



Dragon Scales Eight

Regatta Planning and Information

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Rules for racing

Dragon boating in Australia follows the International Dragon Boat Federation rules. Go to www.idbf.org and click on the Documents link, here you will find all publications relevant to dragon boating.

Regatta - how to guide

The success of hosting a regatta lies in the initial planning. By following this guide, your club will be able to plan an event that is well run, on time, and fun for the participants and spectators.

Hosting a dragon boat regatta is a big commitment for a club. A regatta is not just about competing; a regatta is about honouring dragon boating's Chinese heritage, and having fun. A regatta is important to building the strength of a team and promoting the sport to the general community.

The regatta manual covers:

- Host Club responsibilities
- QDBF responsibilities
- Publicity and Public Relations
- Sample Budget
- Site and Equipment
- Race Schedule
- Race Rules
- Checklist

Host Club Responsibilities

Regatta planning needs to start at least two months before the event. This gives the club time to form an organising committee, delegate tasks, and to ensure adequate funding for the event.

Regatta Organising Committee (ROC)

The overall planning of a regatta is the responsibility of the ROC, but it takes a whole team to host a regatta - everyone! The team must work together and be dedicated to making their home regatta a first-class event.

Dragon Boat Queensland race calendar is published two months before the start of the season so clubs know well in advance what month their regatta will be in.

To adequately plan for a regatta, the ROC should form three months before the event. A chairperson will head the ROC. This person should be the most dedicated, experienced, and responsible person on the team; this is the person who will manage the regatta.

The regatta chairperson will have final authority over all activities of the various committees. The regatta chairperson must understand and be familiar with the International Dragon Boat Federation (IDBF) rules that govern all dragon boat events.

The ROC determines what type of event will be held—sports competition, sports and corporate competition, or corporate competition—where the event will be held, the race distance, the level of community involvement, media coverage, and duration of the event.

The ROC should be divided up in to the following categories:

- Race director
- Equipment director
- Catering director
- Corporate and Club Team director
- Publicity director

*The duties of each member of the ROC are included in the DBQ Race Manual

Licenses and Approvals

- The host club is responsible for obtaining the appropriate council and local waterways authority approvals in order to host a regatta. Please check with Events Directors for more information on the appropriate authority in your area.

Volunteers

- Volunteers are an important part of the success of a regatta. Without people volunteering their time to be race officials, boat handlers, marshallers, food providers, ticket sellers, and general helpers, a regatta would be impossible to run.
- It is a good idea to prepare a roster and distribute the roster to all volunteers two weeks before the regatta. This gives people time to organise their personal schedules and each person knows exactly what their responsibilities are on the day. Make sure no one does more than two hours in his or her allocated role.
- Ask volunteers to commit to the entire day and not to paddle on regatta day; volunteers need to focus on their duties. It is frustrating for event organisers when volunteers try to juggle paddling and their volunteer duties.
- Each volunteer, particularly race officials, boat handlers, and marshallers, need to be familiar with the IDBF race rules and the QDBF regatta policy and procedures (on the web site).
- Above all else, **look after your volunteers**. Remember to provide volunteers with an official event shirt, and food and regular drinks throughout the day.
- Ensure all volunteers have been given a copy of the race rules and have been fully briefed on what they need to do. Volunteers who are performing the duties of race officials, starter, umpire, marshalling, and timekeepers are required to have achieved, at least, AusDBF Level One Race Officials Certification.

2	Starter	Does the race starts. A starter needs to have experience. This can be quite a difficult and stressful job.
2	Registration Desk	Register sports crews and corporate crews, distribution of ID tags, and team rosters.
1	Chief Official	Responsible for the smooth running of the event Adjudicator—in case of dispute
1	Water Umpire	In the water rescue boat. Responsible for crews at starting line and reports any jump starts, lane impediments etc.
6	Finish Line	Timekeepers, race results, and finish line adjudicator.
3-6	Marshalling	Responsible for making sure crews get in the right boat/lane, correct crew composition, check off team lists. Makes sure there are plenty of bailers, life jackets, toolbox for emergencies.

1	PA Announcer	Responsible for calling crews to marshalling area, calling the races etc.
3-6	Boat Holders	Holds the boats so the paddlers can get in/out of them quickly and assist with bailing if necessary.
6	Boat Aligners	pontoon

Venue

The host club is responsible for providing a venue for the event that is suitable for racing. Race lanes need to be at least four metres deep and wide enough to have a minimum of three race lanes. The host club also needs to determine what length the races will be (this will be dictated by your venue); races can be - 200metres, 250metres, 300metres, 500metres, 1 000metres and 2000metres. Once a venue has been selected, plan where you will put the start, finish, and marshalling areas.

It is a good idea to draw up a map of the venue and mark out crucial areas such as:

- Start and finish lines
- Marshalling areas
- Chief Judge's area
- Announcer's tent
- Food vendors
- Competitor's area
- Parking
- Toilets

This plan has to be submitted, for approval, to the Event and Technical Directors two weeks before to the regatta.

Recruiting Corporate Teams

The host club can choose to include, in conjunction with a sport competition, or as a stand-alone event, corporate teams. Involving corporate teams is an excellent way to raise money for the club and to introduce dragon boating to the wider community. Depending on where the host club is located, corporate teams can be sourced from local businesses, schools, other sports clubs, and church groups. Dragon boat experience is not essential for corporate teams, but it is important the participants are physically fit and healthy.

All corporate teams must sign a **Safety and Liability Waiver** form before competing.

This form can be found on the QDBF web site.

Allow corporate teams enough time to have at least three practice sessions. The ROC should start corporate team recruitment at least two months before the regatta.

When the host club knows how many corporate paddlers are competing, inform the QDBF Insurance Director so insurance coverage can be organised.

Entry form

- The regatta entry form is on the Smart Space Database System for all clubs to access and enter their crews for a regatta. This will go live 2 weeks before the regatta day. This gives clubs time to decide on team/teams and train accordingly.

Trophies and Medals

- It is the responsibility of the host club to organise and supply trophies and medals.

Fundraising and sponsorship

- Host clubs are responsible for organising their own fundraising events. Suggested fundraising activities include raffles, guessing competitions, selling food and merchandise, and holding corporate events.
- Check with your local council and the Queensland Office of Gaming Regulation as to what permits are required to hold raffles and other fundraising activities.
- A **sample sponsorship proposal** is on the web site for host clubs to use to get sponsorship for the regatta from local businesses. When asking local businesses for sponsorship funds, the key to success is to give businesses something for their money - what are they going to get out of the regatta?

Planner

Week Four

- Confirm all arrangements with suppliers for food and drinks, toilets, marquees, seats, official's boat
- Book the DBQ equipment trailer through info@dbq.com.au and organise a collection time
- Advise final corporate paddler number to the Insurance Director
- Send out regatta invitations to sports teams.

Day before Event

- Allocate enough volunteers to help load boats and equipment if you are borrowing from other clubs and the DBQ
- Collect trophies and organise anything else for the event.

Day of Event

- Have all your members at the venue early as possible; it takes a while to set up the site
- Dress the boats—heads, tails and drums
- Set up the finish line with video equipment etc

Day of the event

- Drop the marker buoys in for the start and finish lines
- Organise the marshalling area (bailers, corporate paddles, tool box etc)
- If non-paddler volunteers—need to be there by 8.00am so volunteer briefing can happen.

Note: Never underestimate how long set up takes. It is better to have five minutes spare than run ten minutes late.

- At the end of the day, you **MUST** ensure that the venue is left tidy and the boats and all equipment has been packed up. The more hands there are the quicker pack up is done.

One Week after Event

- Arrange for return/collection of the QDBF Equipment Trailer to the Technical Director
- Forward the complete race results from your event to the Technical Director for collation/tallying of point score system and posting to the QDBF web site.

Dragon Boat Queensland Responsibilities

DBQ will:

- Arrange, via the Insurance Director, all necessary insurance for your event
- Post your event.
- Collate and tally the regatta points after receiving event results
- Within a week of receiving results, the DBQ will send the race results to clubs
- Race results will be posted on to the DBQ web site.

Publicity and Public Relations

- If dragon boating is to grow in popularity and attract new participants, publicity of regattas is important.

Local media

- Dragon boating is not a high profile sport and to attract media attention, clubs need to form good relationships with local media outlets.
- Two weeks before the regatta, send a press release to local newspapers, radio stations, and television stations informing them of your event. The Press Release template is on the DBQ website for clubs to use and can be altered to suit your event. If you require assistance with public relations issues, contact the Communications Director for help.

Local media

- Always follow up the press release with a phone call to the journalist you sent it to and keep in contact with them in the weeks leading up to the regatta.

Local community

- It is also important to publicise the event in your local community through posters on community notice boards at shopping centres, local shops, gyms, and with other sporting groups.
- If you have children at local schools, talk to the school about placing information in the school newsletter. You can also talk to your local shopping centre about having an information stand at the centre a weekend to promote your event.

Follow up

- The week before the event, be in contact with local media and invite them to attend the regatta. Promote the regatta as a colourful and festive event, steeped in Chinese tradition, and attended by over 600 people.

Site and Equipment

- The site must be inspected the day before the regatta. Ensure the following is available:
- Wide enough expanse of water to hold three to six boats per heat
- Straight racing course for 200m and/or 500m
- Finish line that can be monitored by land
- Marshalling area
- Safe and easy access for loading and unloading of boats.
- A venue plan must be submitted to the Events Director.
- An Equipment Registrar must be prepared so that you know what equipment will be needed.
- Dragon Boat Queensland has a Gear Trailer which can be hired out.

The following minimum safety requirements must be met:

- Queensland Ambulance, St Johns, or Red Cross for first aid or members that hold a current First Aid Certificate.
- PA system (included in QDBF Equipment Trailer)

- Lifejackets (PFDs)
- Water safety (surf rescue IRB) - minimum of one boat with at least two people on board
- Video equipment for the finish line
- Two way radios (included in QDBF Equipment Trailer)
- Lunch and water for volunteers
- Sunscreen and shade for volunteers
- Chairs and shade for judges
- Loud hailer plus spare batteries (included in QDBF Equipment Trailer).

Race Schedule

- All regattas must be run according to the DBQ 'Hosting an Event' Guidelines.
- The race schedule will be determined by the results of the previous regatta. This ensures even competition across the heats—seeding. The fastest crews should be split into separate heats, so the fastest teams are not all in the same heats (please speak to the Technical Director for assistance).
- Premiers—Opens, Women's, juniors and Masters Categories will run with two heats only. The heats will be based on points (NOT TIMES). The points from both races will be added together to establish the final crew placings.

For the finals, the lane draws are always:

- Lane 3 - fastest qualifier
 - Lane 4 - 2nd fastest qualifier
 - Lane 2 - 3rd fastest qualifier
 - Lane 5 - 4th fastest qualifier
 - Lane 1 - 5th fastest qualifier
 - Lane 6 - 6th fastest qualifier
- Note: Lane 1 is always closest to the shore

Heat category	LANE 1 (5th)	LANE 2 (3rd)	LANE 3 (fastest qualifier)	LANE 4 (2nd)	LANE 5 (4th)	LANE 6 (6th)
Premier Mixed Heat 1						
Premier Mixed Heat 2						
Premier Women Heat 1						
Premier Open Heat 1						
Premier Open Heat 1						
Premier Open Heat 2						
Masters Mixed Heat 1						
Masters Open Heat 1						
Masters Women Heat 1						

Team categories

1. OPEN - Men's and Women's
 - An Open team consists of paddlers male and female. The drummer and sweep can be either male, or female. All paddlers must be listed on the crew list before a race starts.
 - If clubs do not have enough paddlers to compete as one team, two clubs can combine to form a team. Points earned at a DBQ club regatta will be equally split between the combined clubs.
2. WOMEN'S
 - A Women's team must have all female paddlers, sweep, and drummer. Two clubs can combine to form one team if there are not enough paddlers from one club.
3. MIXED
 - A Mixed team is a crew of males and females. The drummer and sweep can be either male, or female. There are specific numbers that make up allowable crews:
 - 20's Standard Boat Crew min 5 to a max 10 male paddler's remainder of females.
 - 10's Small Boat Crew min 3 to a max 5 male paddler's remainder of females (excluding drummer and sweep).
4. JUNIOR 10s MIXED, OPEN, WOMEN'S
 - Junior paddlers are aged 12 to 18 years and a 10s team is made up of a 6/4 male/female ratio.
5. MASTERS
 - Masters paddler must be over 40 years of age as of 1 January and the same category rules apply for Open, Women's and Mixed as listed above.
6. DRAGONS ABREAST
 - Dragons Abreast teams are made up of breast cancer survivors. To be eligible to compete as a Dragons Abreast crewmember, at least 16 out of the 20 paddlers must be breast cancer survivors.
 - Sports paddlers are not permitted to compete in a Dragons Abreast crew unless they are breast cancer survivors.
 - If there are not enough breast cancer survivors to field a team, other cancer survivors have first priority in filling the boat.
7. CORPORATE (Business Organisations)
 - A corporate team consists of a minimum of 17 and a maximum of 24 paddlers. The team must be made up of at least 14 employees from the business they represent and are only allowed to have four paddlers from other places.
 - The team must have at least:
 - 6 females and 10 males
 - 7 females and 11 males
 - 8 females and 12 males.
 - Sweeps for corporate teams will be provided by the DBQ.
 - If a corporate team wins two years in a row, they are required to compete as a sports team at the next regatta.

Race Rules

- All regattas are run according to IDBF Race Rules.
www.idbf.org/5_1_.IDBF_Comp_Regs_06.pdf
- A copy of the race rules is to be available on the day of the regatta and all clubs should receive a copy two weeks before the event.

Protest procedure

All protests must be based on the IDBF Race Rules. A copy of the Rules is available on the DBQ, AusDBF, and IDBF websites and there will be a copy available at each regatta.

1. General

This procedure is designed to ensure that protests are:

- I. Lodged in a timely fashion
- II. Based on IDBF race rules
- III. Are properly argued
- IV. Can be dealt with by the Race Jury in a timely and fair fashion

2. Manner of Lodging Protests

In the event of a crew wishing to make a protest following a race, the Team Captain must lodge the protest with the Chief Official. Such a protest must be addressed to the Race Jury and made within 15 minutes of the end of the race, or within 15 minutes of the posting of the results of the race, or within 15 minutes after the result is officially protested if the protest is about the result, on the form attached.

Protest procedure

- Protests must be accompanied with a \$200.00 protest fee. This shall be returned if the protest is upheld.
- Protests must refer, at a minimum, to the following items:
 - Team name
 - Team manager
 - Race number
 - Lane number
 - Facts upon which protest is based
 - Race rule protesting team believed was infringed
 - Any action taken by officials either during the race or afterwards (include name and position of official if known)
 - Any issues with actions of officials
 - Desired outcomes
 - Signature and name of Team Captain
 - Time
 - Signature of Chief Official

3. Manner of Hearing Protests

- When a protest is made, the Chief Official shall immediately briefly confer with the Race Jury.
- Once the Race Jury has acquainted them with the substance of the protest, they shall call any other party involved to a meeting. The Team Captain and one member of the team may represent each club. No other people shall be allowed to address the Race Jury without the leave of the Chief Official. The Chief Official shall, in his/her absolute discretion, give leave for other team members to address the Race Jury on the advice of the Team Captain concerned.
- Each party concerned shall be given the opportunity to address the Race Jury.
- In order to quickly resolve the dispute, the Race Jury shall ascertain:

The facts surrounding the dispute;
The appropriate rules to apply; and
The appropriate action to take.