>	As For a Novice
18 +	<u>Experienced</u>	Winter or adverse Summer	50 metres + Competent Confident	Advised Yes Yes	As For a Novice	* <i>Consider</i> <i>*Advised</i>	As For a Novice

* **Consider** on Open Water, when no rescue cover is available **OR** when operating more than 50 metres from the nearest landing point **OR** when the water depth is above the chest height of the individual paddler.

* *Advised for water confident paddlers of any age (See Paragraphs 5.12-5.17)*

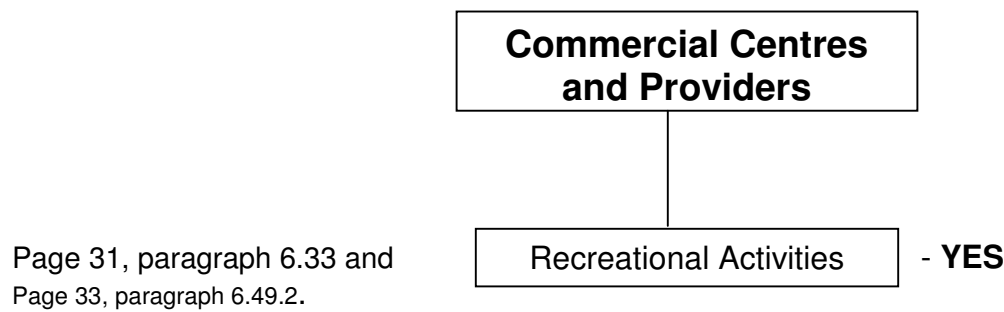
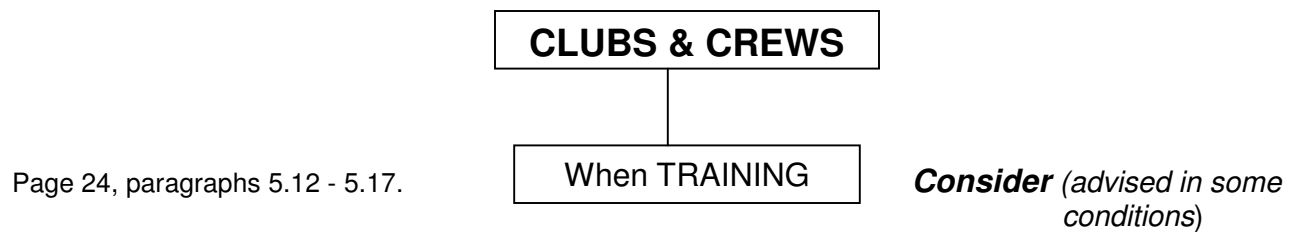
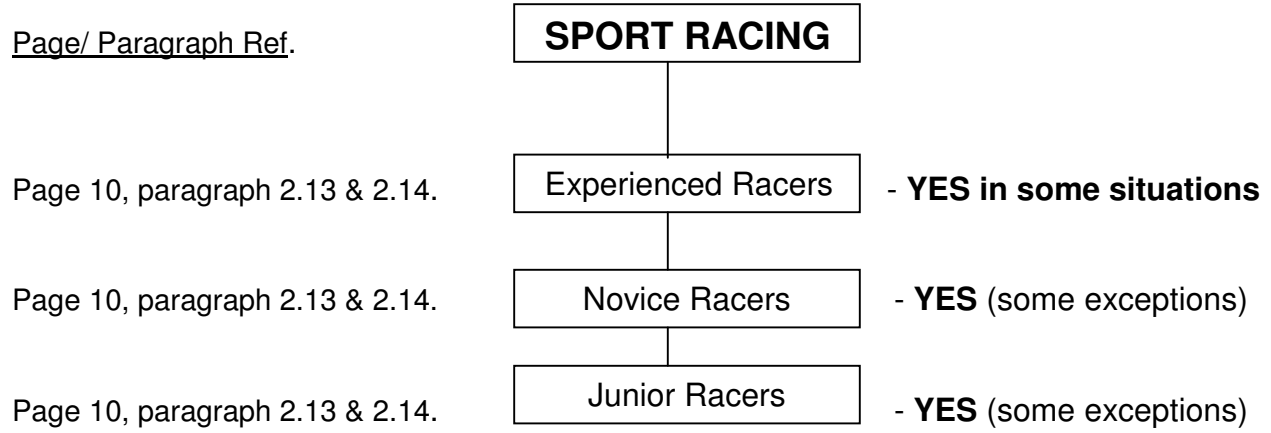
(1) **Advised** when on Very Sheltered Waters. **YES** on all other waters – see Definitions on page 6.

(2) **Advised** for all Drummers and Helms.

(Matrix Amended – June 2005)

PERSONAL BUOYANCY SUMMARY

Page and Paragraph references to when it is needed
 (Subject to a local Risk Assessment being carried out)



BDA COMPETITION REGULATIONS

Annex to Competition Regulation 1.8

Enclosure 1

ANNEXES

TO THE

BDA

WATER SAFETY POLICY

2001 Edition



Issue 3 June 2006

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ANNEX A



BRITISH DRAGON BOAT RACING ASSOCIATION

GUIDE TO SAFETY ON THE WATER

(As Amended – June 2005)

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, where possible, or by a written statement.*

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 water sports, such as Rowing and Canoe Racing).*

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, should wear them. The Race Organiser *shall provide PFAs* for all competitors who request them, or at the Crew Manager's request. **In an informal competitive event, such as a Charity Race, all competitors are advised to wear PFAs, 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 consider wearing 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 capsize *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 (or 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 the 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 – ACC EPT IT!

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!



BRITISH DRAGON BOAT RACING ASSOCIATION

Appendix.2.
to ANNEX A

SAFETY NOTICE

PLEASE READ THIS BEFORE LOADING YOUR BOAT



This notice gives important safety information for crew members taking part in Dragon Boating. Please take time to read it carefully.

Dragon boating is inherently safe and capsize are rare, except where the crew is at fault. However, in any watersport there is always an element of danger. This information is intended to minimise the risks to you.



CONDUCT

Crews must comply with all instructions given to them. Once in the boat, crews must obey the commands of their Helm. Crews who engage in dangerous, unruly, thoughtless or offensive behaviour will be disqualified.

Deliberately capsizing a Dragon Boat can be dangerous and may damage the boat. It also disrupts the racing programme. Crews that cause their own or another boat to capsize or who ram another boat will be disqualified.

Alcohol impairs judgment and can increase the risk of hypothermia. Crews who have been drinking excessively will not be allowed to race.



ABILITY TO SWIM

All crew members must be able to swim at least 50 metres when dressed for racing, and must be competent in cold, deep and open water.



BUOYANCY AIDS

- Buoyancy aids must be worn:
- by weak swimmers
 - by all crew members under the age of 12
 - by Junior crews (under 18) when directed by the Race Organiser
 - by those uncomfortable in the prevailing conditions
 - in adverse or winter racing conditions, i.e. open water or rivers
 - when required by the Race Organiser or Crew Manager
 - where local regulations require them

The Race Organisers cannot undertake to provide buoyancy aids for crews.



DRESS

Crew members must be adequately dressed for the conditions. Typically, paddlers should wear:

- T-shirt or vest, and shorts - not jeans
- buoyancy aid, when required
- suitable light footwear e.g. trainers, plastic sandals, wetsuit boots

- waterproof top and trousers, when conditions require it



BEFORE RACING

Before racing begins, Crew Captains must complete a Crew List and give it to the Race Officials.

Crew members must tell their Crew Managers if they are weak swimmers, or they have a medical condition that may affect them during the day.

Before each race, a count of the number of people in the boat must be made by the Crew Captain, and notified to the Boat Marshall. This will be used in the event of a capsize to ensure no one is lost.



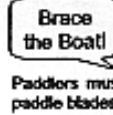
AFTER RACING

The crew remains under the command of the Helm until the boat is unloaded.

When approaching the landing stage, keep your hands clear of the boat's gunwales, to avoid them being crushed between the boat and the jetty. Do not try to fend off the jetty.

Stay seated in the boat until told. Then unload one person at a time starting from one end, as directed by the Helm. Otherwise the boat can capsize or be damaged.

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BRACING THE BOAT

To steady the boat, when sideways on to the wind or waves, the Helm will tell the crew to 'Brace the Boat'. Paddlers must lean out slightly over the side of the boat and press their paddle blades flat on the water, at arms length.



STOPPING THE BOAT IN AN EMERGENCY

To prevent a collision, the Helm will tell the crew to 'Stop the Boat'. Paddlers must immediately place their paddles deeply and vertically in the water and hold them firmly. A backwards stroke with the paddle can then be made.

Crews who fail to stop the boat when there is a danger of a collision will be disqualified.



BUDDY SYSTEM

The Buddy System allows the crew to be checked quickly following a capsize.

- Each person in the boat is paired with the person on the same seat and is given a number by numbering off from the front.
- The 'Stroke Pair' (first pair) in the boat are responsible for the Drummer and the 'rear pair' (last pair) for the Helm.
- In the event of a capsize, each person's first responsibility is to ensure that their partner is safe and well.



CAPSIZED BOATS

If a Dragon Boat capsizes, each pair of paddlers must immediately account for their buddies, to ensure that no one is trapped under the overturned hull, lost or injured. The Boat Captain must account for every crew member by calling out pair numbers and checking everyone answers 'OK'. He will ensure the number of crew corresponds with the count made when the boat was loaded.

The crew should stay calmly in the water with the boat and await the arrival of the Safety Boats or assistance. Do not attempt to turn the boat upright - in an overturned position it can be used as a float.

Once on the land all crew members must again be accounted for and any injuries dealt with immediately.

The boat recovery should only be attempted by experienced persons. The boat can be damaged if it is lifted while there is water left in it.



WATERBORNE INFECTIONS

The water may carry serious diseases such as Weil's Disease, hepatitis, gastro-enteritis, etc. To minimise your risk of contracting an illness:

- Do not drink or swallow the water
- Avoid deliberately splashing water on your face, or in your eyes, nose or mouth
- Avoid swimming or wading in the water
- Cover all cuts and grazes with waterproof dressings
- Use footwear to avoid injuring your feet
- Wash or shower as soon as possible after watersports, before eating or preparing food
- If you fall ill after watersport, go to your doctor early, and tell him you are a watersports participant
- If your symptoms include a high temperature, an influenza-like illness, and joint and muscle pains (particularly in the calf muscles) also tell your doctor about the possibility of Weil's Disease and give him a copy of the Weil's Disease leaflet (ask your Crew Manager or the BDA if you do not have one)



FURTHER INFORMATION

This notice supplements the BDA leaflets 'Safety on the Water' and 'Weil's Disease', which contain further information on safety for Helms, Crew Captains, Crew Managers and Race Officials. Your attention is also drawn to the BDA Competition Regulations and Rules of Racing.

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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)

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

Likelihood of Injury (with existing controls in place)	Rating Value (a)	Severity of Injury (with existing controls in place)	Rating Value (b)	Risk Rating (a x b)	Residual Action (in addition to existing controls).
Most Unlikely. = probability close to zero. (less than 10% chance)	1	Trivial. = injuries that Could be treated by Crew First Aiders, from a First Aid box.	1	1-2 (min)	Maintain Measures. Controls Adequate, if The Risk Rating is 1 or 2.
Unlikely. = injury a conceivable occurrence. (25% chance)	2	Slight. = injuries that May require more expert Treatment, administered at a First Aid Post, sick bay or out-patients.	2	3-5 (low)	Review Controls, if the Risk Rating is 3 to 4 and Take action if required, at Risk Rating 5
Likely. = high possibility of injury. (50% chance)	3	Serious. = injuries involving urgent hospital treatment.	3	6-8 (med)	Improve Controls. Action must be taken to Reduce the Risk, if the Risk Rating is 6 to 8.
Most Likely. = Injury probable. (75% plus chance)	4	Major. = injuries involving major trauma or death.	4	9-16 (high)	Urgent Action Required, 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

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

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

Activity Details: (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	<i>As for 1 above, plus</i> 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.



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 liase 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.....

.....

.....

.....

.....

.....

.....

.....

.....

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 Awards 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 Award 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. *All Dragon Boat Providers must have a formal policy relating to issues concerning the protection of Children and Vulnerable Adults.* (June 2006)

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; the BDA Water Safety Policy *and BDA Welfare Policy*.
(June 2006)

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, especially with regard to Safety and Welfare issues, as shown in the *BDA Safety and Welfare Policies, including the retaining of the appropriate records referred to in the said Policies.* (June 2006)

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 and welfare 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 and Welfare Policies will be complied with and the appropriate records retained* and that adequate public liability insurance cover will be provided for the event being organised. *(June 2006)*
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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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 Accredited Providers of Dragon Boat Activities**

SUMMARY OF AMENDMENTS - 2005/2006

Statement on Personal Flotation Aids & Risk Assessments. (Cover Page)

It is stressed that the advice given in this Policy concerning the wearing of Personal Flotation Aids (PFA) is for guidance only. The BDA Competition Regulations deal with mandatory situations relating to PFAs for BDA controlled competitive events. In all other circumstances it is the duty of the person responsible for the conduct of a particular dragon boat activity to ensure that Risk Assessments for the activity are carried out, using this Policy as a guide to the general areas to be considered and those circumstances in which advice on the wearing of PFAs may be applicable.

The final and conclusive decision on the wearing of PFAs, on the day of the activity concerned, rests with the person in charge of a Dragon Boat Crew ‘on the water’ at that time or the Chief Official in a competitive situation. The guidance given within this Policy is therefore given on the basis that a local risk assessment will always be carried out, by a suitably qualified person, to confirm or supplement the advice given within this document

4.11.a **Safety Audits.** *The BDA National Safety Officer will carry out an annual audit of BDA Clubs, together with the Club Safety Officers concerned, to ensure that the requirements of paragraphs 4.9 and 4.10 above, are complied with and that Club Members are generally aware of the contents of both the BDA Water Safety and Welfare Policies. (An audit of BDA Clubs’ Welfare procedures will also be carried out on an annual basis by the BDA Welfare Officer, with the Club Welfare Officer.)*

Documentation Retention – BDA Dragon Boat Clubs and Crews. (Page 22 and 24)

4.24 4.25 4.26 4.27 (June 2006)

5.9 **Rider.** In all circumstances a Risk Assessment must be carried out by a suitably qualified person, with responsibility for the activity or the person in charge of the dragon boat crew concerned. The Risk Assessment must take this Section into account. (Note: that is, paras 5.10-5.21)

5.11 *When in a training situation and especially in winter conditions when the water temperature is below 6c, a ‘Dragon Boat Log’ of all crews on the water must be maintained. (June 06).* The log should contain the following information:-

5.12 **Personal Buoyancy.** 5.13, 5.16.1 5.17 (Amended – June 2005)

Personal Flotation Aids (PFAs). **Summary On When To Wear Them** (Page 35)

The matrix below is a summary of advice on the wearing of PFAs, in varying weather and water conditions. **The final and conclusive decision on the wearing of PFAs, on the day of the activity concerned, rests with the person in charge of a Dragon Boat Crew ‘on the water’ at that time or the Chief Official in a competitive situation. The guidance given within this Policy is therefore given on the basis that a local risk assessment will always be carried out, by a suitably qualified person, to confirm or supplement the advice given within this matrix..**

ANNEX A	Capsized Or Swamped Dragon Boat	(Amended – June 2005)
ANNEX H	Code Of Practice - 3. <u>Participants’ Welfare.</u>	(June 2006)
ANNEX I	Registered Dragon Boat Centre This Code requires the provider of	(June 2006)
	Registered Centre status indicates that:- 6. The Provider complies with.....	(June 2006)
ANNEX J	Accredited Provider status indicates that:- 5. <i>BDA Safety and Welfare Policies will</i>	.(June 2006)