



# ADBA Safety Operating Procedures

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Version 3.0

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## Version History

Version	Date	Revision	Author
V2.0	28/10/14	<ul style="list-style-type: none"> <li>Updated 6.3, 6.9 to reflect NZDBA Sweep Accreditation</li> <li>Delete 6.10-6.24 and linked to NZDBA Sweeps Manual</li> <li>Updated training circuit for Westhaven</li> <li>Added training circuit for Lake Pupuke</li> <li>Merged Safety Acknowledgement and NOK Form</li> <li>Updated App 6 &amp; 7 with Safety Officer's details.</li> </ul>	Alisha Zanetich
V2.1	02/09/15	<ul style="list-style-type: none"> <li>Updated training without support boat</li> </ul>	Alisha Zanetich
V2.2	14/09/15	<ul style="list-style-type: none"> <li>Reviewed</li> </ul>	Chris Stone
V2.3	26/11/17	<ul style="list-style-type: none"> <li>Updated Safety officer names</li> <li>Removed a general point under 16. Interpretation</li> <li>Updated App 8 numbers</li> </ul>	Bill Lomas
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V2.6	17/10/18	<ul style="list-style-type: none"> <li>Reviewed - updates to contact details</li> <li>Updated 4.6 to give managers authority to request repeat swim tests for paddlers safety</li> <li>Updated App 1 to reflect change to 4.6</li> <li>Update 4.4 to clarify requirements of Team Manager and paddler responsibilities</li> <li>Updated 8.1 to reflect support boat response to emergency communications and support.</li> <li>Addition of 7.5 to Support boat role, to give outline of support boat role in emergency situations.</li> </ul>	Andrew Watson
V2.7	25/04/19	<ul style="list-style-type: none"> <li>Update App. 5 - Lake Pupuke training circuit.</li> <li>Update to section 9 to include divers as a hazard</li> <li>Addition of Appendix 10 to indicate dive flags</li> </ul>	Andrew Watson
V3.0	17/05/21	<ul style="list-style-type: none"> <li>Updated logo</li> <li>Full reformat due to file corruption.</li> <li>Updated to provide consistency throughout</li> <li>Updated sections 4 &amp; 6</li> <li>Added member's confirmation of swimming ability, advising coach of health conditions/changes</li> <li>Changed from Teams to Coach providing instructions</li> <li>Training camps changed from team to association</li> <li>Appendix - deleted swim log, updated training circuit maps &amp; added Polar Bear training maps</li> <li>Updated Emergency Contact Information</li> <li>Changed Risk Register likelihood rating from Almost Incredible to Highly Likely</li> </ul>	Alisha Zanetich, Bill Lomas, Chris Stone
V3.1	25/08/22	<ul style="list-style-type: none"> <li>Update Safety Officer details</li> </ul>	

## ADBA Safety Operating Procedures

### 1. Introduction and Scope

Dragon boating is an 'Assumed Risk Water Contact Sport' that may carry attendant risks. All participants should:

- Be aware of the risks and accept the risks.
- Be responsible for their own actions and involvement.
- Fully understand that they have a duty of care towards other participants in the sport.

There is the risk of personal injury from collision and the risk of drowning when dragon boat teams find themselves in the water. All risks are heightened in cold water. While contending with difficult weather conditions is part of the sport, safe enjoyment of the sport is the aim - personal safety must be paramount.

Each Dragon Boat club/team is responsible for knowing and adhering to Auckland Dragon Boat Association (ADBA) and NZ Dragon Boat Association (NZDBA) regulations, especially those applicable to water safety as documented in this SOP.

Each club/team is responsible for assessing the risks in its particular environment and in establishing the appropriate safety procedures to minimize those risks. Nothing in this document in any way limits an individual's responsibility for assessing his or her personal skills and for the outcome of his or her decisions and actions.

In all cases of accident involving injury or property damage, a representative of the team or event organizers shall notify Auckland Dragon Boat Association in writing immediately.

Additional safety requirements for **Sweeps** are set out in the NZDBA Sweep Accreditation System and Guidelines.

Additional safety requirements for **Races** are set out in the ADBA Rules of Racing.

### 2. Definitions

#### 2.1. Water Venue:

Any body of water (including a river, lake, marina or harbour) where dragon boating training, practice or racing is performed.

#### 2.2. Club/Team:

Comprises of a minimum of 15 financial individual members. The team members will have applied for membership to the Auckland Dragon Boat Association in accordance the association's rules and will have paid their annual membership fee.

#### 2.3. PFD:

Personal flotation device, such as a life jacket or life vest.

**NOTE MARITIME NZ OFFICER CIRCULAR 91 (SEE APPENDIX 15.1 MARITIME RULES) "MATCHING PFDs TO THE ACTIVITY" DESCRIBES HOW NZS5823, ALLOWS THE USE A PFD WHICH BEST SUITS THE TYPE OF ACTIVITY. SO, FOR A DRAGON BOAT, WHICH COULD TRAP A PADDLER UNDERNEATH IN A CAPSIZE SITUATION, A TYPE 403 BUOYANCY VEST PROVIDES ADEQUATE FLOATATION WHILE ALLOWING THE WEARER TO ESCAPE. INFLATABLE JACKETS ARE OFTEN ARE THE MOST COMFORTABLE.**

### 3. Interpretation

“Rules” means the Rules of Auckland Dragon Boat Association.

It is not the intent of the Auckland Dragon Boat Association for this Safety Operating Procedures to be interpreted for loop holes so that teams can bend the safety rules. If there is conflicting information in this SOP, please work with the Safety Officer or the Chairperson so it can be amended to read with clarity.

### 4. Responsibility for Safety

Everyone is responsible for safety and all members, whether participants, committee members or volunteers must:

1. Ensure they are familiar with the ADBA Safety Operating Procedures.
2. Ensure they act safely and without risk of injury to themselves or other dragon boaters.
3. Eliminate or minimise hazards that can be easily fixed.
4. Notify the “Safety Officer” (see below) of any hazards that require more substantial management by logging on the ADBA Incidents, Near Miss Report online.

The following outlines specific roles that carry specific areas of responsibility:

#### 4.1. Auckland Dragon Boat Association Committee:

- 4.1.1. Recognises that safety is paramount to the success of the sport and protection of its members and must be considered in all activities.
- 4.1.2. Will appoint a “Safety Officer” who shall ensure that an appropriate safety program is implemented in accordance with this SOP.

#### 4.2. Safety Officer is:

- 4.2.1. Responsible for administering the Safety Operating Procedure (SOP).
- 4.2.2. Responsible for managing (e.g., logging and minimising) any foreseeable hazards (see Hazards) and risks (see Risk Management) at all events including training.
- 4.2.3. Responsible for monthly reporting to the ADBA Committee on all reported incidents and near misses.

#### 4.3. Teams must:

- 4.3.1. Come to the assistance of any other team that capsizes, with the first priority to assist with any paddlers in distress.
- 4.3.2. Assist with towing of a capsized dragon boat or it may be deemed the best recovery option to right the boat in its location, bail the boat enough to paddle it back.

#### 4.4. Sweep shall:

- 4.4.1. Be responsible for the team whilst in the boat.
- 4.4.2. Must be a NZDBA Accredited Sweep and operate under the Safety Procedures Guidelines as outlined in the NZDBA Sweep Accreditation System and Guidelines.

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### 4.5. Coach shall:

- 4.5.1. Provide adequate instruction in watermanship and paddling technique to ensure that no person boating from the team puts themselves at risk when on the water.

### 4.6. Team Manager shall:

- 4.6.1. Familiarise themselves with the safety measures described within this document.
- 4.6.2. Ensure the team is registered and training is booked correctly.
- 4.6.3. Ensure Next of Kin details within the online registration are kept up to date and is always accessible in the event of an emergency so NOK can be immediately contacted.
- 4.6.4. Ensure that the ADBA safety rules have been read and understood by each individual team member.
- 4.6.5. Ensure team members are dress appropriately for the conditions.
- 4.6.6. Identify first aiders in their team. In particular it is highly desirable that the Safety Officer, Safety Boat Drivers and all regular club coaches should be so trained.

SEE APPENDIX: 15.2 SAFETY T&Cs ACKNOWLEDGEMENT AND WAIVER AND 15.3 NON-MEMBER NOK FORM

### 4.7. Each Participant shall:

- 4.7.1. Confirm they are able to swim 50 meters and confirm with a practical swim test if requested.
- 4.7.2. Dress appropriately for the conditions i.e., Thermals to be worn during winter, jeans and heavy cotton hoodies not to be worn in the boat.
- 4.7.3. Follow the instructions of the sweep at all times on the boat.
- 4.7.4. Ensure they use safety devices when required, and follow the appropriate procedures and instructions.
- 4.7.5. Advise their coach and team manager of any health conditions.
- 4.7.6. Update their coach and team manager of any changes to their health prior to participating.

## 5. Safety Equipment

Safety and first aid equipment shall be readily available at every venue, and will include:

- 5.1.1. First aid kit (to be fully stocked and regularly checked)
- 5.1.2. Thermal blankets or exposure bags
- 5.1.3. Throw bag and line
- 5.1.4. Personal Flotation Devices (PFD)

It is recommended that regional races should also be supplemented by contracting a First Aid supplier, such as St John Ambulance, or Red Cross.

- 1. If a contracted supplier is unavailable the Event Committee can provide a qualified professional to cover this service and supplement with first aid kit

## 6. Safety Operations

The following rules shall be observed by any Dragon Boat team training or racing under Auckland Dragon Boat Association's jurisdiction.

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### 6.1. For Day Time Paddling:

- 6.1.1. Must have Level 2+ Sweep either on steer or supervising.
- 6.1.2. Carry two forms of communications in waterproof cases.
- 6.1.3. Steerers must keep within 50 meters shore at all times.
- 6.1.4. Teams will not go out on the water when there is a high likelihood of a capsizes.
- 6.1.5. Teams will not go out when there is lightening, low visibility or water spouts active. If they do occur, teams must return to closest land, wait 15 minutes of last episode before returning to the water.
- 6.1.6. Boats must have at least two bailers secured to the boat (can be in hatch) so that in an event of a capsizes the bailer is available.
- 6.1.7. All participants must be wearing an appropriately sized PFD when on the water.
- 6.1.8. All training sessions must be logged in the ADBA shared training calendar.
- 6.1.9. Teams will stay within the specified training areas as outlined in 15.7.
- 6.1.10. Support boat is required for training outside the training circuits outlined in 15.7.
- 6.1.11. Teams will ensure all paddlers are registered members of the ADBA. Alternatively, where there are novices trying out or out of town teams, they must NOK details on hand and confirmed their swimming abilities.

### 6.2. For Night Paddling:

For paddling at night there is additional risk where visibility of the dragon boats is very low to other boats. To mitigate the following is required:

- 6.2.1. A support boat must be in supervision.
- 6.2.2. White all round lights are to be placed front and back of the dragon boats.
- 6.2.3. Sweep to wear headlamp.
- 6.2.4. The activities must be managed by Level 4+ Sweep or RSO Sweep Coordinator.

### 6.3. For Polar Bear Paddling:

- 6.3.1. As Polar Bear Paddling is facilitated by the association with a number of paddlers & leaders from a variety of teams, a “timeout” is recommended before loading the boats each session so everyone is on the same page. The “timeout” should be followed as outlined in Appendix 15.11 Polar Bear Time Out.

### 6.4. For Events:

- 6.4.1. Water events should be coordinated with other local water users to minimize clashes of interest and the possibility of additional water hazards arising.
- 6.4.2. Every water event should have an Event Risk Management Plan and a named Safety Officer of the Day.

**Commented [AZ1]:** Weather watch, water reports, mitigation plan, equipment readiness

### 6.5. Capsize Procedure without Support Boat:

- 6.5.1. Let go of your paddle (it could knock someone on the head, it will float).
- 6.5.2. Go with the roll.
- 6.5.3. Push with your feet if you are on the top of the roll.
- 6.5.4. When you surface, look for your buddy. The sweep will ask for a number off, this will identify anyone missing.
  - If you can't find your buddy let your sweep know



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- If you're buddy is in distress, inflate life jacket if appropriate, put them in the upright boat and call for assistance.
- 6.5.5. If the boat is upside down, do not roll it till the sweeps says (there maybe someone under there and you will knock them on the head).
- If there is anyone missing it is likely they are under the upside down boat. The sweep will elect one person to dive under and guide the person back.
- 6.5.6. Once everyone is accounted for you can SLOWLY roll the boat upright.
- 6.5.7. Bail the boat and set to again (extra bailers in the hatch).

### 6.6. Capsize Procedure with Support Boat:

- 6.6.1. Let go of your paddle (it could knock someone on the head, it will float).
- 6.6.2. Go with the roll.
- 6.6.3. Push with your feet if you are on the top of the roll.
- 6.6.4. When you surface, look for your buddy.
- If you can't find your buddy let your sweep know immediately.
- 6.6.5. If the boat is upside down, do not roll it till the sweeps says (there maybe someone under there and you will knock them on the head).
- 6.6.6. The sweep will ask for a number off, this will identify anyone missing.
- If there is anyone missing it is likely they are under the upside down boat. The sweep will elect one person to dive under and guide the person back.
- 6.6.7. Once everyone is accounted for you can SLOWLY roll the boat upright.
- 6.6.8. The sweep will ask if anyone is in distress ie. Leg cramp, asthma.
- If anyone is in distress, that person should go on board the rescue boat
- when it assists. If it not nearby, that person should be placed in the middle seat in the upright boat with their buddy for assistance.
- 6.6.9. Hold on to the sides of the boat - it will float, as it has a double hull.
- 6.6.10. Leave seat 1-3 empty so the rescue boat officer can hook up to the front of the dragon boat and tow you all in to safety.
- 6.6.11. The team is then to bail their boat.
- 6.6.12. The rescue boat officer will call in an emergency assistance if required.
- 6.6.13. Once all are safe the rescue boat officer can then assist with the retrieval of paddles

## 7. Operation of Support Boats

### 7.1. Lead Drivers must:

- 7.1.1. RYA Support Boat Operators certificate or Day Skipper Certificate or higher.
- 7.1.2. VHF Radio Certificate.
- 7.1.3. First Aid Certificate.

### 7.2. Support Boats should:

- 7.2.1. Be capable of transporting a minimum of twelve (12) people.

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- 7.2.2. Be of a design that will enable people to gain access to the boat, from the water, unaided.

### **7.3. Support Boat to Dragon Boats Ratio at events:**

- 7.3.1. One support boat for every six dragon boats.
- 7.3.2. If weather is likely to cause capsizes, a risk assessment to measure the number of boats likely to capsize per race and ensure there is one support boat per number of likely capsizes with the capacity to rescue all participants before issues are incurred.

### **7.4. Support Boat must carry:**

- 7.4.1. Two communication devices.
- 7.4.2. Access to emergency contact information for that training area.
- 7.4.3. Tow rope
- 7.4.4. Throw rope.

### **7.5. Pre-Training Checks:**

Support boat driver must perform the following checks before opening the training session:

- ☐ Identify all hazards, assess their risks and manage according to the Risk Management Plan.
- ☐ Advise teams of any minor risks and how to handle them.
- ☐ Advise both Safety Officer and Chair immediately of any A - C rated risks.
- ☐ Ensure rescue boat has ample fuel for the training session of the day and fill up before teams arrive.
- ☐ Ensure the boat is in an orderly fashion and all unnecessary equipment is unloaded before training.
- ☐ Ensure the tow rope is in order and ready for immediate use.
- ☐ Ensure first aid kit is fully equipped and notify the Safety Officer or Chair immediately if supplies are needed.
- ☐ Ensure the motor is running smoothly before teams put boats in the water. If the boat is having difficulties notify Safety Officer immediately and notify Equipment Officer. (Might be instructed to implement Independent Training procedures or use alternate boat -i.e., Hire from Ponsonby Cruising Club or assisted by Westhaven Marina on water team)

### **7.6. Role of the Support Boat Driver**

- 7.6.1. Ensure teams keep the use of the water as per the association rules & regulations.
- 7.6.2. Constantly observe all boats in the water whilst paddling.
- 7.6.3. Assist in an event of a capsize as per the capsize procedure.
- 7.6.4. Log and report any incidents and submit these to the safety officer when required.

### **7.7. In the event of an emergency on the water, the support boat can be used for:**

- 7.7.1. Communicating with emergency services and facilitating prompt emergency response (e.g., call 111 or VHF Channel 16 "mayday")
- 7.7.2. Towing boats to safety, where this is less likely to create risk to paddlers
- 7.7.3. Facilitate clear passage, or advise other vessels in the area to allow dragon boats to get past in a hurry.

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- 7.7.4. Where dragon boats need to get the attention of the support boat, the recommended maritime distress signal is advised (i.e., both arms waved above the head, or 2 paddles).

## 8. Emergency Communication

A list of vital telephone number should be displayed prominently in every water venue to include:

- 8.1. Doctor/Ambulance/Police/Fire Department
- 8.2. The nearest medical centre or doctor's rooms
- 8.3. Local hospital casualty department
- 8.4. Coastguard
- 8.5. Emergency communication from the water should also be considered, whether by VHF radio or cellular phone
- 8.6. Teams carrying mobile phones are recommended to have one on the boat. If carried by the sweep, this should be handed to a paddler to make calls, so the sweep can maintain focus on the safety of the boat.

SEE APPENDIX: 15.5 EMERGENCY CONTACT INFORMATION

## 9. Hazards

Hazards can include swift currents, spring run-offs, bridges, weirs, shoals, deadheads, sand bars, rocky shores or steep walls or banks that make getting out of the water difficult or impossible in an emergency, and recreational and commercial traffic including float planes.

Hazards may also include divers (free-divers or SCUBA divers), who may utilise any aquatic environment, including lakes and harbours. Presence of divers should always be considered by sweeps as a potential risk, as they may surface in proximity to a dragon boat. The following considerations apply:

- 9.1. No vessel shall operate at greater than 5 knots within 200 metres of a dive flag/alpha pennant. Caution should be given where a diver's float is noticed, even in the absence of a dive flag / alpha pennant.
- 9.2. No vessel shall operate at greater than 5 knots within 50 metres of a swimmer / diver at the surface.
- 9.3. If any paddler spots a diver emerging, they should notify their sweep immediately.
- 9.4. Attention should also be drawn to any variation in normal procedures that may be necessary due to the state of the tide or stream, high wind or other weather conditions. It is intended those local codes of practice will emphasize that safety is paramount.

SEE APPENDIX: 15.9 INDICATIONS OF DIVER PRESENCE IN AQUATIC AREAS.

## 10. Risk Management

Before each Dragon Boat season, Auckland Dragon Boat Association shall review the level of risks associated with each major activity undertaken. For example, they will review all the known risks (from the previous years' experience) relating to training sessions on the lake, or for transporting boats long distance.

Each risk shall be quantified in terms of the likelihood of a bad outcome (ranging from "highly likely" to "almost certain"), and then in terms of the consequence (from "insignificant" to "catastrophic"). Auckland Dragon Boat Association's Committee shall

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define which combination of parameters is acceptable, and which risk must be 'treated' until they become acceptable. Refer to App 10: Risk Register and Ratings for definitions, and acceptable levels.

An important risk management process that applies to all aspects of dragon boat operations is to ask "what if..." a certain situation arises - what might the consequences be and how can such consequences be prevented? If the consequences could be serious even if the likelihood of a situation arising is considered remote, the situation should be avoided or precautions taken to be able to mitigate the consequences.

A vital component of assessing the possible consequences of a situation or incident and of taking appropriate avoidance measures or precautions is the coldness of the water. Submersion in cold water is extremely dangerous, causing a swimmer to lose heat far more rapidly than exposure to cold air. Depending on the coldness of the water, loss of muscle function and mental confusion can occur within minutes. See the paragraphs below on Cold Weather and Water.

### 11. Boat Transportation and Storage

A dragon boat is typically 12.5m long, 1.2m wide, and weighs at least 250kg, for transporting:

- 11.1. Use only closed container or trailers specifically equipped to support a dragon boat.
- 11.2. The trailer or container must support the weight of the boat every 4m, preferably directly above the Bulkheads.
- 11.3. Remove all loose equipment in the boat during transportation.
- 11.4. Use at least two lateral fastening straps to secure the boat on the trailer.
- 11.5. Provide two additional diagonal fastenings on both sides to prevent the boat sliding during acceleration or braking.
- 11.6. Any parts of the boat which overhang the outer shape of the trailer shall be marked (flagged) in accordance with the traffic rules.
- 11.7. Support the boat(s) on shelves or racks suitable for the weight of the boat.

### 12. Cold Weather/Water and Hypothermia

Preparation and prevention are essential in protecting against the effects of the cold-water environment.

- 12.1. All persons should wear protective clothing appropriate for the conditions with the needs of the paddling motion and activity, with the objective being to keep the body dry and to insulate against heat loss.
- 12.2. Long trousers/jeans are not permitted in the boats (this includes the support boats, as they severely restrict swimming) - long thermal paddling pants, compression pants, bike shorts, or wetsuits are most appropriate.
- 12.3. When the water temperature is at 10 degrees Celsius or below, or otherwise when the environmental conditions may warrant, special safety precautions, proposed by the Association Safety Officer, should be considered. Possibilities for additional safety precautions include:
  - Allowing team to go out on the water, where appropriate, only if attended by a support craft.
  - Not allowing team to go out on the water.

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- 12.4. Alcohol inhibits the body's ability to cope with the cold. Alcohol is not to be consumed by any team member within the 8 hours before the use of a Dragon Boat.

### 13. Hot Weather and Dehydration

As with cold weather, preparation and prevention are important in protecting against the effects of heat.

- 13.1.1. All persons should wear protective clothing appropriate for the conditions and their activity.
- 13.1.2. Use of sun block with high SPF.
- 13.1.3. Drink plenty of water before, during and after exposure to hot weather.
- 13.1.4. Address any symptoms of heat stress immediately.

### 14. Off-site boating (Training Camps)

If the association conducts dragon boating activity at a location away from the association's day to day areas of operation, the same safety issues set out in this Guideline need to be addressed afresh alongside the following:

- 14.1. The sweep activities must be managed by Level 4+ Sweep or RSO Sweep Coordinator.
- 14.2. Information should be obtained about local water conditions and hazards, traffic patterns, vital telephone numbers and local safety and rescue arrangements in the case of accident.
- 14.3. If using the facilities of another team this information should be readily available and should be studied. Local equipment, coach/support boats, safety and first aid equipment should also be assessed for its condition and adequacy.
- 14.4. If the location is remote from another club, this information should be obtained from local residents and from a visual inspection before teams take to the water. In addition, the team should bring or obtain its own safety and first aid equipment to address its safety needs such as PFD's, medical supplies and support boats. Particular care must be taken about weather and water conditions when paddling on unfamiliar water.
- 14.5. It is prudent for all participants taking place outside their province to obtain travel medical insurance coverage.

## 15. Appendices

### 15.1. Maritime Rules

**Note:** Maritime laws can be interpreted in many ways, for the sake of clarity; the Auckland Dragon Boat Associations rule in regards to PDFs is they must be worn by each participant during both training and racing.

#### Part 91.4 Personal Floatation Devices

##### Operating requirements

##### 91.4 Personal flotation devices

- (1) No person in charge of a recreational craft may use it unless there are on board at the time of use, and in a readily accessible location, sufficient personal flotation devices of an appropriate size for each person on board.
- (2) Rule 91.4(1) and (6) shall not apply to—
  - (a) any surfboard or similar unpowered craft; and
  - (b) any sailboarder or windsurfer, if a wetsuit is worn at all times; and
  - (c) a diver on a boat of 6 metres or less in length overall that is used for recreational diving within 5 miles of shore, if a full body wetsuit is worn at all times; and
  - (d) a person training for or participating in a sporting event, if the training or the event is supervised in accordance with the safety system of a national sporting organisation approved by the Director; and
  - (e) a member of a visiting foreign watersports team, if the person carries or wears a personal flotation device that is approved by the competent authority for use in that person's country of residence.
  - (f) a commercial raft.
- (3) The Director may approve a national sporting organisation for the purposes of rule 91.4(2)(d) if that organisation has in place a safety system that the Director is satisfied provides an equivalent level of safety to the carriage or wearing of personal flotation devices.
- (4) Subject to rule 91.4(5), rule 91.4(1) shall not apply in respect of any sporting event, training activity or ceremonial event if a support vessel that is capable of providing adequate assistance in the event of an emergency remains in the immediate vicinity of the recreational craft and the recreational craft or support vessel or both carry personal flotation devices or buoyancy aids of an appropriate size for each person on board the recreational craft.  
  
In this rule buoyancy aid means—
  - (a) a buoyancy aid as defined in NZ Standard 5823:1989 or NZ Standard 5823:2001 or NZS 5823:2005<sup>1</sup>; or
  - (b) a buoyancy aid that the Director is satisfied substantially complies with the standard prescribed in paragraph (a) and that provides a minimum of 53 newtons of buoyancy.
- (5) Rule 91.4(1) and (6) shall not apply in respect of any sporting event, training activity, ceremonial event, or other organised recreational activity if the regional council with jurisdiction for the applicable region has granted an exemption in writing. A regional council may grant an exemption for specified period if the regional council is satisfied that adequate safety precautions are made for rescuing any person participating in the event or activity.
- (6) Despite rule 91.4(4), no person in charge of a recreational craft may use that craft in circumstances where tides, river flows, visibility, rough seas, adverse weather, emergencies or other situations cause danger or a risk to the safety of person on board, unless every person on board is wearing a properly secured personal flotation device of an appropriate size for that person.
- (7) No person in charge of a vessel may use it to tow any person and no person may cause himself or herself to be towed by any vessel, unless the person being towed wears a properly secured personal flotation device of an appropriate size for that person.
- (8) Rule 91.4(7) does not apply to—
  - (a) persons training for any trick water skiing element of a sporting event administered by a national sporting organisation approved under rule 91.4(3); or
  - (b) persons participating in a sporting event that is administered by a national sporting organisation approved under rule 91.4(3); or
  - (c) towing at a speed of less than 5 knots.
- (9) For the purposes of subrules (1) and (6), in the case of a paddle craft, a personal flotation device shall include a buoyancy aid not certified by a recognised authority, provided that buoyancy aid—
  - (a) meets type 406 of New Zealand Standard NZS 5823:2005 as demonstrated by prototype testing, except that the device is not required to—
    - (i) be tested for resistance to petroleum; and
    - (ii) meet the colour requirements; and

<sup>1</sup> NZS 5823:1989 and NZS 5823:2001 and NZS 5823:2005 define a buoyancy aid as any device designed to assist a person to remain afloat in water until rescue is effected. Any type of buoyancy aid categorised in the Standard meets the requirements of this rule.



## 15.2. Safety T&Cs Acknowledgement and Waiver

### TERMS AND CONDITIONS OF PARTICIPATION AS A TEAM MEMBER IN AUCKLAND DRAGON BOAT TRAINING AND RACING.

IT IS THE SWEEP AND TEAM MANAGERS RESPONSIBILITY TO ENSURE THE SAFETY OPERATING PROCEDURES (SOP) IS KNOWN TO AND UNDERSTOOD BY EACH INDIVIDUAL TEAM MEMBER.

DRAGON BOAT TEAM MEMBERS WILL ADHERE TO THE AUCKLAND DRAGON BOAT SAFETY OPERATING PROCEDURES (SOP) WHILST PARTICIPATING IN THE SPORT.

DRAGON BOAT TEAM MEMBERS WILL PARTICIPATE AT THEIR SOLE RISK. NO ORGANISER, SPONSOR, OTHER PERSON, OR ORGANISATION ASSOCIATED IN ANY WAY WITH THE SPORT, WILL BE LIABLE IN ANY WAY OR ACCEPT ANY RESPONSIBILITY FOR ANY INJURY, LOSS, DAMAGE OR EXPENSE SUFFERED OR INCURRED BY ANY DRAGON BOAT TEAM MEMBER DURING DRAGON BOAT TRAINING OR RACING OR IN ANY OTHER WAY IN CONNECTION WITH THE PARTICIPATION OF THAT PERSON AS A TEAM MEMBER.

- ☐ I have read and understand the terms and conditions set out above, and as a condition of and in consideration for my entry and participation in races as a Dragon Boat Team Member I hereby ~
- *accept and agree to be bound by and observe the terms and conditions set out above and*
  - *waive any claim or claims I may otherwise have against any one or more of the persons specified in the above, in respect of any injury, loss, damage or expense suffered or incurred by me during Dragon Boat training or racing or in any other way in connection with my participation in the sport as a Dragon Boat Team Member,*
  - *I am 12 years of age or older & I confirm I can swim at least 50m in clothing.*

**ALL TEAM MEMBERS MUST SIGN TO ACKNOWLEDGE THEY HAVE READ AND UNDERSTAND THE SAFETY OPERATING PROCEDURES BEFORE STARTING WATER BASED TRAINING**



### 15.3. Non-Member NOK Form

TEAM NAME \_\_\_\_\_

Team manager to collect the below details:

- For any participants training or racing with the team who are not registered members of the ADBA. Team manager to have on hand at training and races till registration is complete.

I have read and accept the Safety Operating Procedures and I verify that I can swim 50m.

	Team member name	Team member signature	Next of Kin name	Relationship	NOK Phone
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
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22.					
23.					
24.					
25.					
26.					



### 15.4. Trip Report

Team Manager, Sweep or Coach to Post the below to [ADBA Facebook Leaders Group](#)

#### Open Trip Report

- ☐ Team Name: \_\_\_\_\_
- ☐ Time of Departure: \_\_\_\_\_
- ☐ Estimated Time of Return: \_\_\_\_\_
- ☐ Lead Sweep Is: \_\_\_\_\_
- ☐ \_\_\_\_ people on board.

#### Close Trip Report

- ☐ Team Name\_\_\_\_\_ back on shore - no issues.
- ☐ Note of any damage to the equipment: \_\_\_\_\_



### 15.5. Emergency Contact Information Westhaven Marina

<b>Police/Ambulance/Fire Brigade</b>		Dial 111
<b>ADBA Safety Officer</b>	Steven Lee	021 911 741
<b>Closest Doctor/Medical Centre</b>	Freemans Bay Medical Centre 100 Wellington Street	(09) 378 6653
<b>Closest Hospital/Casualty</b>	Auckland City Hospital 2 Park Road, Grafton	(09) 367 0000
<b>Closest Telephone – Pier Z</b>	Swashbucklers Bar or Buoy Cafe	
<b>Coast Guard</b>	Marine Rescue Centre 3 Solent Street, Mechanics Bay	(09) 303 9368
<b>Harbourmaster</b>	24hr ER Duty Officer	(09) 362 0397
<b>Westhaven Marina</b>	137 Westhaven Drive Westhaven	0800 MARINA (0800 627462)
	<b>Dockmasters:</b>	027 246 6178 or (09) 360 5881
	<b>Security:</b>	(09) 360 5881 or 027 246 6178



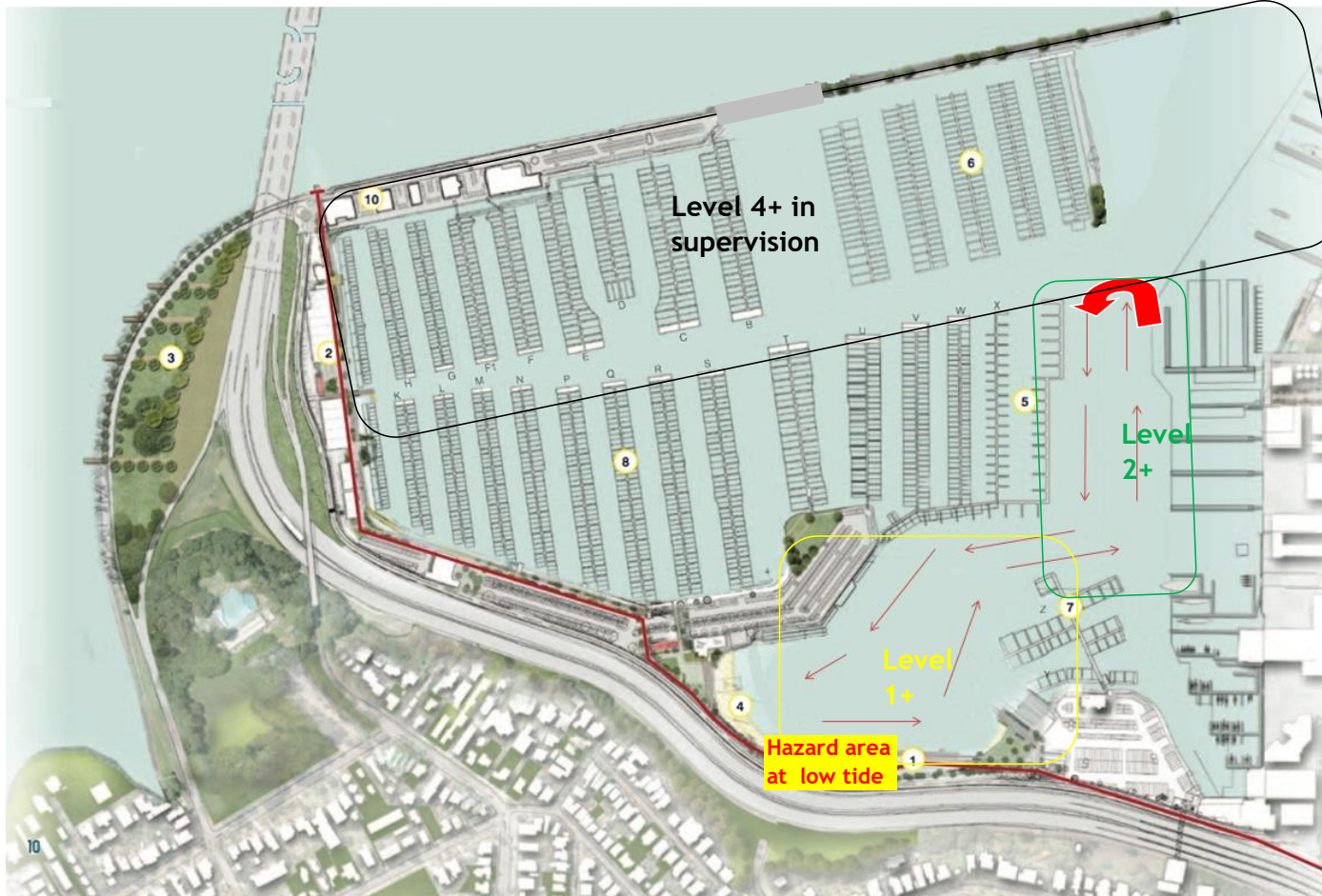
**15.6. Emergency Contact Information**  
Lake Pupuke

<b>Police/Ambulance/Fire Brigade</b>		Dial 111
<b>ADBA Safety Officer</b>	Steven Lee	021 911 741
<b>Closest Doctor/Medical Centre</b>	Northshore Hospital 124 Shakespeare Road, Westlake	(09) 486 8900
<b>Closest Hospital/Casualty</b>	Northshore Hospital 124 Shakespeare Road, Westlake	(09) 486 8900
<b>Closest Telephone – Pier Z</b>	Pump House	

**Fastest response in case of emergency: Northshore Hospital/Ambulance**

## 15.7. Training Circuits

### Westhaven Marina

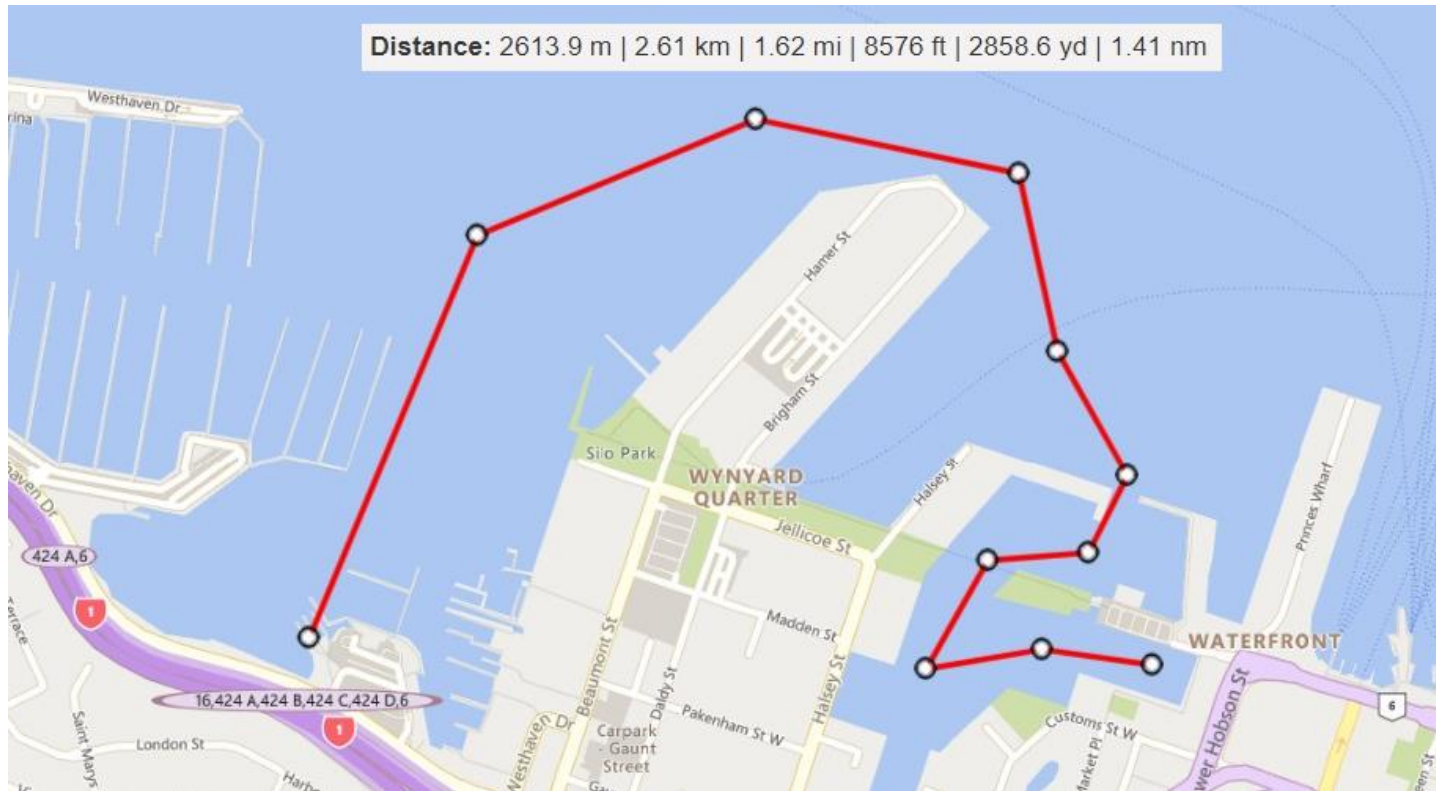


Lake Pupuke, Killarney Park

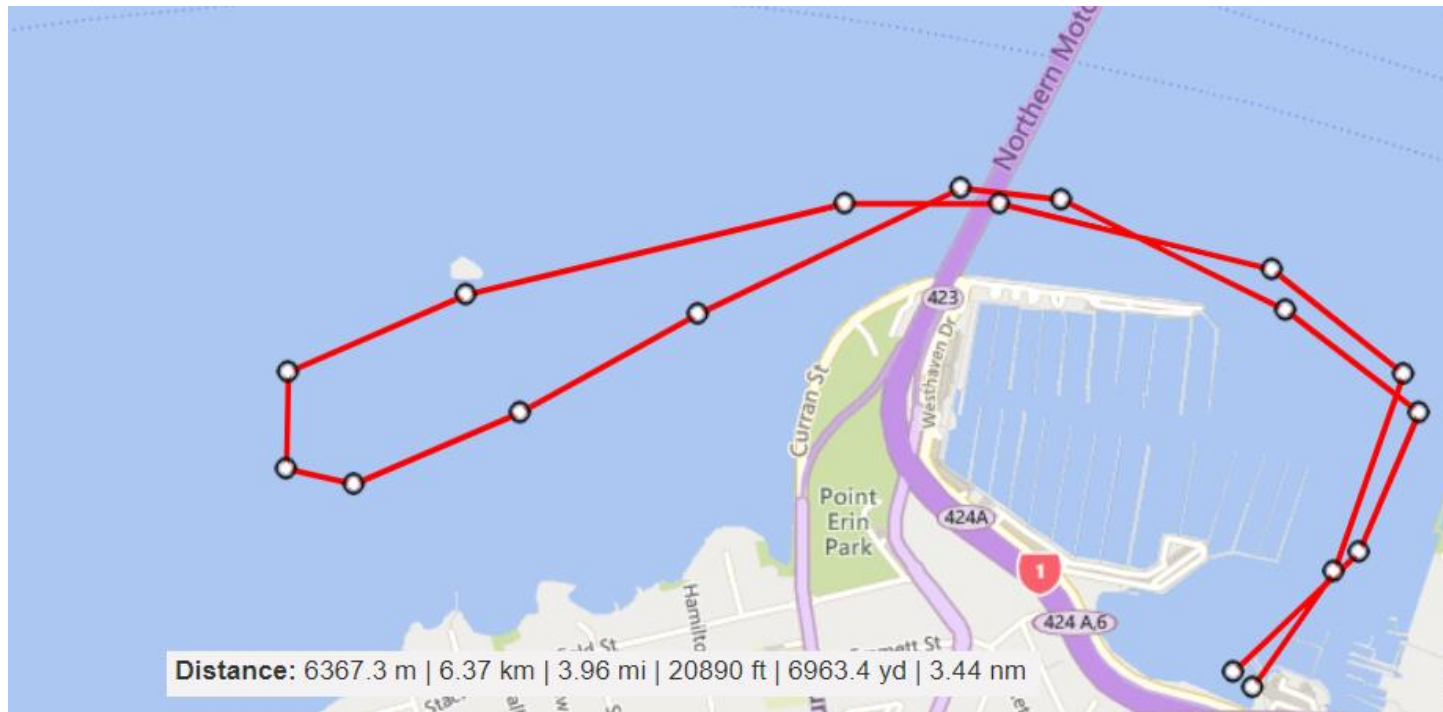


Note: Divers may operate in all parts of the lake. It is the sweeps responsibility to be aware of signs of divers and take all avoidance measures.

### 15.8. Winter Season Polar Bear Club Circuits Westhaven to Viaduct

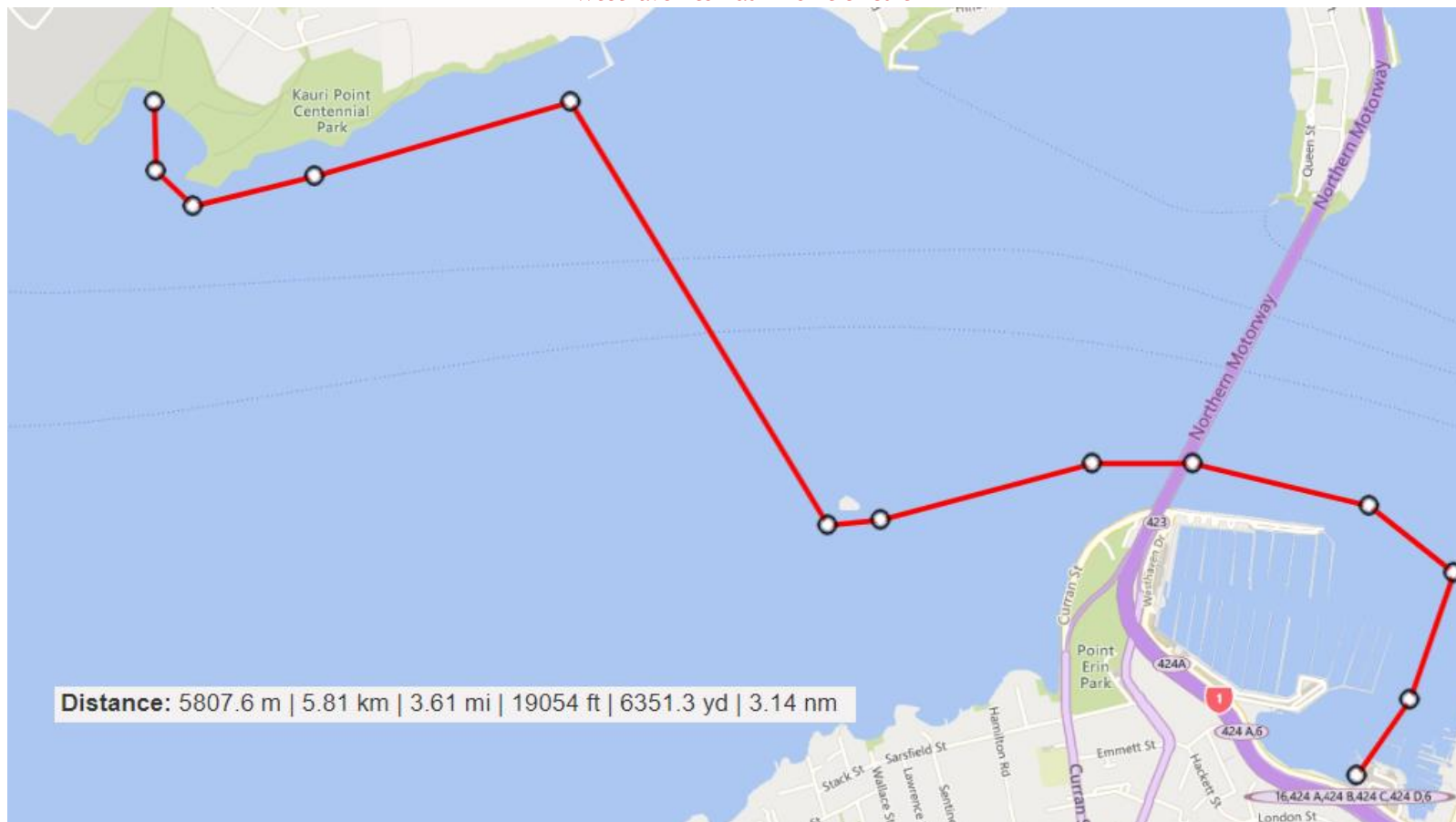


Westhaven to Watchman's Island





Westhaven to Kauri Point Circuit





### 15.9. Indications of Diver presence in Aquatic areas.

Figs 1 & 2 identify the 2 international flag which indicate divers below the surface. All vessels must not exceed 5 knots within 200 metres of either flag.



FIGURE 1. DIVER DOWN FLAG

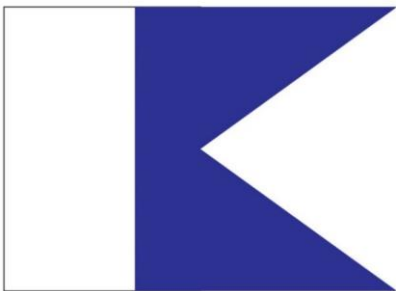


FIGURE 2. ALPHA PENNANT



Figure 3. Float buoy - used by some divers to indicate position under the water, but only provides a guide.

## 15.10. Risk Register and Ratings

### Example Register

Risk #	Risk Description	Cause	Effect	Consequence	Likelihood	Resolution	Current Status

### Probability

For each identified hazard provide a qualitative or, if possible, a quantitative assessment of the likelihood of occurrence, based on these criteria. Consider how often an “undesirable outcome” would occur per festival, regatta or training night.

Likelihood:	Highly Unlikely	Rare	Unlikely	Possible	Probable	Almost certain
Probability/ session (e.g., regatta or training night)	Less than once per 10,000 sessions	Once per 1,000 to 10,000 sessions	Once per 100 - 1,000 sessions	Once per 10 - 100 sessions	Once per 1 to 10 sessions	More than once per session

### Consequence

Impact on	Cat 6	Cat 5	Cat 4	Cat 3	Cat 2	Cat 1
	Insignificant	Minor	Moderate	Significant	Major	Catastrophic
Customer	A small number of complaints from paddlers	Several paddlers/ teams complain	NZDBA is critical of local association	Teams refuse to pay fees etc	Some teams set up a renegade organising body	All paddlers defect to another organising body
Financial	Loss < \$50	\$50 - \$100	\$100 - \$500	\$500, - \$1,000	\$1,000, - \$10,000	>\$10,001
Health and Safety	A minor injury	Some minor injuries	Many minor injuries or a few serious injuries	Some serious injuries	A fatality or many serious injuries	Multiple fatalities
Legal	Minor legal issues, non-compliance and breaches of regulation	Serious breach or a report with prosecution and/or a moderate fine a possibility	Statutory breach punishable by a fine not exceeding \$1,000	Statutory breach punishable by imprisonment or a fine in excess of \$1,000	Proceedings resulting in significant re-organisation and dismissals	Proceedings resulting in the abolition of the Board

## ADBA Safety Operating Procedures

Impact on	Cat 6	Cat 5	Cat 4	Cat 3	Cat 2	Cat 1
	Insignificant	Minor	Moderate	Significant	Major	Catastrophic
Public Reputation	Brief adverse local media cover	Persistent adverse local media cover	Adverse local media cover where ADBA is associated with organisations in disrepute	Adverse regional media coverage or short term adverse national media cover	Adverse international or sustained adverse National media cover	Sustained adverse international media cover concerning

### Acceptability

Once probability and consequence are assessed, the degree of risk acceptability can be determined using the acceptability table below.

Severity of Event → Probability of Event ↓	Cat 6	Cat 5	Cat 4	Cat 3	Cat 2	Cat 1
Almost certain	D	B	A	A	A	A
Probable	D	C	B	A	A	A
Possible	D	D	C	B	A	A
Unlikely	D	D	D	C	B	A
Rare	D	D	D	C	C	A
Almost incredible	D	D	D	D	C	B

### Legend:

- A**: Unacceptable.
- B**: Undesirable but acceptable with explicit Board approval.
- C**: Acceptable with Board approval.
- D**: Acceptable



15.11. Polar Bear Time Out

- ☐ The Safety Officer is: \_\_\_\_\_
- ☐ Today there are: \_\_\_\_ boats going out
- ☐ The lead sweep is: \_\_\_\_\_
- ☐ The other sweeps are: \_\_\_\_\_
- ☐ There are \_\_\_\_ paddlers going out.
- ☐ The support boat crew are: \_\_\_\_\_
- ☐ Our plan is to: \_\_\_\_\_
- ☐ The weather is:

*Sunny / cloudy / windy / raining*

Wind will be \_\_\_\_ knots from \_\_\_\_\_

Sea conditions will be:

*Flat / slight swell / a little bit of chop*