



BRITISH DRAGON BOAT RACING ASSOCIATION

THE RACE PERMIT SCHEME

(Annex to BDA Competition Regulation 1.9.1 refers)

The purpose of the **BDA Race Permit Scheme** is to ensure that all Event Organisers have been advised to provide the basic safety and insurance cover recommended by the BDA, whilst indicating to both competitors and interested organisations alike, that the event has been subject to governing body scrutiny. The permit also helps the Association to monitor the organisational standards of dragon boat events.

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 for the Association and to develop the sport at large.

A Race Permit is required for any BDA organised or sanctioned competitive event whether or not an entry fee is charged. A Race Permit is not required for training sessions or introducing 'non-profit' making sessions to the sport.

The requirement for BDA Race Permits applies to all those organisations and individuals who wish to organise a competitive dragon boat event in the United Kingdom. The cost of a Race Permit will vary according to the type of event and the status of the Event Organiser, for example a BDA Member, a charity, public body or a private company. A Race Permit is equitable to all events for the following reasons:-

- a. It gives governing body approval and support to the event and helps the event organisers to promote, market and publicize their event.
- b. It gives every participating crew Basic Crew Membership of the BDA for 3 months plus public liability insurance cover and because crews are entered on the BDA records, it enables them to receive ongoing information about the sport.
- c. It helps the BDA to monitor organisational and safety standards at events and to check that adequate insurance cover is held by the Event Organiser.
- d. It ensures that, as far as possible, the BDA Regulations and Racing Rules are complied with and that fully qualified Race Organisers and Chief Officials are used.
- e. It provides a record of the event and the main results from it, and it provides a small income to the BDA towards providing governing body services.

There are three main categories of competitive events for which a Race Permit is required, namely:-

1. **BDA Regattas**

- a) **NATIONAL RACES** Qualifying Races and Finals of any National series of races, such as the National League and Cup and Charity Challenge Competition.
- b) **SECTION RACES.** Section Races are those races which form part of a BDA Divisional, Regional or Area Championships.
- c) **CLUB RACES** Club Races are those races organised by BDA Crews at local level which are **not** in aid of charity.
- d) **CLOSED RACES** Closed Races are those races organised by BDA Members based in the public or private sector, for their own 'in house' purposes where entry is restricted to the employees and families of that Member's parent organisation.
- e) **DOWN RIVER RACES** Down River Races are 'point to point' races over distances in excess of 2000m, organised by BDA Members or other agencies.

2. **Charity or Corporate Regattas**

Charity Regattas are those dragon boat races organised by a registered charity, BDA Member or another non-profit making organisation, for a charity's own funds. In general, Charity Regattas fall outside the scope of the BDA Charity Challenge Competition.

3. **Corporate Regattas**

Corporate or Private Regattas are those dragon boat races organised by profit making organisations or agencies on behalf of themselves or other organisations for corporate purposes, such as team building, promotion and publicity, client relationships, fun days out, etc, etc.

The above definitions should not be considered to be all embracing. If your own situation is not covered then contact the BDA Secretary on 01295 770629 for advice.

RACE PERMITS - TERMS & CONDITIONS

The issue of a Race Permit by the BDA 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.

Events holding Race Permits will be included in the Association's annual Calendar of Events, provided that the event details have been agreed in time for publication.

Race Permit Fees The scale of Race Permit Fees is available from the BDA Secretary.

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 Race Permit is issued. The Permit Fee includes Public Liability Insurance cover (PLIC) and BDA Basic Membership for the crews,. PLIC includes Member to Member cover. Event organisers should therefore ensure that when setting their Race Entry Fee the Race Permit is fully taken into account.

The total Race Permit Fee, per event includes a non-returnable deposit which is payable on confirmation of the event. Three weeks before an event 50% of all Hire Fees and the minimum Race Permit Fee must be paid to the BDA Secretary, who will invoice the Event Organiser and issue the actual Permit.

On the day of the event a cheque for the remainder of the fees due to the BDA is payable. That is, the balance of all outstanding Hire Fees and Race Permit Fees.

Insurance Cover. Competitive events with a Race Permit can be added to the BDA main policy in respect of Public Liability Insurance Cover for a small additional fee.

Cancellation Charges

A sliding scale of cancellation charges operates as follows:-

- a. Up to 3 months before the event the deposit is retained.
- b. 3 - 1 month before the event - The minimum Race Permit Fee is payable, less deposit retained.
- c. 30 - 14 days before the event - The Race Permit Fee, as above plus 50% of any Race Organiser's fees and any expenses incurred (see 5).
- d. less than 14 days before the event - Race Permit Fee and other fees as above, plus 50% of Boat Hire Fees, plus any BDA Secretariat expenses.

Race Organiser/Chief Official

The tasks for the Race Organiser/Chief Official can vary from when the person concerned is only required to act as the Chief Official 'on the day', up to the complete package of support offered as a Race Organiser/Chief Official.

The Race Organiser's tasks, in this case, would include:- visiting the race venue; assessing its suitability for the event and advising on the facilities provided or needed at it to ensure a technically sound event; formulating the actual Race Programme for the Event Organiser (this may or may not include the actual reproduction of the programme); providing the Technical Race Officials to conduct and supervise the actual races and acting as the Race Organiser and/or Chief Official, on the day. The Race Organiser's Fee would therefore vary according to the actual input into an event.

Race Officials

Event organisers are advised to use officials from the BDA Officials Register to run their races, especially the Chief Official. All BDA Registered Officials will have attended a BDA Race Officials Training Course and undergone at least a seasons practical experience of officiating before qualifying as a Technical Race Official.

Technical Race Officials undertake such tasks as Starter, Judge, Timekeeper, Umpire, Safety Officer, Race Secretary and of course Race Organiser and Chief Official.

Other officials such as Boat Marshals; Press Officers; Stewards, do not undergo formal training and are not registered by the BDA and are designated as Supporting Officials.

Further details of the BDA Race Permit Scheme, its Terms and Conditions and application forms, are obtainable from the BDA Secretary, David Cogswell at:-

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Warwickshire**

Email: DACogswell@aol.com

Fax: 01295 770734