



# **New Zealand Dragon Boat Association Sweep Accreditation Scheme (SAS) and Sweep Guidelines**

## **Version 1.5**

Prepared by the NZDBA Sweep Control Group  
Authorised by NZDBA Board of Management

### Acknowledgments

This guideline is based on the following documents kindly shared by the Australian Dragon Boat Federation (AusDBF)

Version 2 AusDBF Sweep guidelines Author, Melanie Cantwell and all the AusDBF members who contributed towards Version 2 of AusDBF Sweep Guidelines



## Contents:

|          |  |           |
|----------|--|-----------|
| <b>1</b> | <b>Sweep Accreditation .....</b>                                 | <b>4</b>  |
| 1.1      | The Sweep Accreditation Scheme (SAS).....                        | 5         |
| 1.2      | Introduction .....   | 5         |
| 1.3      | NZDBA Sweep Accreditation Scheme (SAS) Reporting Structure ..... | 6         |
| 1.4      | Pathway to becoming a Level 3 Sweep.....                         | 7         |
| 1.5      | Sweep Accreditation Coordinators .....                           | 7         |
| 1.6      | Accreditation Testing .....                                      | 8         |
| 1.7      | Ongoing Accreditation.....                                       | 9         |
| 1.8      | Cancellation of Accreditation.....                               | 9         |
| 1.9      | Register of Accredited Sweeps .....                              | 10        |
| 1.10     | Sweep Level Classifications .....                                | 11        |
| 1.11     | Recognition of prior Sweeping Experience .....                   | 14        |
| 1.12     | Race Day Procedures for Sweeps .....                             | 15        |
| <b>2</b> | <b>Safety Procedures Guidelines .....</b>                        | <b>16</b> |
| 2.1      | Land Procedures .....  | 16        |
| 2.2      | Initial Safety Procedures .....                                  | 16        |
| 2.3      | Environmental Conditions.....                                    | 16        |
| 2.4      | The Buddy System .....   | 17        |
| 2.5      | Water Procedures.....  | 18        |
| 2.6      | On the Water.....  | 19        |
| 2.7      | Water Safety Precautions .....                                   | 19        |
| 2.8      | After a Capsize .....  | 20        |
| 2.9      | What to do in a Capsize .....                                    | 20        |
| 2.10     | Where there are no rescue boats .....                            | 21        |
| 2.11     | Onshore recovery of a Dragon Boat.....                           | 21        |
| 2.12     | Safety Equipment .....   | 21        |
| 2.13     | Swimming.....  | 21        |
| 2.14     | Personal Flotation Devices (PFDs) .....                          | 21        |
| 2.15     | Alcohol/Drugs Consumption .....                                  | 22        |
| 2.16     | Sweeping during the hours of Darkness .....                      | 22        |
| <b>3</b> | <b>Sweep Information, Guidelines and Calls .....</b>             | <b>23</b> |
| 3.1      | Balancing a Dragon Boat.....                                     | 23        |
| 3.2      | Reversing a Dragon Boat .....                                    | 23        |
| 3.3      | Steadying a Dragon Boat .....                                    | 23        |
| 3.4      | Stopping a Dragon Boat.....                                      | 23        |
| 3.5      | Racing at a Regatta .....  | 24        |
| 3.6      | The Paddler.....   | 25        |
| 3.7      | Clothing.....  | 25        |
| 3.8      | Sweep's Calls and the Command Voice .....                        | 26        |
| 3.9      | The Command Voice.....   | 26        |
| 3.10     | Sweep's Calls .....  | 26        |
| 3.11     | Calls from the Sweep.....  | 28        |
| 3.12     | Calls from the Starter .....                                     | 29        |
| 3.13     | Effects of Wind on a Dragon Boat .....                           | 30        |
| <b>4</b> | <b>Basic Maritime Boating Rules and Information .....</b>        | <b>32</b> |
| 4.1      | Channel Markers .....  | 32        |
| 4.2      | Isolated Danger Marker – Red and Black.....                      | 33        |
| 4.3      | Divers in the water.....   | 34        |
| 4.4      | Special Area Indicator Marker .....                              | 34        |
| 4.5      | Visual Distress Signals .....                                    | 34        |
| 4.6      | Cell phones .....  | 35        |
| 4.7      | Reporting Maritime Accidents .....                               | 35        |
| <b>5</b> | <b>Appendices .....</b>  | <b>36</b> |



|     |   |    |
|-----|---|----|
| 5.1 | Sample Certificate.....                             | 36 |
| 5.2 | Sweep Registration and Training Record – form ..... | 37 |
| 5.3 | Regional Sweep Practical Assessment Form .....      | 38 |
| 5.4 | Novice Sweep (L0) – Club Training Guide.....        | 39 |
| 5.5 | Accident incident report form.....                  | 40 |
| 5.6 | 2,000 metre racing .....                            | 41 |

### **Record of Amendments**

| Version | Date       | Changes   |
|---------|------------|---|
| 1.0     | 1-Oct-2013 | Initial issue   |
| 1.1     | 31-Oct-13  | Sections 1.10; 2.2; 2.11; 2.12; 2.13 and 3.7  |
| 1.2     | 30-Sep-14  | Registration form (RPL), Forms moved to Appendix and 2000 m Basics added  |
| 1.3     | 29-Nov-15  | To Sweep Nationals you must be a Level 3 (was Level 2)  |
| 1.4     | 15-Feb-16  | Regional Champs minimum standard is Level 2.<br>Trailing boat may pass on corners so long as they maintain Clear water and there is no impedance.                             |
| 1.5     | Feb-21     | Sweeping during the hours of darkness. (2.16 added)<br>Divers in the Water. (4.3 added)<br>Rules of Racing for 2,000m Races updated and amended to reflect IDBF rule changes. |



## 1 SWEEP ACCREDITATION

NOTE: Where the term 'Sweep' is used to describe or refer to a person who controls the steering apparatus of a dragon boat, and/or the movement of the steering apparatus (oar/paddle) taken by the person on control, references to the alternative titles of "Steerer" or "Helm" are intended to refer to the same position, role and /or action undertaken.

While the term "Sweep" is used within New Zealand, alternative terms may be used internationally and/or by the International Dragon Boat Federation (IDBF) in its documentation and those descriptions may therefore be substituted for "Sweep" within this document, with the understanding that all the terms refer to the same position and/or action undertaken.

From "The International Waters Rules and Regulations":

"The person who is in charge of a recreational boat that is used for sport in competition and/or training and has a tiller action (an apparatus that can determine boat direction) and has cast away from any fixed land structure (nothing attached to the sporting boat whatsoever) and is moving on water in any direction, then this person is deemed to be the "captain of the boat" and they have ultimate responsibility for the safety of their boat, boats around them and safety of all of its crew, being one person or more, then this person is deemed to be "in charge of the boat". This would mean in Dragon Boating that the "Sweep" is in charge of the boat whilst on the water with a number of crew members.

And from Maritime NZ:

The Navigation Safety Rule came into force on 21 March 2003. For The full text of this rule (called Part 91) and the advisory circular that accompanies it, please refer to the rules section of the MNZ website:  
[www.maritimenz.govt.nz](http://www.maritimenz.govt.nz)

The key points are summarised below:

Maritime Rule Part 91: Navigation Safety is a rule made under the Maritime Transport Act 1994. The Act places responsibility on the skipper or person in charge of a vessel for:

- The safety of the vessel
- The safety of all persons on board
- complying with all maritime rules and other regulations and bylaws.

The Navigation Safety Rule sets out a legally binding code of conduct for all vessel operators' behaviour All vessels are also subject to the Collision Prevention Rules, which must be read in conjunction with this rule

Paddle craft means: Powered only by a craft's occupant(s) using a single- or double-bladed paddle as a lever without the aid of a fulcrum provided by rowlocks, Thule pins, crutches or like arrangements, but does not include a raft manoeuvred solely by paddles:

Recreational craft means: A vessel that is

- (a) A pleasure craft; or
- (b) Solely powered manually; or
- (c) Solely powered by sail:



## 1.1 The Sweep Accreditation Scheme (SAS)

### Purpose

The purpose of the NZDBA Sweep Accreditation Scheme (SAS) and associated Sweep Guidelines is to ensure that participants in NZDBA events are afforded the safety benefits of a trained Sweep.

### Overview

All Sweeps who participate in NZDBA National Championship Regattas must hold at minimum a Sweep Accreditation of Level 3 (Three) issued by their NZDBA Regional Affiliated Body. This will ensure that participating Sweeps at NZDBA events have undertaken Sweep training, have demonstrated a level of capability and have been assessed competent to steer and control dragon boat crews.

The NZDBA Sweep Accreditation Scheme consists of two parts:

1. Accreditation
2. Registration

### Accreditation

This consists of:

- (a) Education on theory and principles
- (b) Training by an experienced Sweep (minimum Level 3)
- (c) A written test
- (d) A practical test
- (e) Issuing of Provisional Accreditation
- (f) Sweeping crews in three individual racing events with one being a Sanctioned Regional where at least 2 races (including sanctioned races) must be completed in standard 20-man boats
- (g) Issuing of Level Three (3) Full Accreditation

### Registration

All Sweeps basic personal details and accreditation achievements will be entered and held in a Regional Sweep Database. Upon Sweep's successfully gaining full Level 3 Accreditation their details shall be forwarded to the NZDBA to be consolidated into a National Accredited Level 3 Sweeps Register.

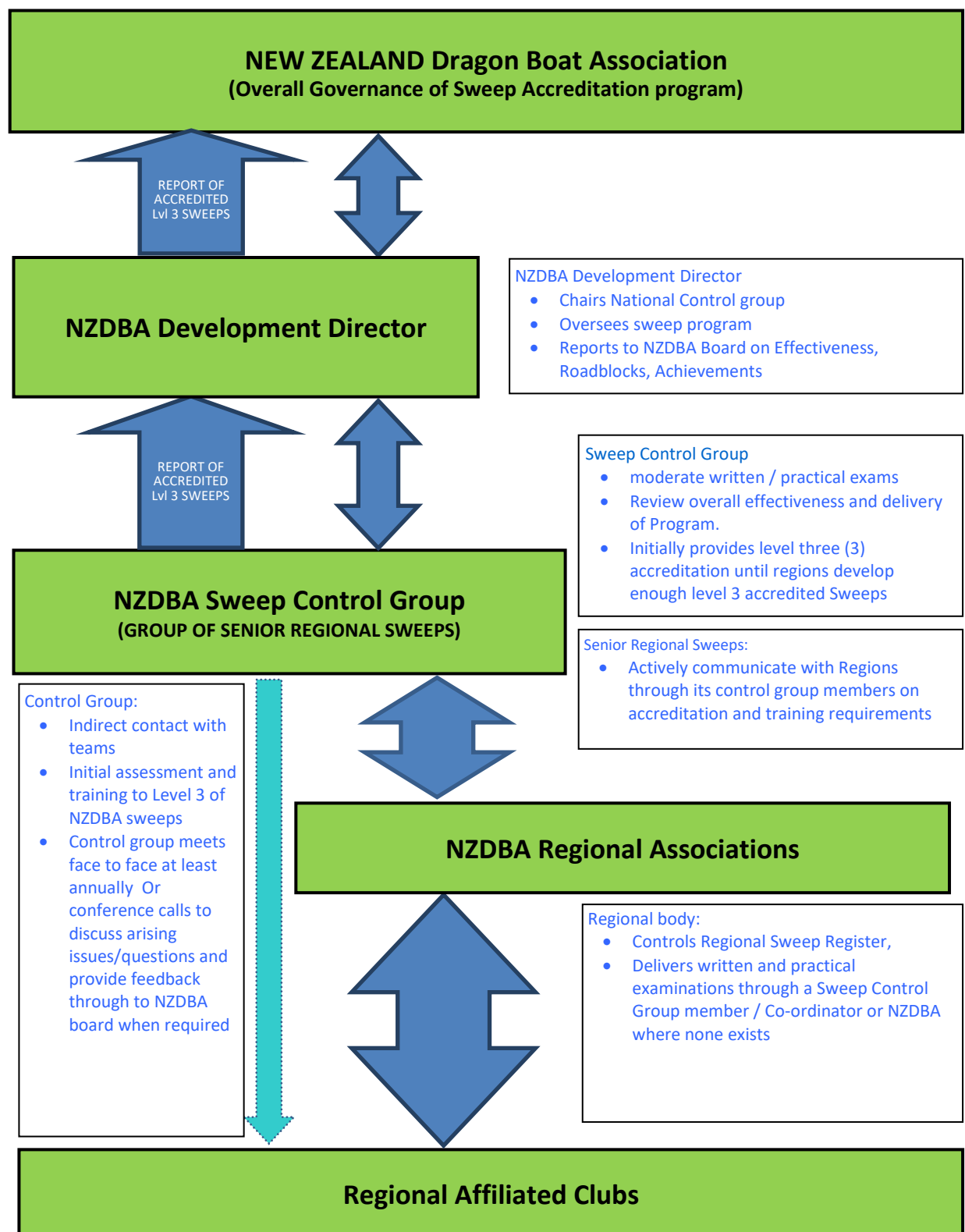
## 1.2 Introduction

Dragon Boat racing is a water sport and has an element of risk associated with it. Safety is of prime importance for NZDBA, and experienced Sweeps are viewed as a major factor in reducing the risks in dragon boat racing.

These guidelines provide NZDBA Regional Affiliated Associations with an outline of the Sweep accreditation system and safety procedures in what you should do (or not do) both on and off the water. These guidelines cover Sweep responsibilities and it is recommended that members adopt and follow the general advice in the guide.



### 1.3 NZDBA Sweep Accreditation Scheme (SAS) Reporting Structure





### **1.4 Pathway to becoming a Level 3 Sweep**

The NZDBA Sweep accreditation program incorporates a 5-stage recognition process (between 6 levels) that recognizes a Sweep's ability, knowledge and achievements. The required achievement level to gain full Sweep accreditation is level 3.

Sweeps wishing to participate in NZDBA National Championships will need to hold a minimum qualification of Sweep "Level Three Sweep Accreditation" which is issued by their NZDBA Regional Body/Sweep Coordinator.

The purpose of the Sweep Accreditation Scheme is not to train Sweeps. This remains the responsibility of individual affiliated Regional Sports Organisation (RSO) and/or their Sweep Control Group Members.

Note: Regional Sweep Coordinators shall keep a log of their Sweeps that are requesting accreditation.

Level 0 to 1: Entry Level Sweep - under "Direct Supervision" (Mentoring Level 3 Sweep in the boat at all times) until sign off of satisfactory sweeping skill achieved.

Level 1 to 2: "Indirect Supervision" (Mentoring Level 3 Sweep in Audible contact) having passed the written and practical assessments.

Level 2 to 3: Sweep "incident free" at THREE individual racing events with one being a NZDBA Sanctioned Event, TWO of those racing events including the Sanctioned Event must be completed in standard 20-man boats.

For an event that is run OVER TWO or more DAYS, each one of those days constitutes an "event".

### **1.5 Sweep Accreditation Coordinators**

Each NZDBA Affiliated Regional Association will appoint a Sweep Coordinator (or team of) to manage the Sweep Accreditation Scheme within their region. It is expected that each Region will then submit a candidate/s to represent their region on the National Sweep Control Group.

This group will form the Governing Body for the Sweep Accreditation Scheme and manage all sweeping issues; the group will be chaired by the NZDBA Development Director and meet annually face to face and/or during the New Zealand National Championships to discuss, update and implement improvements to the Accreditation Scheme. Regional Associations may also wish to include their Technical or Development Directors as seen fit at the annual face to face meeting.

The Sweep Coordinators and/or affiliated Regional body in each Regional Association will keep a register of the Sweeps in their care and regularly update it; any updates of qualified Sweeps (Level 3 Full) should be forwarded to the NZDBA Development Director to update the National Sweep Register.



### **1.6 Accreditation Testing**

Examiners approved by the NZDBA Regional Affiliated Association (Level 3 – full accreditation minimum) will conduct Sweep Accreditation Testing.

THE WRITTEN TEST will consist of 20 questions (open book) of which the person being tested must attain a 90% pass rate (that is, a minimum of 18 correct answers) and if required a reader may assist a candidate

Note: At the discretion of the Examiner there may be a component of Oral Questions to establish a candidate's knowledge

THE PRACTICAL TEST will consist of each Sweep candidate steering a dragon boat (with a minimum of 16 paddlers) and must be able to demonstrate certain skills such as:

- ensuring the dragon boat is balanced.
- perform a head count.
- using the standard set of calls
- reversing a dragon boat safely
- maintaining a dragon boat on a start line
- stopping a dragon boat quickly
- reversing the dragon boat into a start pontoon and setting up for a race start
- cornering around set markers – buoys as in a 2,000m turn race.
- completing a turn with another boat along side

If both the above elements (Written test and Practical test) are completed satisfactorily, the candidate will be issued with Sweep Accreditation (Level 2)

To receive Full Sweep Accreditation (Level 3) a Level 2 Sweep must demonstrate competency during Three Individual Racing Events with one being a NZDBA Sanctioned event. Two of the three events must be completed in Standard 20-man boats.

Once completed the Level 2 Sweep will be issued Full Sweep Accreditation (Level 3) and their details will be updated on their Regional Associations Sweeps Register and Forwarded to the NZDBA Development Director to be added to the NZDBA National Sweep Register.





### 1.7 Ongoing Accreditation

When it is known that fully accredited active Sweeps (Level 3 or higher) have been sweeping within the preceding three (3) year accreditation period, they can 'automatically' be re-accredited provided that:

- Sweep history records indicate significant seasonal incident-free sweep activity, or
- The Sweep has been observed by one or more Sweep Coordinators at an NZDBA Sanctioned event.

**Re-accreditation:** A Sweep may be re-accredited following an absence of three or more years from active sweeping provided that:

- The Sweep satisfies the NZDBA Sweep Control Group or Regional Sweep Coordinator of individual competency via written and/or practical means (if sweeping occurred out of region and/or overseas) or
- if appropriate records are not available, then following receipt of a written club submission (e.g. from club president or head coach or administrator) stating a Sweep has been active in training, even though records indicate limited or no race activity.

In this case, the Sweep's name and status will be (re)entered in to the NZDBA Regional Affiliated Associations Sweeps Register as being (re)accredited from the date set by the Sweep Coordinator overseeing the process. As guidelines, policies or rules are implemented or updated, Sweeps may also be required to acknowledge their awareness of rule changes, updated procedures and/or guidelines that have been put in place since their previous accreditation period.

### 1.8 Cancellation of Accreditation

At any time, the NZDBA or a Regional Affiliated Association (through its appointed Sweep coordinator/s) can rescind the accreditation of any Sweep. However, before doing so the NZDBA or a Regional Affiliated Association must advise the Sweep in writing as to why their accreditation is being rescinded. The Sweep then has 28 days to apply to the NZDBA or Regional Affiliated Association to have their accreditation retained. If the Regional Affiliated Association does not retain the accreditation, it is then necessary for the Sweep to undergo re-accreditation.

A Sweep's accreditation status (level) may be reviewed and/or revoked for:

- Not performing their role in a safe and respectful manner
- Being found to be incompetent
- Displaying poor race skills
- Displaying poor sweeping ethics
- Displaying a lack of respect to crews or equipment
- Not complying with the Sweep levels as detailed; or
- Displaying sufficient reason for them to be de-registered



### 1.9 Register of Accredited Sweeps

The NZDBA Regional Affiliated Association shall maintain a register of accredited Sweeps. The register will be updated regularly to reflect changes in accreditation of Sweeps in their region. The register will contain the following information:

- Name
- Club
- Contact details.
- Races remaining to achieve Full Accreditation Status (Level 3)
- Number of races swept each regatta and throughout each season.
- Date tested or date full accreditation granted.
- Retest date / Anniversary / Expiry date

Regional Coordinators shall allocate a unique identity number to each Sweep, in the following series:

**Auckland DBA: 0001 – 0250**

**Waikato DBA: 0251 – 0400**

**Eastern Region DBA: 0401 – 0500**

**Aoraki DBA: 0501 – 0750**

**Central Region DBA: 0751 – 1000**

**Thus, they will number "SAS.0001" to "SAS.1000"**

The NZDBA Regional Affiliated Association will provide a copy of the Register to the NZDBA with the latest update prior to the NZ National Championships or as requested by the NZDBA Development Director

Accreditation expiry dates are set to the first day of the closest quarterly or monthly period, so as to simplify the date keeping process.

Examples:

- a) A Sweep tested on 24th September 2009 would have an anniversary date of 01/10/2012.
- b) Likewise, a Sweep tested on 12th November would also have an anniversary on 01/12/2012



### 1.10 Sweep Level Classifications

Recommendation: Minimum age for Sweeps should be **15 years** to ensure they are capable and responsible for controlling a dragon boat.

Table: Age requirement for NZ Sweeps:

|                              | <b>Open/Mixed category</b>                        | <b>Women's Category</b>                                  |
|------------------------------|---|--|
| Juniors/Schools              | Either gender<br>Can be adult<br>Minimum 15 years | <b>Either gender</b><br>Can be adult<br>Minimum 15 years |
| Youth/U23                    | Either gender<br>Can be adult<br>Minimum 17 years | <b>Either gender</b><br>Can be adult<br>Minimum 17 years |
| Premier                      | Either gender<br>Minimum 17 years                 | Female only<br>Minimum 17 years                          |
| Senior "A"                   | Either gender<br>Minimum 40 years                 | Female only<br>Minimum 40 years                          |
| Senior "B"                   | Either gender<br>Minimum 50 years                 | Female only<br>Minimum 50 years                          |
| Senior "C"                   | Either gender<br>Minimum 60 years                 | Female only<br>Minimum 60 years                          |
| BCS – Breast Cancer Division | As per BC requirements                            | As per BC requirements                                   |

Definitions relating to Supervision of Novice Sweeps:

**Direct Supervision:** This means that a Level 3 Sweep must physically be in the boat with the Trainee Sweep at all times during the training session.

**Indirect Supervision:** This means that a Level 3 Sweep must be in audible voice and visual contact of the Trainee Sweeps at all times during the training session.

It is desirable that all Trainee Sweeps be mentored by an NZDBA Affiliated Association - Regional Sweep Coordinator or another suitable mentor appointed by that Regional Sweep Coordinator. All mentors must hold a Level 3 (or higher) accreditation level.

Where possible, one or more Sweep mentors should be assigned to new teams to assist with initial Sweep and paddler training. Mentoring may remain until a team has L2-3 Sweeps.

**ENTRY LEVEL SWEEPS****Level 0 (L0) - NOVICE Sweep:**

(Refers to a novice Sweep 'in training' who is yet to be observed or tested by a Coordinator.)

- L0 Sweeps **Must** be under the **Direct Supervision** of a Fully Accredited (L3) Sweep (in the Boat) until the Level 3 supervisory Sweep deems the trainee Sweep competent to pass to Level 1 accreditation
- L0 Sweeps are restricted to steering Adult crews at regular training sessions only. (i.e. own crew).
- L0 Sweeps are restricted to steering within the boundaries of their approved training location.
- L0 Sweeps are **NOT** allowed to sweep during the hours of darkness.
- L0 Sweeps must be familiar with the following:
  - Section 2 - Safety procedures
  - Local Waterway restrictions/rules
  - Known waterway hazards

**Level 1 (L1) - RESTRICTED Accreditation**

(Goal – Sweep training sessions independently)

- This is an Interim Accreditation Only and L1 Sweeps are recommended to test for L2.
- L1 Sweeps **Must** be under the supervision (**Direct or Indirect**), of a Fully Accredited (L3) Sweep until the Level 1 Sweep has been assessed as being competent to be accredited as a Level 2 Sweep by the Regional Sweep Coordinator (or another suitably qualified assessor, authorised by the Regional Sweep Coordinator to carry out that assessment.)
- L1 Sweeps may sweep both Adult crews and School or Junior Crews at regular training sessions only, at the discretion of the level 3 qualified supervising Sweep.
- L1 Sweeps are restricted to steering within the boundaries of their approved training location.
- L1 Sweeps are **NOT** allowed to sweep during the hours of darkness.

**Level 2 (L2) - RESTRICTED Accreditation**

- Prerequisite: Must have passed both the Written test and Practical assessment.
- L2 Sweeps can sweep Adult Crews at regular training sessions unsupervised.
- L2 Sweeps can sweep School or Junior Crews at regular training sessions only, under supervision (**Direct or Indirect**), at the discretion of the level 3 qualified supervising Sweep.
- L2 Sweeps can sweep Adult and Junior Crews at regattas (other than the NZ National Championship Regatta) in conditions appropriate to experience. (NZDBA Rules of Racing)



- L2 Sweeps are NOT allowed to provide unsupervised training or instruction to L0, L1 or other L2 Sweeps.
- L2 Sweeps are **NOT** allowed to sweep during the hours of darkness.

**Level 3 (L3) - FULL SWEEP Accreditation:**

- L3 Sweeps are allowed to sweep Adult Crews, School and/or Junior Crews during training sessions and at regattas.
- L3 Sweeps are allowed to instruct, mentor and supervise Sweep training and development of Levels L0 to L2 Trainee Sweeps.
- L3 Sweeps are allowed to sweep during the hours of darkness **providing all the conditions described in section 2.16 of these guidelines have been met.**

**Recognition of experience and development of Sweeps that demonstrate advanced ability.**

Preamble: Sweeps who have held NZDBA Regional Affiliated Association Level 3 (Full) Sweep Accreditation for a significant period of time – a minimum of at least one (1) three year accreditation period, have generally developed their practical skills and knowledge of dragon boat sweeping, thereby having a greater awareness and understanding of race rules and the responsibilities required of an 'advanced' Sweep. As recognition of this development, such Sweeps may be considered for advanced standing.

**Level 4 (L4) - ADVANCED (Experienced) Sweep Recognition:**

Awarded to Level 3 Sweeps at the discretion of the NZDBA upon receiving written nomination from a Regional Affiliated Dragon Boat Association

Level 4 classification may be awarded to Level 3 (L3) Sweeps who:

- Have completed a minimum of one (1) accreditation period of three years.
- Have shown consistent and continual development as a Sweep during the initial accreditation period.
- Have consistently demonstrated confident boat manoeuvring and crew management in difficult weather conditions.
- Have demonstrated advanced ability in race environments in a variety of locations and water conditions.
- Have demonstrated the ability to steer various styles of boat and familiar with various sweep rigging systems (such as rowlock, pin, U-bolt)
- Must hold a current recognized boat safety qualification endorsed by Coast Guard Education (such as Day Skippers or equivalent)

Note: At the discretion of the NZDBA Regional Affiliated Association, and/or appointed Regional or National Coaches, it may be a requirement for Sweeps applying for a position as a Regional Representative or National Squad Sweep to have attained Level 4 (L4) status.

**Level 5 (L5) - SWEEP MASTER (MENTOR)**

Awarded to Level 4 Sweeps at the discretion of the NZDBA upon receiving written nomination from an affiliated Regional Dragon Boat Association. (RSO)

Note: Supporting documentation including sweeping resume and cover letter required to support nomination

L5 classification may be awarded to Level 4 (L4) Sweeps who:

- Have completed a minimum of one (1) accreditation period of three years.
- Have shown consistent and continual development as a Sweep since initial accreditation.
- Have demonstrated confident boat manoeuvring and crew management in difficult weather conditions.
- Have demonstrated advanced ability in race environments in a variety of locations and water conditions.
- Have steered NZDBA Representative teams at IDBF International regattas (see note F)
- Must hold a Day Skippers boat safety qualification endorsed by Coast Guard Education

Note: (F) – International race experience may be taken into account when reviewing a candidate's application request for Level 5 (L5) Accreditation, though it does not automatically qualify a Sweep for L5 status. Experience steering Club Crews at overseas races may also be considered.

**1.11 Recognition of prior Sweeping Experience****Preamble**

The NZDBA recognizes that many current NZ Sweeps may have accumulated years of experience and possess the necessary skill level required to achieve Level 3 full Sweep accreditation. With this in mind the NZDBA has an accelerated accreditation path to recognize Sweeps that fall into this bracket.

**Accreditation Pathway**

All current Sweeps wishing to apply for "Recognition of prior Sweeping" with respect to the new "Sweep Accreditation Scheme" are required to follow this path.

- Regional Coordinator/s to record details of Sweeps seeking Recognition of prior Sweeping experience.
- Requesting Sweeps to supply Regional Sweep Coordinator with a resume of their sweeping experience.
- All Sweeps gaining Accreditation through the "Sweep Accreditation Scheme" must pass the Written Test.
- The Practical portion of level 2 Sweep accreditation may be signed off by a Regional Sweep Coordinator after having considered evidence supplied of practical experience or having witnessed the Sweep's ability at past Dragon Boat Regatta's.



- Where a Regional Sweep Coordinator is not satisfied with the requesting Sweep's practical ability or evidence supplied of that ability, he may request the Sweep undergo specific parts of the practical testing or the complete test.
- Regional Sweep Coordinators will assess and sign candidates off against the required practical competencies.

### 1.12 Race Day Procedures for Sweeps

(Chief Marshall, Water Umpires, Race Officials, etc)

NZDBA and its Sweep Coordinators have initiated a program whereby they now attempt to record accredited Sweep activity at endorsed NZDBA National/Regional Affiliated Association sanctioned events. The aim is to have an event record listing of all the Sweeps who participated at each event, along with any notations & reports where sweeping related incidents occur.

#### Logbooks:

All Level 3 Sweeps will be issued with a Logbook by the Regional Body or Regional Sweep Coordinator. The Logbook forms the basis for Level 3 Sweeps to record evidence of ongoing event sweeping activity.

- Event Senior Race officials (Race or Event Director) or attending NZDBA Sweep Control Group members may sign off event attendance for that event upon receiving evidence that the requesting Sweep has swept "without incident" for the duration of the event.

Races are considered 'without incident' if there are no reports or observations of race infringements received by race day officials or noted by coordinators observing races. Sweep coordinators may not individually see each & every race, but other officials are observing Sweeps throughout events.

Note: The 'entire race' period begins when the sweep takes control of the boat and crew at the loading point. It involves the approach to the start line, the actual race time, and the return to the unloading point, until the crew disembarks.

#### Level 2 sweeps MUST

- Wear a **fluorescent orange** Safety Vests for all races they sweep until they've completed their Compulsory 3 events and have been issued level three status.
- Only successful probationary races will be credited towards attaining L3 accreditation.

Wearing a fluorescent vest helps Race officials to recognise the Level 2 Sweeps and will attract observation of their probationary races. It also indicates L2 status to higher grade Sweeps. More experienced Level 3 Sweeps tend to be more forgiving and helpful when they are aware a Sweep is new to racing.

#### Competent Sweeps (level 3 or greater) must

- If seeking Logbook sign off, present their logbook to either the Senior Race Officials or a Sweep Control Group Representative attending that event.



## 2 SAFETY PROCEDURES GUIDELINES

The following safety procedures are guidelines for NZDBA Regional Affiliated Associations and may be amended and/or added to, to account for the local conditions.

IT IS THE SWEEPS RESPONSIBILITY TO ENSURE THE CREW SAFETY BRIEFING HAS BEEN CONDUCTED BEFORE LEAVING SHORE.

### 2.1 Land Procedures

There are a number of procedures to be undertaken on the land to ensure the safety of a crew before heading onto the water. The following sections provide a guideline as to what should occur on land. They are not extensive but provide an outline on what can assist in preventing accidents.

### 2.2 Initial Safety Procedures

Accidents can occur at the most unlikely times. As a sweep, you must provide the necessary precautions both on and off the water. The following are some guidelines from the time paddlers have stretched prior to training and getting into a dragon boat:

- Paddlers must always ensure when lifting and carrying a dragon boat they use safe techniques, such as bending at the knees when lifting and not bending their back.
- Always ensure there are enough paddlers to lift and carry a dragon boat (suggested of a minimum of 10 paddlers) are required to lift and carry a dragon boat). If there are not the minimum required number, ask other crews (when available) for help.
- When lowering a dragon boat ensure it is put down slowly with paddlers bending at the knees.
- Decide the seating positions of paddlers before entering the dragon boat. Have paddlers of similar weight seated with one another.
- A dragon boat must **not** be pushed into the water whilst paddlers are standing. If a dragon boat is to be moved, advise those standing to be seated and **only then** move the dragon boat.
- Paddlers should wear suitable footwear in a dragon boat (see 3.7).
- Paddlers must be able to swim 50m fully clothed and must wear a Personal Flotation Device (PFD).

### 2.3 Environmental Conditions

As with any water sport, and because of the environment itself, there is always an element of danger. Because of the size and design of the dragon boat and the water conditions in which training and racing takes place (that is placid water) dragon boating is generally safe and a capsize, especially in such conditions and unless the crew is at fault, is a rarity. However, people are people and the possibility an accident may occur remains. Dragon Boat Racing is no exception to the rule and it is the duty of all who participate in the sport – competitors, race





organisers, coaches and officials alike – to be aware of the potential dangers inherent in the sport.

Be safety conscious – not safety extreme – and ensure that dragon boat racing is conducted in a responsible manner. In addition, keep to waters within the capabilities of your sweeping ability.

Be aware of weather forecasts – you must NEVER be on the water during a thunder or electrical storm. If training before sunrise or after sunset, it is the Sweep's responsibility to ensure the dragon boat does not go on the water without lights. (see section 2.16)

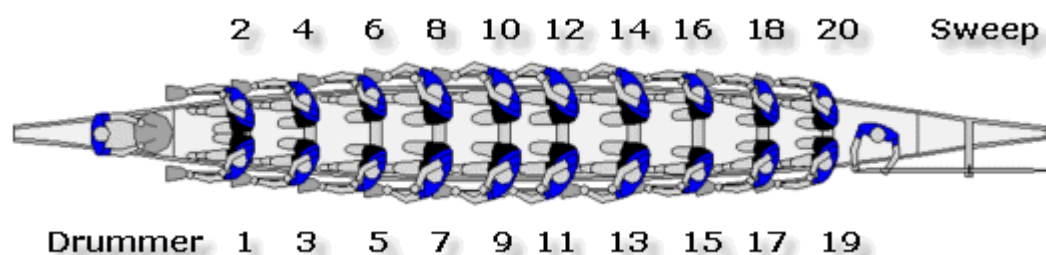
## 2.4 The Buddy System

The crew should number off from the front of the dragon boat and be made aware that they are responsible for the person they are paired with (seated next to in the dragon boat) and that, in the event of a capsize, their first responsibility is to ensure that their partner (buddy) is accounted for and safe. This is called the "buddy system" and it gives each person in the dragon boat a specific responsibility for another.

Buddy System and Head Count as per the IDBF protocols ... as copied from "International Dragon boat Federation Members Handbook – Edition 4 – IDBF Water Safety Policy":

The Buddy System. The crew should be 'numbered off' from the front of the boat and made aware 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, 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#1 left and no#2 right) in the boat are responsible for the "Drummer" and the 'rear pair' (last pair no#19, 20) for the "Sweep".



For clarity, when looking forward towards the bow (front) of the boat, the Drummer will be known as the "Drummer" or "Caller" (if this position is filled). If the drummer/caller position is vacant, the head count will proceed left, right, left from front to back; with the first paddler on the LEFT being no#1, finishing with the Helm known as the "Sweep" in the NZ Buddy system.



## 2.5 Water Procedures

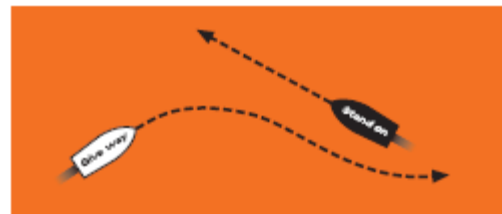
In any sport, because of the environment itself, there is always an element of danger. On the road, the rule is to keep to the left, on the water it's the opposite: keep to the right. ie **move in an anti-clockwise direction**.

The general rule is **if it's bigger, faster, more expensive than a dragon boat – keep out of its way!** In training areas and in shipping channels the rules is to keep to the right (i.e. the opposite the New Zealand Road Rules).

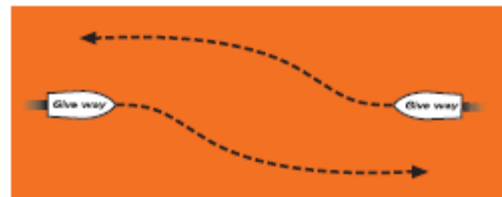
As a Sweep you should comply with navigation rules and keep as far to the right as practical (the opposite of road rules). See section 4. Remember, there is an obligation to avoid a collision even if you happen to be in the right.

If meeting another craft head on both boats are required to alter course to Starboard (right), never to Port (left) any turn should be large enough to be obvious to the other boat. When navigating in narrow channels, all boats should travel on the starboard side (right) or right-hand side of the channel and pass oncoming boats on their port side (Left side).

Ferries have right of way on the water so don't take them on under any circumstance. Rivers and Channels are broken into the three sections of the river, dragon boats should keep to the outer third of the river (closest to the shore/bank) as the centre part of the river as used for commercial and power craft. It is also recommended that you keep at least 50m away from Ferry terminals and wharves.



- you must give way to another boat on your starboard (right).



- if you meet head on, both boats must turn to starboard (right).

**Important Note:** It is possible that local councils may have applied variations to these general navigation rules. It is the responsibility of the Sweep to be familiar with any local variations that are in place on the waterway, lake, river, harbour or any body of water that they intend to use for any Dragon Boat activity.

Rowing sculls are moving faster than a dragon boat and the rower is facing backwards, so always give way. Be particularly careful of powerboat drivers who think they own the water. If at any time you think it necessary, report any problems with powerboats to the local Waterways or Maritime Authorities. Safety is the prime concern for Sweeps and in all instances it a matter of COMMON SENSE.

Remember: while on the water the Sweep is regarded as the Captain of the boat in control of the dragon boat and has the ultimate responsibility for the safety of the crew. Everyone associated with a crew should ensure that dragon boating is conducted as SAFELY AS POSSIBLE.



## **2.6 On the Water**

In all water conditions, good or bad, the key to safety is the application of good COMMON SENSE by all those taking part in the activity. Playing around in a dragon boat and deliberately capsizing it, even in warm sunny conditions, can be dangerous to both the crew on the water and other users alike. In certain circumstances it could be lethal; a dragon boat moving at speed through the water cannot easily be stopped and a crew in the water from a capsized dragon boat cannot easily be seen!

## **2.7 Water Safety Precautions**

The most likely time a capsize will occur is when paddlers are loading into or getting out of a dragon boat and the following guidelines should be observed:

- When loading and unloading, paddlers should avoid erratic movements.
- Paddlers should keep their weight low when moving through the dragon boat.
- If loading from a beach or ramp:
  - The back of the dragon boat should be in the water.
  - Two paddlers hold the front of the dragon boat steady.
  - Paddlers load and unload from the front of the dragon boat.
  - Load the rear of the boat first. That is, paddlers should walk down the boat with the Sweep loading first, then seat ten (10), then seat nine (9) and so on.
- Once seated, a paddler must sit on the seat in the middle of the dragon boat. Only when their paddling partner is about to sit down should they move to their paddling side.
- The Strokes (front row) and the Drummer should be the last to enter and the first to leave the dragon boat. Note: The Sweep is always first on board and last to leave.
- When loading or unloading from a pontoon, the dragon boat must be held securely, with the side of the dragon boat butted against the side of the pontoon. The Drummer should embark first, the Sweep is last to embark. The boat should be loaded and unloaded from the middle rows first. Paddlers should sit in the centre of their seat until their seat buddy joins them. It is also recommended to only have 2 or 3 rows loading or unloading at any one time to help stabilise the boat as much as possible. Note: This guideline may vary according to local procedures.
- All paddlers should know their buddy seated next to them. The drummer is looked after by row 1 (or the front row) and the Sweep by row 10 (or the last row). Remember that a paddlers safety and that of their buddy is dependent on them looking out for each other.
- When paddlers are seated, they should have their paddles in the "Paddles Flat Position" (or brace position).
- Once all paddlers are seated, the Sweep must complete a head count. As mentioned previously, number 1 is the left stroke, number 2 right, number 3 left number 4 right and so on till the last couple is counted (i.e. number 19, 20 in a full boat).



- Finally, the Sweep must ensure the dragon boat is balanced before leaving the shore. If after leaving the shore the dragon boat is still unbalanced, stop the dragon boat, and make adjustments i.e. swap the paddlers from left to right and vice versa.

## 2.8 After a Capsize

As mentioned previously, because of the size and design of the dragon boat, and the water conditions in which training and racing takes place (that is placid water) dragon boating is generally safe, and a capsize in such conditions is a rarity unless the crew is at fault.

## 2.9 What to do in a Capsize

In the event of a dragon boat capsizing:

- Each paddler should immediately account for their buddy. If a paddler's "Buddy" is missing, the Sweep should ask an able swimmer to swim under the boat to check for trapped paddlers.
- The Sweep double checks by ordering a *Numbering Off*. That is, each person calls their number (as in "Drummer, 1, 2, 3 .... 18, 19, 20, Sweep"). If a number is not heard, the Sweep asks the "Buddy" to check for their partner. If there is still no response, the Sweep should ask an able swimmer to swim under the boat to check for a trapped paddler. Meanwhile the Sweep resumes the Numbering Off.
- When a dragon boat has over-turned no one should swim underneath it unless directed by the sweep, in most cases the dragon boat can be used as a floating platform, provided the crew space themselves evenly around the dragon boat.
- The crew must initially stay with the dragon boat and leave it in the capsized position or, if waterlogged, in the upturned position. If paddlers are injured, distressed or suffering exposure they should be placed in the upturned boat.
- Alternatively, under the instructions of the Sweep the dragon boat may be rolled back to the upturned position and used to support the paddlers by individuals holding onto the gunwales.
- In all situations the Sweep should remain in control of the crew and, 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. If there are rescue boats then the crews should not attempt to retrieve their paddles. Paddlers should ensure they stay with the boat. The main concern should be paddler's welfare – paddles can be replaced, but drowned paddlers cannot. Let rescue crews collect paddles once crews are accounted for and ashore.
- On the arrival of the rescue boats, the crew should move as directed by the operators of the rescue boats, with the Sweep remaining in the water until all the members of the crew have been rescued.
- If there are insufficient rescue boats to rescue all the crew in one go and the water conditions are kind, or it is shallow, then the crew members can remain with the dragon boat and start to swim it to the nearest shore. This should



only be done under the control of the Sweep and when the swimmers are capable and not at risk.

- Once the crew is safe, a rescue boat may be used to recover the dragon boat.

### **2.10 Where there are no rescue boats**

If there is no rescue boat available then in calm conditions, the whole crew may attempt to swim the dragon boat to the nearest safe landing point, as directed by the Sweep. If conditions are not suitable for swimming the dragon boat, then as a last resort, the crew may leave the dragon boat and swim to shore in pairs, using the buddy, again under the control of the Sweep. As with other methods, the crew must be accounted for at all times during any attempts to swim the dragon boat or as pairs under the buddy system. However, in a training situation, crew members are advised not to attempt to swim to shore unless they are wearing PFDs. Should there be no alternative but to swim for the shore then any crew member who is not wearing a PFD should join a buddy pair with PFDs or make up a group (or groups) of three, to provide mutual support and assistance during the swim.

### **2.11 Onshore recovery of a Dragon Boat**

As soon as the dragon boat is at the water's edge, account for all crew members again on the land and deal with any injuries immediately. The dragon boat, if upturned, may then be turned right way up (in the water) and bailing commenced. The Dragon Boat SHOULD NOT be dragged out of the water unless there is only a small amount of water left in it. Large amounts of water in the dragon boat, puts considerable strain on the hull if the dragon boat is out of the water. Once the boat is almost empty of water it may be lifted on to the bank and checked for damage and all the equipment of the dragon boat accounted for.

### **2.12 Safety Equipment**

All Sweeps should be aware of the location of Safety equipment applicable to that training venue in that Region should it be required. At a minimum, a Safety pack should contain Basic First Aid kits, Emergency Blankets and Towing ropes.

### **2.13 Swimming**

All members in a dragon boat crew must be able to swim 50m. They must be water competent in cold and moving water and when dressed in light clothing. That is, racing dress (shorts and race top) plus waterproof top and trousers and light footwear (trainers, crocs, jandal's, water shoes or similar).

### **2.14 Personal Flotation Devices (PFDs)**

NZDBA Competition Regulations and Rules of Racing require all persons within the Dragon boat to wear a NZS certified PFD at all times.



## **2.15 Alcohol/Drugs Consumption**

Alcohol and water sports do not mix. This is especially applicable to dragon boating. At no time should any persons within the dragon boat be under the influence of alcohol or illicit drugs, either at training or during a regatta.

## **2.16 Sweeping during the hours of Darkness**

Preamble: The NZDBA recognises the fact that some teams may wish to train early in the morning or later in the evening and at some times of the year, these training sessions may well occur before sunrise or after sunset.

Remember that the Sweep is deemed to be the person in charge of the Dragon Boat and the onus of responsibility for the safety of the crew, the boat and other water craft, falls on the shoulders of the sweep. It is therefore important that the Sweep is sufficiently experienced and confident to manage this responsibility in the conditions that exist.

All bodies of water will differ in relative safety. Some will have the advantage of being partially lit by streetlights. The phase of the moon and the presence or absence of cloud cover makes a significant difference as well.

If teams are wanting to train during the hours of darkness, then the following conditions must be met. These conditions are stipulated to ensure that teams are meeting any Maritime NZ or Local Body legal requirements and to ensure we are keeping the safety of crews a top priority.

### **Conditions:**

- The Sweep must hold a minimum Level 3 accreditation.
- The Sweep must apply in writing to the Regional Sweep Coordinator for permission to sweep during the hours of darkness.
- The Sweep must be fully conversant with hazards that could be present in the particular body of water to be used for that training session.
  - NOTE: Because visibility is significantly reduced, it is harder to see objects in the water. These hazards could be actual or potential and might include...
    - Floating objects (such as logs etc.)
    - Fixed objects (such as stakes or rocks etc.)
    - Other watercraft using the same body of water.
- The team must comply with any Maritime NZ requirements pertaining to the body of water being used for the training session.
- The team must comply with any Local Body or Council bylaws pertaining to the body of water being used for the training session.
- A forward facing, white light must be displayed at the front of the Dragon Boat so that the Dragon Boat is visible to other watercraft using the same body of water.
- Approved PFD's must be worn by all persons on the boat.
- A cell phone in a dry bag must be carried so that appropriate help can be summonsed if any problems arise.



### 3 SWEEP INFORMATION, GUIDELINES AND CALLS

#### 3.1 Balancing a Dragon Boat

Before leaving the embarking area, the Sweep should ensure that the dragon boat is well balanced. That is each pair of paddlers is similar weight or height and that generally, the heavier pairs are seated in the middle section of the dragon boat. The Sweep should ALWAYS know the number of people in the dragon boat, both at training and on regatta days.

As a rule of thumb, if one side is heavier, to balance a dragon boat:

- move weight away from the centre (seats **5, 6**) of the **heavier** side,
- move weight into the centre of the boat on the **lighter** side.

#### 3.2 Reversing a Dragon Boat

All Sweeps should be comfortable reversing a dragon boat. Sweeps should practise reversing a dragon boat regularly. Point the back of the dragon boat towards the direction you intend to go before reversing. Never have the sweep oar in the water when reversing. This is a sure way of losing control and falling off the back of the dragon boat. Only dip the sweep oar in the water as and when required. There are two things to remember when reversing a dragon boat namely:

- Always look behind to ensure there are no craft (especially another dragon boat) behind; and
- Reverse slowly as this is one of the more difficult aspects of sweeping.

#### 3.3 Steadying a Dragon Boat

A dragon boat will feel “tippy” if the crew is out of balance or moving about in an uncoordinated manner. To steady the dragon boat in such circumstances (and when sideways on to the wind or a wave pattern) the crew should be instructed by the Sweep to lean gently over the side of the dragon boat and place their paddles flat on the water at arm’s length. With all the paddles on the water in this manner (10 either side) the dragon boat is effectively stabilised. This is called “paddles flat” or “stable”.

#### 3.4 Stopping a Dragon Boat

When manoeuvring, turning or racing a dragon boat it may be necessary to stop the dragon boat suddenly to avoid a collision with another vessel, a dragon boat or even a fixed object. It is important that the crew reacts quickly but safely. An unbalanced crew over-reacting can capsize their own dragon boat!

The initial command should be “Stop the Boat” (or “Brake the Boat”) followed immediately by “paddles flat” if the dragon boat is unstable and there is no immediate danger of collision.

If there is a danger of a collision the command “Stop the Boat” should be given and the crew instructed by the Sweep to do a reverse paddle stroke; that is, all paddlers take a backward stroke with their paddle instead of a forward stroke.





In a race situation when a collision is imminent, the Sweep must immediately tell the crew to "Stop the Boat". Failure by the crew to stop the dragon boat in such circumstances can result in disqualification. Practise stopping a dragon boat during training. Crew should know what to expect when a Sweep calls "Stop the boat" (or "Brake the Boat").

Note: The intensity, or urgency, of 'braking' required to reduce a boats momentum can be conveyed via the words used and the emphasis, or tone placed upon them.

For example loudly calling "STOP STOP STOP", or "Stop Hard" (or similar) would indicate a more aggressive stopping motion that a softer call of "Take the Run Off" to indicate slight blade pressure on the water surface to slowly reduce forward motion.

### 3.5 Racing at a Regatta

NZDBA holds regattas at venues throughout New Zealand. Not all courses have lanes marked down the course. At venues where there are no markings all Sweeps should talk to one another and let each other know the landmark they are heading for at the other end of the course. At a regatta, safety comes before results. If you lose control of the dragon boat that you are sweeping and look likely to hit another dragon boat, then you **must stop the dragon boat** under your control. If you don't stop the dragon boat, your crew can be disqualified.

SAFETY FIRST in all instances. Some pointers for racing:

- Before sweeping at a regatta always check the race rules and ask question at the briefing for Sweeps.
- Move to the start line promptly. A crew can be left behind!
- When lining up at the start line, talk to the Sweeps around you if necessary, to ensure all take the correct line down the course.
- If at the start line you are not ready or experience a problem, ensure your Drummer holds up a hand. This ensures the Starter or Water Judge is aware of your difficulty.
- Brace yourself for the surge at the start of a race. Sweeps have been known to fall off the back of a dragon boat.
- If during a race a collision is about to occur, instruct your crew to stop the dragon boat. Race controllers may have more sympathy if you stop your dragon boat, than if you continue and have a collision.
- Keep your crew calm and balanced once the race has finished. This is when capsizes can, and often do, occur.

Suggestion: If a collision is imminent, call "**Collision ... STOP STOP STOP**" to emphasize the need to stop immediately. Supported by the Drummer, the strokes should be empowered to stop paddling and dig their paddle in, so the rest of the crew behind them follow.





### **3.6 The Paddler**

The following are some quick tips about paddlers, they must:

- Be a minimum of 12 years old.
- Be able to swim, confidently 50m in clothing (with a shirt, shorts, sandshoes as a minimum)
- Be honest about his/her ability.
- Be aware of hypothermia and other dangers and take the appropriate precautions.

Practice capsize drills are not recommended as they can be dangerous and cause injury to paddlers.

### **3.7 Clothing**

All paddlers should dress for the conditions. In the summer months – a paddler's wardrobe could include:

- Race shirt or singlet top
- Shorts or paddling shorts
- Boat shoes or the like
- Hat, sunglasses, sunscreen
- Water bottle

In the winter months, paddlers should dress for the conditions remembering that hypothermia can kill. As such a paddlers wardrobe could include:

- Wetsuit (without sleeves), spring suit
- Woollen or thermal leggings and top
- Windproof jacket
- Wetsuit booties (socks etc)
- Woollen beanie

If the Dragon Boat capsizes, you must be able to swim with extra or heavier clothing on. Always wear your PFD on the outside of your clothing.

Note: Cotton should not be worn when dragon boating in cool conditions. Jeans must never be worn on the water.



### 3.8 Sweep's Calls and the Command Voice

A call is an oral instruction from a Sweep. The Sweep will need to deliver calls correctly so that the dragon boat crew will maintain optimal performance and discipline during training and racing. The precision and timing with which a movement is executed by the crew, is affected by the manner in which a call is given. Calls must be pronounced clearly and distinctly and delivered with confidence and determination.

### 3.9 The Command Voice

A correctly delivered call will be understood by everyone in the crew and have characteristics that demand willing, correct, and immediate response. Calls are best heard and understood when given by a person who has developed a command voice.

#### Loudness

Loudness is the volume used to give a call. It should be adjusted to the environmental/council conditions and the distance and position of individuals in the crew. The voice must have carrying power, without excessive exertion. Speak loudly enough for all to hear, but do not strain the vocal cords. A typical result of trying too hard is the almost unconscious tightening of the neck muscles to force sound out, causing damage to the vocal cords.

#### Projection

Projection is the ability of your voice to reach whatever distance is desired without undue strain. To project a call, focus your voice on the person farthest away, using a distinct loud voice with inflection.

### 3.10 Sweep's Calls

Actions from the Sweep are made up of calls. So that these calls and instructions can be defined, explained and delivered with maximum clarity, they will be considered as either two-part or combined calls. It is vitally important when proceeding, manoeuvring or stopping that the crew of a dragon boat knows what to do and when to do it. The dragon boat will perform optimally when all paddlers respond as directed, in unison.

#### Two-Part calls

Two-part calls, as the name suggests, have two parts: a preparatory part and the executive part. Neither part is a call by itself, but the parts will be termed calls to simplify instruction. The Sweep's instructions are given in this form:

- An optional "**identifier**" indicates **who** will perform the movement.
- The "**preparatory**" part(s) communicates what is to be done.
- The "**executive**" part commands when to do it.



The *preparatory call* communicates the movement to be carried out and mentally prepares the crew for its execution. It cautions the crew that a movement is to be made and may also indicate a direction.

To identify preparatory calls in this manual they are shown beginning with a Capital letter followed by lower case letters. The comma indicates a pause between the preparatory call and the executive call. In the call "*Paddles, OUT*" the preparatory call is *Paddles*.

The *executive call* commands when the movement is to be done. The executive call is usually a word of one syllable, or two syllables shortened to one for a snappy delivery. In two-part calls, each discrete instruction requiring an action should end with an executive call which commands when to do it.

To identify *executive calls* in this manual they are shown in CAPITAL LETTERS. In the call "*Paddles, OUT*" the executive call is *OUT*.

More than one preparatory call may be given, each usually separated by a standard pause of one second, for a stroke rate of 60 strokes a minute. (See "Cadence" for correct timing). For example, the call "*Draw, Left, DRAW*" is also considered to be a two-part call even though it contains two preparatory commands.

### Combined calls

In some calls, the preparatory call and the executive call are combined. BRAKE and GO are examples of combined calls. These calls are given without inflection and at a uniformly high pitch and loudness comparable to that for a normal **executive** call. To identify **combined** calls in this manual they are shown in UNDERLINED CAPITAL LETTERS. An example is BRAKE.

The call, "AS YOU WERE," cancels a call started but not completed. The response to this call is for the crew to resume their former position.

### Cadence

Cadence, in calls, means a uniform and rhythmic flow of words. The cadence of the calls should match the cadence of the paddling. This is the stroke rate. The interval between calls is uniform in length for any given stroke rate. This is necessary so that everyone in the crew will be able to understand the preparatory call and will know when to expect the executive call. To change the action, rate or effort level of a paddling crew, the preparatory call and executive call are given with an interval of one stroke or count. The same interval is used for calls given while the boat is stationary.

Longer calls, such as "*Five, Four, Three, Paddles, OUT*" must be started so that the call will end at the proper point or phase of the stroke. A full stroke or count should be left between each preparatory call and the executive call.

**3.11 Calls from the Sweep**

| Call   | Action  |
|--|---|
| Back 2/3/4 rows  | Only the paddlers in the designated rows paddle under the Sweep's instruction. Other paddlers have their paddles out of the water. This can be used to manoeuvre to the start position.   |
| Squad  | This refers to all paddlers in the boat. This call should be used after instructions have been given to part of the crew for manoeuvring.   |
| Numbering from the front (Head Count)                                  | <p>At the beginning before leaving the bank, beach or pontoon, the crew will call their number commencing with the drummer as "Drummer" then, proceeding from the front left side, right side (seat 1 left is 1, seat 1 right is 2) through the boat to the "Sweep").</p> <p>If there is no drummer then numbering commences from the first occupied seat left 1, right 2 continuing through the boat to the Sweep.</p> |
| Change Sides (from the front)  | The paddlers change sides as instructed by the Sweep. The paddlers should avoid sudden movements and transfer their weight uniformly to maintain the boat balance. This should be executed one row at a time. The row behind shouldn't start changing until the row in front has completely finished swapping.  |
| Draw front left or right (specific seat numbers may be called to draw) | Is used by the nominated seats to pull the front of the dragon boat in line. The opposite side should hold their paddles flat. Some seats may be directed to hold water to minimise drift.  |
| Draw back left or right (specific seat numbers may be called to draw)  | Is used by the nominated seats to pull the back of the dragon boat in line. The opposite side should hold their paddles flat. Some seats may be directed to hold water to minimise drift.   |
| Paddles BEHIND, or Paddles BACK  | Paddles are placed in a backward position for paddling backwards, awaiting the Sweep's call "GO" to initiate reversing by pushing the blade forward in time with crew mates.  |
| Paddles UP   | Move paddle to the start position (paddles up). Paddles can be placed in the water (not moving) ready to take the first stroke.   |
| Paddles FLAT   | Paddlers press the blade of the paddle flat on the water to stabilise the dragon boat (also known as "Bracing" the boat)  |
| Paddles OUT  | Paddles come out of the water and the Dragon boat glide to a stop (same as "let it Run")  |
| <u>HOLD WATER</u>  | This is when paddlers hold their paddles still in the water to halt the dragon boat motion and to keep the boat stationary.   |



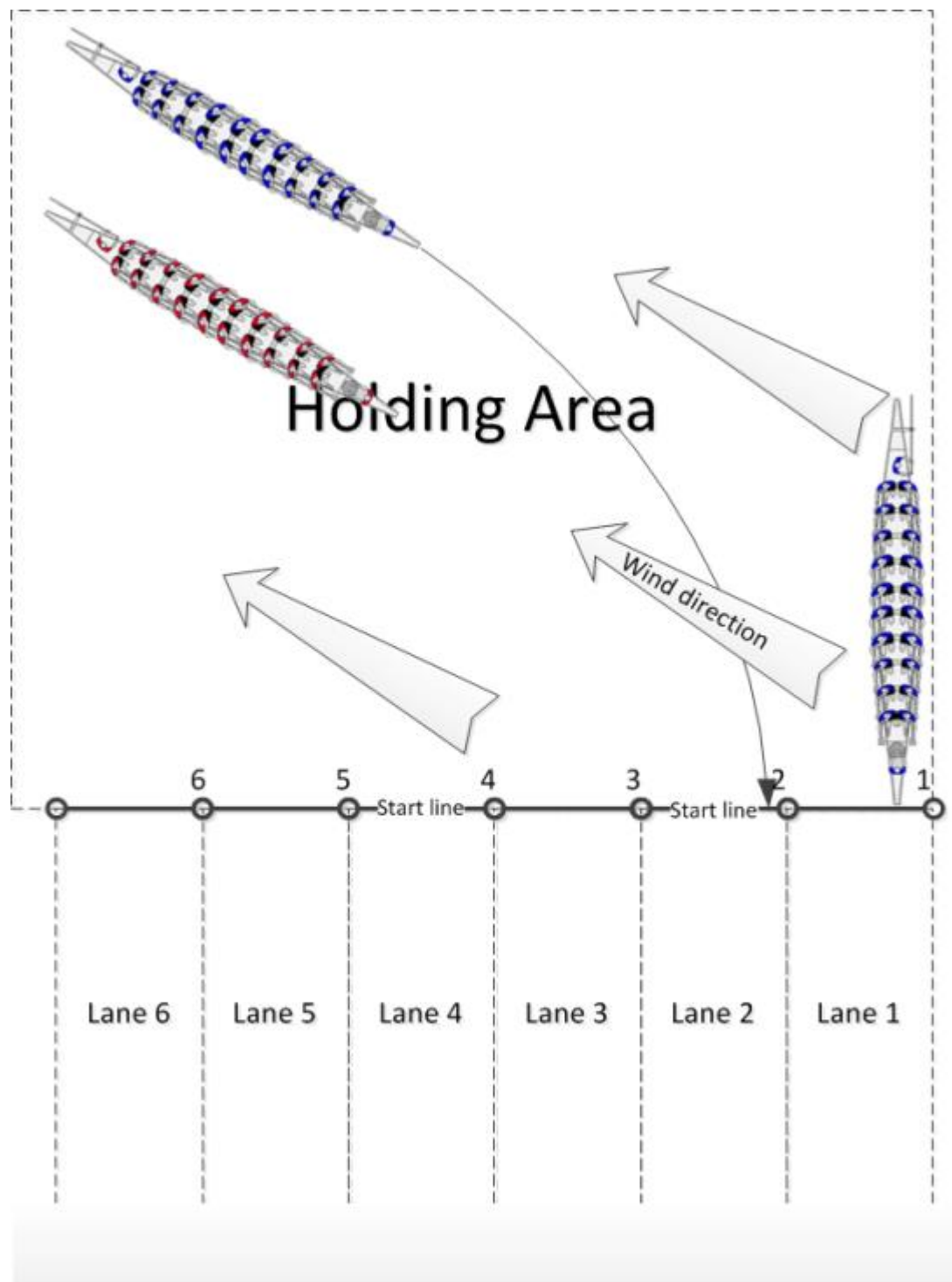
|                                   |   |
|-----------------------------------|---|
| Stop the boat /<br>Brake the boat | Paddlers stop the dragon boat quickly by holding the paddle vertically in the water   |
| Set Yourselfs /<br>Lock in        | Crew members lean forward with arms straight, resting on the gunwales and with the paddle at a 90-degree angle, nearly touching the paddler in front of them. |
| GO                                | Start paddling  |
| Let it Run / Let it<br>Glide      | Paddles come out of the water and allow the dragon boat to glide to a stop  |
| Rest/Relax                        | Crew members must remain seated where they are but can relax, drink, re-apply wax to paddle shafts and chat with others around them.                          |
| As you were                       | This cancels a call started but not completed. The response from the crew is to resume their former position.   |

### 3.12 Calls from the Starter

| Call  | Action  |
|---|---|
| All boats hold  | The paddlers hold their paddles still in the water to halt the boat's motion and to keep the dragon boat stationary   |
| Are you ready   | The crew moves their paddles to the start position. If the crew is not ready the Drummer must immediately raise a hand above head height. The Drummer is forbidden to take such action prior to this call. All movement of paddles to align the boat must stop. |
| Attention   | The command to GO or the starting signal is imminent, and in any case shall not exceed 5 seconds. The crew should ready themselves to take the first stroke.  |
| 'GO'<br>Alternatives: <ul style="list-style-type: none"><li>• Gun shot</li><li>• Electronic start signal</li><li>• Other distinct sound as specified.</li></ul>         | Commence Racing.  |
| STOP STOP STOP<br>Alternatives: <ul style="list-style-type: none"><li>• Repeating the start signal</li><li>• Using the alternative start signal as specified.</li></ul> | There has been a false start. Boats are to return to the start line.  |

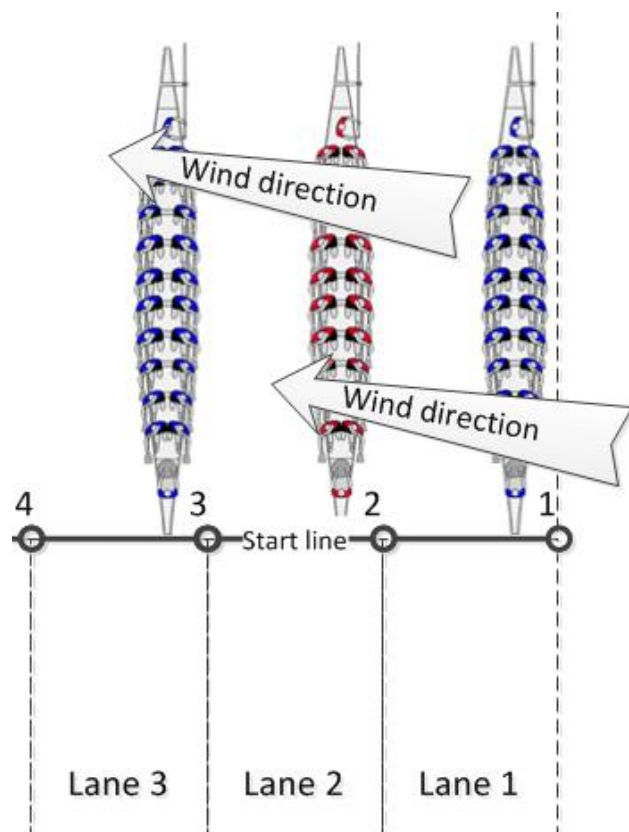
### 3.13 Effects of Wind on a Dragon Boat

When considering the effects of wind on a stationary dragon boat the most obvious counter measure is to set the Bow (front) straight into the direction of that wind, this will lessen the effects by placing the least amount of surface area for the wind to contact as shown in **Figure 1**.



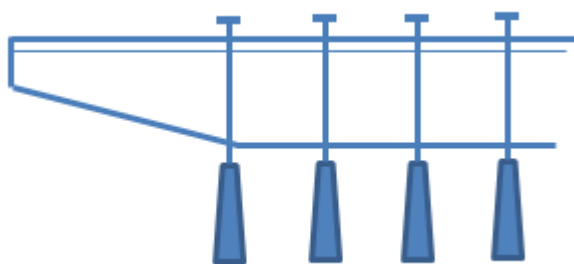
**Figure 1 - point the bow into the wind while holding.**

When considering the effects of a side wind whilst setting up for a race on a start line that is utilising a “running” or not held starting system the Sweep must position their dragon boat to the windward side of their racing lane closest to the prevailing wind as shown in **Figure 2**.



**Figure 2 - positioning to windward on the start line**

To assist with minimising drift caused by a side on wind whilst stationary or creeping forward toward starting line get front 16 paddlers or first 8 seats to bury their paddles as shown in **Figure 3**. The remaining 4 paddlers are used to manoeuvre boat in a forward or backward direction.



**Figure 3 - burying the paddles to prevent drift.**

#### Negotiating side on wind and waves under power

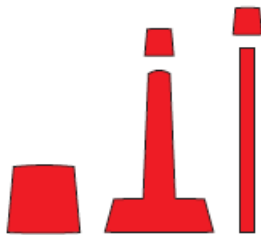
During racing whilst a dragon boat is underway or moving at race pace it is good practice when negotiating side wind and waves **NOT TO** remove the steering oar from the Water. Steering can be achieved by twisting Sweep handle thereby manipulating the sweep blade angle for boat directional control.



## 4 BASIC MARITIME BOATING RULES AND INFORMATION

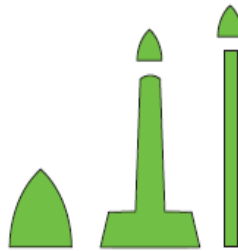
### 4.1 Channel Markers

These show well-established channels and indicate port (left) and starboard (right) sides of the channels. One of the following may be used:



**Port mark**

A red can shape. At night, a red flashing light may be shown.



**Starboard mark**

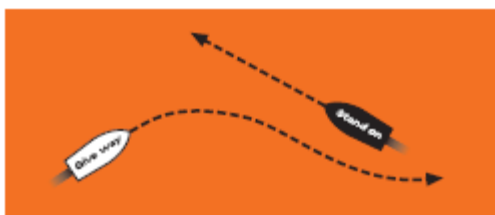
A green conical shape. At night, a green flashing light may be shown.

**COMING IN** (Entering a harbour or heading inland from entrance point)

Upon entering a harbour, the **RED PORT MARK** should be kept on the boat's PORT (left) side and the **GREEN STARBOARD MARK** on the boat's starboard (right) side.

**GOING OUT** (Leaving a harbour in a direction heading toward Open Sea / Harbour Entrance) When leaving a harbour, the **RED PORT MARK** should be kept on the boat's STARBOARD (right) side, and the **GREEN STARBOARD MARK** on the boat's port (left) side.

### Basic Water Give Way Rules



- you must give way to another boat on your starboard (right).



- if you meet head on, both boats must turn to starboard (right).

### When power meets sail or a boat being rowed or paddled:

The power boat gives way (unless the other boat is overtaking)



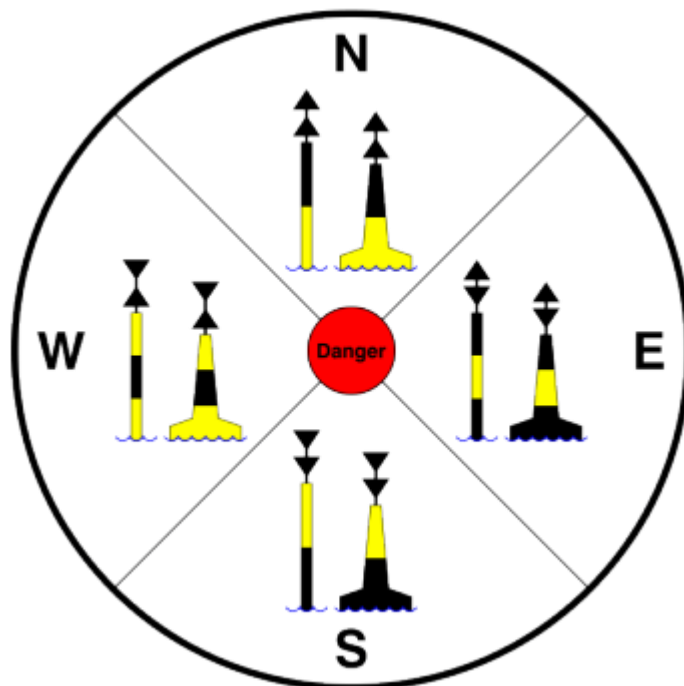
## Maritime Water Danger Markers

The main purpose of a Cardinal Mark is to indicate the *safe* side on which to pass a danger. The deepest water is on the named side.

Each Mark indicates where there is DEEP WATER close to a known danger (Rock or Reef or Submerged Hazard). They show this relative to the Compass. That is Deep (safe) Water is to the North of a North Cardinal Mark. And Deep Water is East of an East Cardinal Mark.



Another way of thinking of it, is that they indicate where the "Cardinal Mark" is in relation to a Hazard.



### 4.2 Isolated Danger Marker – Red and Black

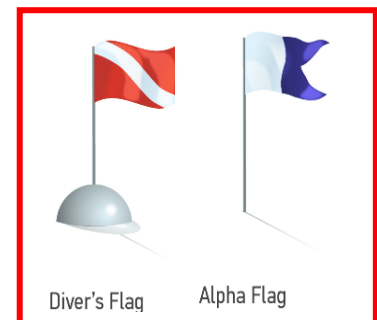
Indicates an Isolated Danger, such as a submerged rock and so tells you NOT to pass too close. This mark is coloured Black with one or more horizontal red bands, if lit at night it shows a group of two white flashes



### 4.3 Divers in the water

There are two flags that can be used to indicate that a diver is below the surface of the water.

- The first flag is a red flag with a white diagonal stripe.
- The second flag is the International Code of Signals flag, Alpha. This flag is white and blue in colour with the blue segment being notched.



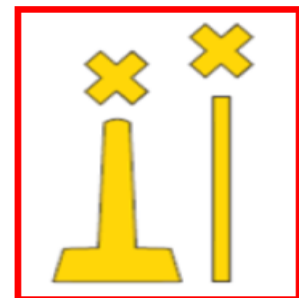
As per Maritime New Zealand Rules Part 91 Navigation Safety Rules. Clause 91.6

- (1) *No person may, without reasonable excuse, propel or navigate a vessel (including a vessel towing a person or an object) at a proper speed exceeding 5 knots:*
- (c) *within 200 metres of any vessel or raft that is flying Flag A of the International Code of Signals (divers flag).*

### 4.4 Special Area Indicator Marker

Indicates a Special area and that you should beware. Coloured Yellow and when lit at night shows a flashing Yellow light.

The top mark is a single yellow cross. Check sea charts to identify what is special in that area.



### 4.5 Visual Distress Signals

- EXTENDED Vertical Arms moving in a crossing fashion (daytime)
- LIGHTS- Send an SOS ( ... - - - ... ) by any signal method such as a bright touch.
- FLARES - Ensure that you and your crew know how to use them regularly. Check the expiry date on your flares and replace when expired. There are three common types available.
- ORANGE SMOKE FLARE - Effective as a line-of-sight distress signal for Daytime use only
- RED HANDHELD FLARE - Effective as a line-of-sight distress signal by Day or night, with a good visibility range. Very visible from aircraft, this flare burns for up to 60 Seconds. Red

Misuse of any distress signal can result in substantial penalties.



#### 4.6 Cell phones

- Call 111 and ask for the Police. Give your position, information about your emergency, and cell phone number, so that you can be called if further information is needed by rescue services.
- Keep your cell phone in your pocket in a sealed plastic bag or purpose-made waterproof container so it will not be useless in a cap size or swamping. Keep the cell phone in a plastic bag when you use it. Make sure the battery is always fully charged and carry spare batteries. If you rely on your cell phone for safety, conserve the battery. Do not use it for other calls.


#### 4.7 Reporting Maritime Accidents

- On average there are 15 deaths in pleasure boats each year, most of which could have been avoided. Understanding the reasons for boating accidents is an important function of Maritime NZ.
- It is an offence if you do not **promptly** report an accident to Maritime New Zealand and, if the accident is inshore, to the harbourmaster.
- In addition, any incident or accident should be reported to the club or RSO Safety Officer. Dragon Boating is generally inshore where the harbourmaster may not have jurisdiction, however the Safety Officer must be advised whether it was an intentional tip out, a collision or a near miss so that further action can be taken as required.



## 5 APPENDICES

### 5.1 Sample Certificate



**NZDBA**  
NEW ZEALAND DRAGON BOAT ASSOCIATION

**THIS IS TO CERTIFY**

\_\_\_\_\_

**HAS SATISFACTORILY COMPLETED THE REQUIREMENTS OF THE**

**NZDBA Sweep Accreditation Scheme**

**And is awarded - LEVEL THREE (FULL SWEEP)**

**REGIONAL SWEEP CO-ORDINATOR: (PRINT)** \_\_\_\_\_ **(SIGN)** \_\_\_\_\_

**DATE AWARDED:** \_\_\_\_\_ **NZDBA I.D** \_\_\_\_\_ **SAS.** \_\_\_\_\_

**5.2 Sweep Registration and Training Record – form**

|                    |          |                                |          |
|--------------------|----------|--------------------------------|----------|
| Sweep Coordinator: |          | NZDBA Affiliated Region:       |          |
| Sweep Name:        |          | NZDBA I.D. SAS:                |          |
| New applicant:     | Yes / No | Recognition of prior Sweeping: | Yes / No |

|                           |             |              |                    |              |
|---------------------------|-------------|--------------|--------------------|--------------|
| <b>Written Assessment</b> | <b>Date</b> | <b>Score</b> | <b>Retest Date</b> | <b>Score</b> |
| Sweep Coordinator(sign)   |             | /20          |                    | /20          |

| <b>Practical Competencies</b>  | <b>Test Date</b> | <b>Competent (sign)</b> | <b>Re-Test Date</b> | <b>Competent (sign)</b> | <b>Recognition of prior Sweeping</b> |
|--|------------------|-------------------------|---------------------|-------------------------|--------------------------------------|
| Ensure the dragon boat is balanced   |                  |                         |                     |                         |                                      |
| Perform a head count   |                  |                         |                     |                         |                                      |
| Use the standard set of calls  |                  |                         |                     |                         |                                      |
| Reversing a dragon boat safely   |                  |                         |                     |                         |                                      |
| Maintain a dragon boat on a start line   |                  |                         |                     |                         |                                      |
| Stop a dragon boat quickly   |                  |                         |                     |                         |                                      |
| Reverse dragon boat into a starting pontoon (or fixed structure) and setting up for a race start |                  |                         |                     |                         |                                      |
| Cornering around set markers – buoys as in a 2000m turn race                                     |                  |                         |                     |                         |                                      |
| Complete a turn with another boat alongside<br>(Maintain minimum 2 metre clear water)            |                  |                         |                     |                         |                                      |

Practical Complete - **Issue Level 2 Provisional**

|                                  |                    |  |
|----------------------------------|--------------------|--|
| <b>Sweep Coordinator</b> (sign): | Level 2 on (date): |  |
|----------------------------------|--------------------|--|

Qualifying Races to achieve Level 3: Sweeping crews in three individual racing events with one being a Sanctioned Regional event where at least 2 races (including sanctioned race) must be completed in standard 20 man boats

|                                |  |           |          |       |         |
|--------------------------------|--|-----------|----------|-------|---------|
| One:                           |  | Competent | Yes / No | Date: |         |
| Two:                           |  | Competent | Yes / No | Date: |         |
| Three:                         |  | Competent | Yes / No | Date: |         |
| Recognition of Prior Sweeping: |  |           |          |       | Yes /No |

Assessment Complete – **Issue Level 3 (Full)**

|                                     |                    |          |
|-------------------------------------|--------------------|----------|
| <b>Sweep Coordinator(sign):</b>     | Level 3 on (date): |          |
| <b>Maritime Qualification Held</b>  | Type:              | Sighted: |
| <b>Sweep Coordinator</b><br>(sign): | Level 4 on (date): |          |
|                                     | Level 5 on (date): |          |

**5.3 Regional Sweep Practical Assessment Form**

|                   |                       |                           |
|-------------------|-----------------------|---------------------------|
| <b>Test Date:</b> | <b>Test Location:</b> | <b>Sweep Coordinator:</b> |
|                   |                       |                           |

|                            |  |
|----------------------------|--|
| <b>Sweep Name:</b>         |  |
| <b>Dragon Boat Club:</b>   |  |
| <b>Written Test Result</b> |  |

|                                   | n/a | Poor | Ok/<br>Pass | Good | Very<br>Good | Excel<br>lent | Test notes | Test<br>Result |
|-----------------------------------|-----|------|-------------|------|--------------|---------------|------------|----------------|
|                                   | 0   | 1    | 2           | 3    | 4            | 5             | Comments   | Advice         |
| Head Count                        |     |      |             |      |              |               |            |                |
| Boat Balance                      |     |      |             |      |              |               |            |                |
| Vocal Projection                  |     |      |             |      |              |               |            |                |
| Commands Used                     |     |      |             |      |              |               |            |                |
| Standard<br>Language              |     |      |             |      |              |               |            |                |
| Crew Control                      |     |      |             |      |              |               |            |                |
| Turn Left                         |     |      |             |      |              |               |            |                |
| Turn Right                        |     |      |             |      |              |               |            |                |
| Stopping Boat                     |     |      |             |      |              |               |            |                |
| Start Line<br>Approach            |     |      |             |      |              |               |            |                |
| Drift<br>Management               |     |      |             |      |              |               |            |                |
| Reversing Boat<br>(general)       |     |      |             |      |              |               |            |                |
| Reversing Boat<br>(start pontoon) |     |      |             |      |              |               |            |                |
| Straight Line                     |     |      |             |      |              |               |            |                |
| Wake Control                      |     |      |             |      |              |               |            |                |
| 360 Awareness                     |     |      |             |      |              |               |            |                |
| X-factor<br>(confidence)          |     |      |             |      |              |               |            |                |

**Notes:**

|                         |  |
|-------------------------|--|
| <b>OVERALL RESULT</b>   |  |
| <b>Test Conditions:</b> |  |

**5.4 Novice Sweep (L0) – Club Training Guide**

|                   |  |
|-------------------|--|
| Sweep name:       |  |
| Club:             |  |
| Sweep Coordinator |  |
|                   |  |
| Minimum Required: | Demonstrate complete skill set at two sessions |

| Training Sessions        | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Ready to test |
|--------------------------|---|---|---|---|---|---|---|---|---|----|---------------|
| <b>Basic Skills</b>      |   |   |   |   |   |   |   |   |   |    |               |
| Head Count               |   |   |   |   |   |   |   |   |   |    |               |
| Boat Balance             |   |   |   |   |   |   |   |   |   |    |               |
| Vocal Projection         |   |   |   |   |   |   |   |   |   |    |               |
| Commands Used            |   |   |   |   |   |   |   |   |   |    |               |
| Standard Language        |   |   |   |   |   |   |   |   |   |    |               |
| Crew Control             |   |   |   |   |   |   |   |   |   |    |               |
| Turn Left                |   |   |   |   |   |   |   |   |   |    |               |
| Turn Right               |   |   |   |   |   |   |   |   |   |    |               |
| Stationary Pivot turn    |   |   |   |   |   |   |   |   |   |    |               |
| Stopping Boat            |   |   |   |   |   |   |   |   |   |    |               |
| Wake Control             |   |   |   |   |   |   |   |   |   |    |               |
| Approach Loading Area    |   |   |   |   |   |   |   |   |   |    |               |
| Area Awareness           |   |   |   |   |   |   |   |   |   |    |               |
|                          |   |   |   |   |   |   |   |   |   |    |               |
| <b>Race Ready Skills</b> |   |   |   |   |   |   |   |   |   |    |               |
| Start Line Approach      |   |   |   |   |   |   |   |   |   |    |               |
| Drift Management         |   |   |   |   |   |   |   |   |   |    |               |
| Reversing Boat (general) |   |   |   |   |   |   |   |   |   |    |               |
| Reversing Boat (pontoon) |   |   |   |   |   |   |   |   |   |    |               |
| Straight line            |   |   |   |   |   |   |   |   |   |    |               |
| X-Factor (confidence)    |   |   |   |   |   |   |   |   |   |    |               |

**Training Notes:**


---



---



---



### **5.5 Accident incident report form**

Any person (and especially a Sweep) shall Report a maritime accident or incident to "Accidents and Investigations" at Maritime New Zealand (MNZ), Wellington.

When do I need to report an accident? You must report an accident "as soon as practicable". This means as soon as you are able to do so after you have secured the safety of people, your boat and the environment, and when you have communication available.

First, report the event to MNZ verbally as soon as possible. Verbal reports can be made by phoning MNZ's Rescue Coordination Centre New Zealand (RCCNZ). This service operates around the clock. Free phone 0508 222 433

Or contact MNZ's Maritime Operations Centre (MOC) on VHF Channel 16. This service also operates around the clock. Information will be transferred to RCCNZ immediately after it is received.

Then fill out an online event form as soon as you can. Download the form or [fill in the form online](#).

You will need to record your details (as the person reporting the incident), and your role ("Skipper/master" for the Sweep)

Craft details will show type of boat (such as 13 metre Champion or 9 metre Swift)

Most of the form is self-explanatory (Crew and owner information, Time, location Environmental conditions, visibility, state of the waters, Wind force (knots), water/river flow.

Once completed, Fax to Maritime New Zealand's Rescue Coordination Centre (RCCNZ) +64 4 577 8038 or Post to Maritime New Zealand, Attention Accidents and Investigations, Accident Reports, PO Box 27006, Wellington 6141

AND provide a copy to your RSO or NZDBA.



## 5.6 2,000 metre racing



**The NZDBA rules for 2,000m races are closely aligned to the current rules, as set out in the IDBF Competition Regulations & Rules of Racing. RULES OF RACING. - Edition No.8 - Issue 1 - Effective January 2020. The rule numbers listed in the paragraphs below are the rule numbers in the IDBF publication. Any rule numbers referred to within the following section relate to IDBF rules, not NZDBA rule numbers.**

### **R.10 Racing Rules for Dragon Boat Races over 2000 Metres.**

(Racing Rule 10 was fully revised in September 2002 and further updated in September 2003, 2006, 2007, 2015 and 2019)

The rules that follow are primarily designed for Dragon Boat Races that take place on a defined Racing Course as part of a standard Dragon Boat Regatta with all the normal rescue craft; race facilities; support services and qualified officials. However local conditions, for example the overall width of the Regatta Course, may require the Chief Official to make adjustments to the regulations covering the Racing Course shown below. Any such adjustments will be notified to the Crew Managers by the Chief Official.

For long distance races that take place outside of these conditions, for example on large inland waters or the sea, *additional local rules and regulations should be considered.* **Rule 10, should be read in conjunction with Rules 7.1, 7.6, 7.8, 7.10 and 7.11**

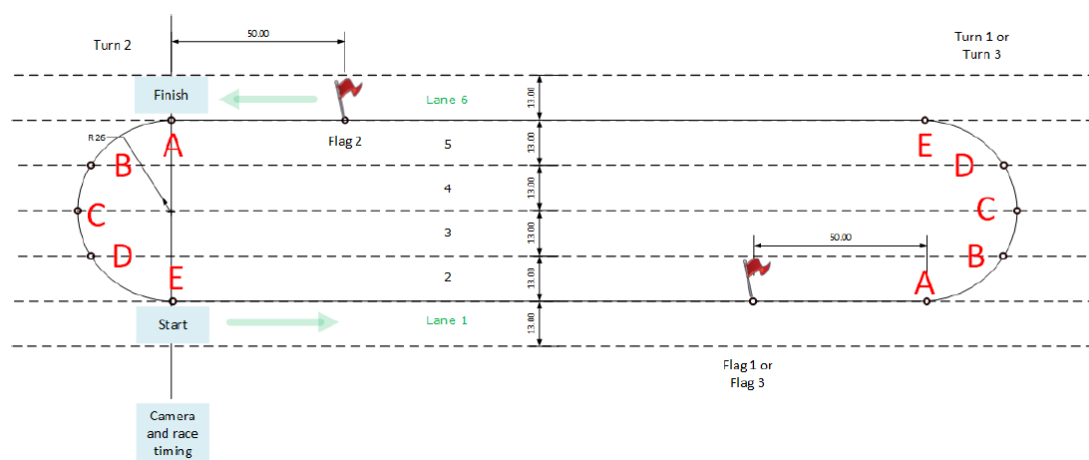
*NOTE: IDBF Rules 7.1, 7.6, 7.8, 7.10 and 7.11 have been copied to page 53 of this publication for your convenience but are also referred to in the explanations at appropriate places.*

**R10.1 The Racing Course.** The Racing Course shall be of a circulatory nature having two straight sections and two turns in one circuit of the Course.

- a. The length of the straight sections will depend on the venue and shall be approximately 450 metres.
- b. Each Turn shall be marked with a minimum of five (5) buoys.
- c. Two of these buoys will mark the end and beginning of the straight sections.
- d. A further 3 buoys will mark the curved section of the turn.
- e. Each straight section must be marked down its length by a line of buoys, a maximum of 100 metres apart. This line of buoys shall constitute the left-hand side of the Racing Lane.

- f. The Turn Buoys marking the start and finish of each Turn may be included in this total (*but see Comp Reg 6.9 below*) as may the buoys marking the edge of the normal Racing Course.
- g. The Racing Lane shall be marked at the **50m** points, approaching each turn, on both sides (outside edges) of the course with Red Flags (total 4) mounted on larger buoys than the lane marker buoys of which the inside edge Red Flag buoys can be a part.

**NOTE:** The change in length of each straight from the previous IDBF Edition 7 Issue 1. Length of straight reduced from 'minimum of 500m' to 'approximately 450m.'



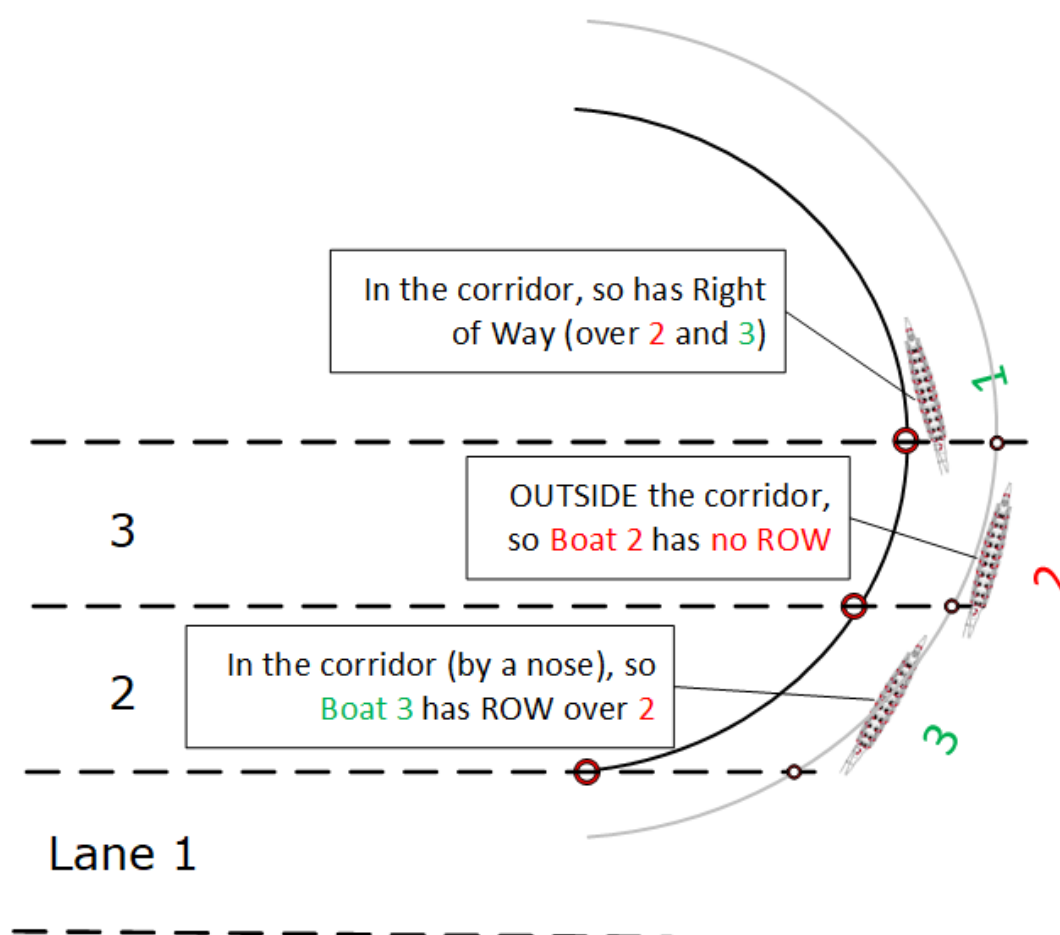
### Competition Regulations 6.8 and 6.9 - extracts

**CR 6.8 Turn Buoys.** .....Where a race takes place outside the normal Racing Course, that is the area formed by the Racing Lanes, then **Turning Points**, as defined below, must be used and additional Racing Rules for such races will apply.

**CR 6.9 Turning Points.** In Long Distance races that take place on enclosed water, such as a water sports centre or lake, dragon boats may race out of their lanes from the start. In such races should Turning Points be necessary, then the radius of each turn should be at least 50 metres. Each Turning Point shall be marked by at least six flags or buoys, **which shall be readily distinguishable from other course markings.**

*Note: For 2000m Races, these shall be larger buoys ideally of a different colour to the lane marker buoys or if not a different colour, clearly distinguishable in size or shape or by the addition of a flag.*

**R10.2 Turn Corridor.** A second set of three (3) smaller buoys will be placed approximately 5 meters outside the turn buoys. These buoys together with the turn buoys indicate the corridor in which the turn should be completed. Any rights gained at the 50m buoy will be lost if the boat takes a wide course and is outside the turn corridor. If you go outside the turn corridor, you can only return to the racing line when it is safe and clear to do so.



*This is a new rule and has implications for overtaking in the turns. If you are the leading boat, you must stay within the turns corridor to maintain your Right of Way. In the diagram above, **Boat 1** is turning tightly around the Turn Buoys and has right of way over any trailing boats.*

***Boat 2** is currently travelling outside the turn corridor. Although clearly behind Boat 1 (ie not overlapped), Boat 2 would need to be very careful about attempting to re-enter the corridor due to the close proximity of Boat 3 (which is very close to the stern of Boat 2). The last sentence of Rule R10.2 states... "you can only return to the racing line when it is safe and clear to do so."*

*Providing Boat 3 remains **inside** the corridor, Boat 2 must allow Boat 3 to hold that inside line and must not re-enter the corridor as doing so might impede Boat 3. If Boat 3 was further back, then it might be possible for Boat 2 to re-enter the turn corridor as long as it is safe to do so. Once back inside the corridor, Boat 2 would regain right of way over Boat 3.*

*When turning a corner, it is common for the stern of the boat to drift wider. As depicted in the diagram above, more than half of **Boat 3** has drifted outside the corridor. A boat is deemed to be still inside the corridor if the nose of the boat is continuing to pass **INSIDE** the smaller buoys that mark the Turn Corridor. The boat is not deemed to have gone outside the corridor until the **ENTIRE** boat is passing **OUTSIDE** (to the right of) the buoys marking the Turn corridor.*



### R10.3 The Racing Lane.

**The Racing Lane** over the straight sections of the course shall be a minimum of ten (10) metres wide, with a water depth of at least three (3) metres over *the full course of its width*.

*Note: A significant departure from the last issue of the Rules of Racing is the removal of the stipulation that boats travel down a line of racing that is 6m to the right of the left-hand line of buoys that marks the left side of the racing lane.*

**R10.3.1 Racing** shall take place in an anti-clockwise direction. Crews are not permitted to race on the inside of the buoys marking the left-hand edge of the Racing Lane, except when overtaking after completing a Turn.

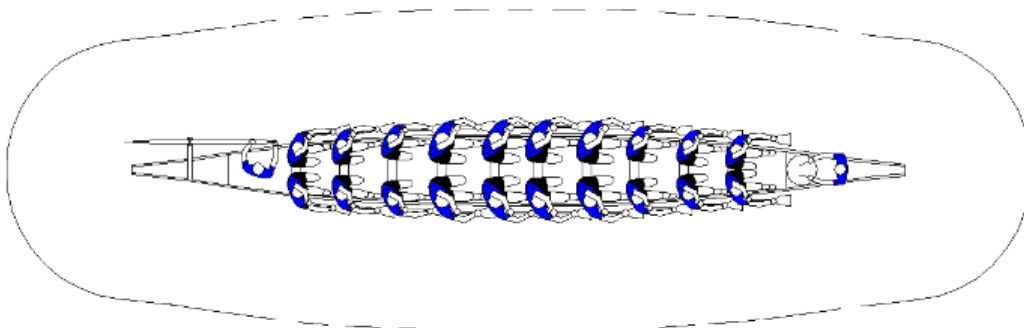
**R10.4 A Crews position in a Line of Racing.** Crews must steer a straight course down the Line of Racing, during the whole of the race, except when overtaking or when crews have started a race in 'Line Abreast'.

**R10.4.1** It is incumbent on the Steerer when being overtaken to give clear water (move to the right) and allow the boat on the left side (being the faster boat) space to come through and overtake. The slower boat will be penalized if they do not give clear water and hold up a faster boat.

*Like Rule R10.3, the wording of this rule (R10.4.1) has been altered so that it is no longer mandatory for sweeps to 'maintain a distance of at least six (6) metres, of clear water' from the inside lane line. This new wording places more onus on you being vigilant and aware of faster boats closing in on you from behind. YOU MUST MOVE TO THE RIGHT to allow room for boats to overtake on your left or you will be penalised!*

**R10.4.2** Crews taking other Lines of Racing to overtake must observe the spirit of Racing Rule 7.1 but especially concerning 'clear water' between boats. If a crew ignores the intention of the 2 metre rule and in so doing causes any other boat(s) to steer an unreasonably wide course to maintain their Line of Racing or avoid a collision, then a non- Disciplinary Code, **Time Penalty of 5-10 seconds** may be awarded by the Chief Official. When a crew that is being overtaken (see R10.4) alters its course and makes difficulties for the overtaking boat, the same Time Penalties may be awarded by the Chief Official.

*This diagram shows a boat, surrounded with an outline that is 2m distance from the paddles, head and tail of the boat. No part of any other boat should encroach on this 2m 'bubble' of clear water that surrounds each boat.*



*R7.1 – reprinted from the IDBF publication – International Dragon Boat Federation – Members Handbook. Edition No. 8 Issue 1 Effective from 1 January 2020 Part C: IDBF COMPETITION REGULATIONS AND RULES OF RACING*

**"R7.1 Correct Course and Clear Water.** The correct course for each boat is a straight 'line' down the course or down the middle of its marked Racing Lane, from the Start Line to the Finish Line. Crews are responsible for their steering and leave their Racing Lane, or deviate from their 'line' at their own risk. Even when crews are in their Racing Lanes or following a racing 'line', at least two (2) metres of clear water must be maintained around each boat. For the purpose of this Rule, the boat includes the crew's paddles and therefore the 'clear water' is between paddle blade and adjacent paddle blade. Crews must 'give clear water' when told to by the Course Umpire. In races over 1000 metres, crews may deviate from their Racing Lanes or Lines without penalty, providing they do not impede other crews and clear water is observed around each boat."

*Essentially, it's saying "steer a straight course and don't alter your course to impede other boats"*

**R10.5 Overtaking.** Overtaking will be carried out to the **left** of the boat being overtaken, except when the width of the Racing Lane allows crews to overtake in clear water to the **right** of the boat. (see R10.4.2).

*The wording of this rule clearly indicates that the IDBF are expecting that virtually all overtaking manoeuvres should be carried out by passing a slower boat on their left (ie. on the inside of the slower boat)*

**R10.4.1** above refers to faster boats overtaking on the left of a slower boat.

*From the IDBF Competition Regulations & Rules of Racing - Edition No.8 - Part.2. RULES OF RACING*

**R7.6 Overtaking.** When a boat is overtaking another boat in a race, it is the duty of the overtaking boat to give clear water to the boat it is overtaking.



*Similarly, the boat being overtaken is not allowed to alter its course to make difficulties for the overtaking boat or boats.*

**R10.5.1 Navigating around a Turn** (NZ Amendment) (see also R7.1 and R7.11)

- a. The Turning Buoys will be on the left in an anti-clockwise direction.
- b. A boat should always maintain the racing line throughout a turn.
- c. A crew will not be disqualified for going close to, or for touching, a Turn Buoy. However, a crew that turns inside a Turn Buoy with no acceptable reason shall be given a time penalty in accordance with the following schedule:
  - i. Missing 1 buoy – 5 secs
  - ii. Missing 2 buoys – additional 10 secs (in addition to the previous 5s penalty) total 15secs
  - iii. Missing 3 buoys – additional 15 secs (in addition to the previous 15s penalties) total 30secs
  - iv. Missing 4 or more buoys – Disqualification (Aug 19)

*Very simply... don't cut the corners or you will incur time penalties!*

**R10.5.2 Establishing Right of Way (ROW)** (NZ Amendment)

An overtaking boat gains right of the inside racing line when it has established an overlap on the left of the boat being overtaken at the 50m marker buoy.

An overtaking boat that establishes an overlap on the right with the boat being overtaken **DOES NOT** gain rights of the inside racing line. These rights remain with the boat on the inside of the turn.

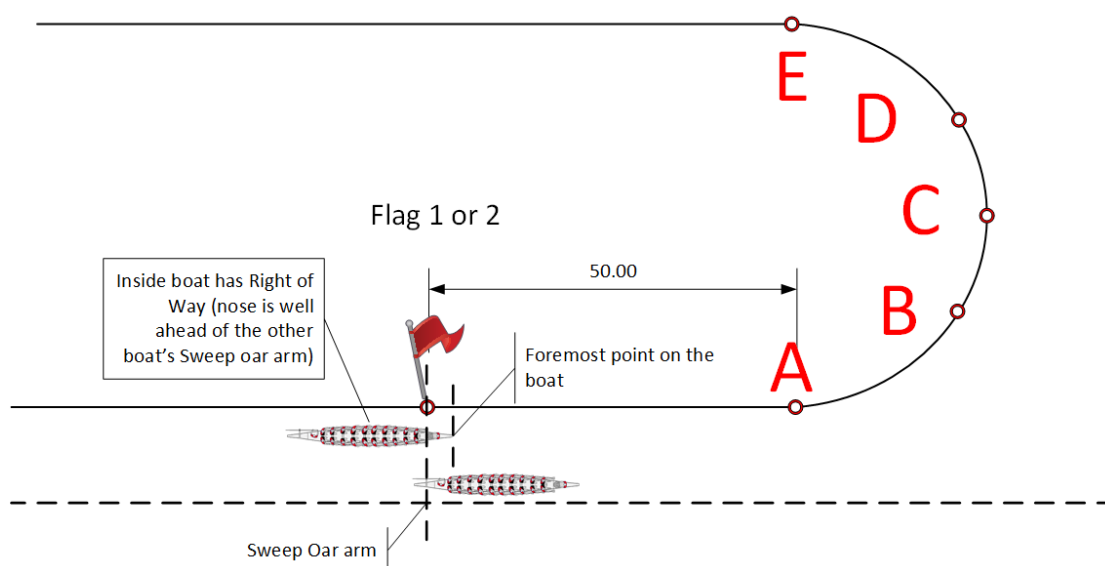
The overlap is defined as the head of a dragon boat level with the steering arm of the boat being overtaken.

*The NZDBA has added wording into Rule R10.5.2 to make the interpretation of the Rule less ambiguous.*

*Here is the wording used by the IDBF. "An overtaking boat gains right of the inside racing line when it has established an overlap with the boat being overtaken at the 50m marker buoy. The overlap is defined as the head of a dragon boat level with the steering arm of the boat being overtaken."*

*The intent of changing the wording is to ensure that sweeps understand that overtaking should be done on the left of the boat they are overtaking and that the rights to the inside racing line ALWAYS remains with the boat on the inside of the turn.*

*Overtaking a boat on the right is still an option on both straights and around a turn but the overtaking boat must maintain clear water throughout the entire manoeuvre.*



The boat being overtaken must give room for the overtaking boat to maintain its racing line throughout the turn and ensure that there is clear water between paddles. Clear water is defined in (R7.1) as a distance of 2 metres between paddle blades. Crews not complying with this rule **will receive an automatic Time Penalty of twenty (20) seconds**.

- A boat being overtaken must not Steer in a manner that is likely to cause a collision with another boat. The boat overtaking must Steer in a manner that avoids a collision.
- A boat with no overlap must not attempt to overtake on the inside by aggressive steering but should follow the preceding boat through the turn.
- A boat that has not obtained an overlap may choose to overtake on the right of the preceding boat but must allow the preceding boat (*boat being overtaken*) to maintain its racing line and maintain clear water (2 metres) between the two boats.

### R10.5.3 Overtaking on the Outside of a Turn (NZ Addition)

Where a leading boat has rights, and is within the turn corridor, a boat following may attempt to pass on the right, so long as they remain outside the Turn Corridor.

During this manoeuvre, and throughout the turn, the inside boat does not relinquish right of way to the outside boat and that boat will not assume right of way over the inside boat.

The outside boat must always respect and provide necessary right of way and clear water (2 metres) to the inside boat throughout the turn. The boat overtaking must steer in a manner that avoids a collision.





*This rule, R10.5.3 is currently specific to the NZ Rules of Racing. The content of the IDBF rule with this number, has been deleted and the rule number is no longer used by them. The NZDBA has utilised this blank rule number to describe the rules that apply when a boat attempts to overtake around the outside of a turn. The option to overtake on the outside has always existed. The inclusion of these points just provides clarity about Right of Way and maintaining clear water.*

#### **R10.5.4 Overtaking in turn corridor** (NZ Amendment)

Where a leading boat makes a wide entry or exit within the turn corridor, a boat following, that has not obtained an overlap, may not attempt to pass on the left.

During this manoeuvre, and throughout the turn, the leading boat does not relinquish right of way to the following boat and the following boat will not assume right of way over the leading boat.

The following boat must always respect and provide necessary right of way and clear water (2 metres) to the leading boat throughout the turn. In this case, any contact or interference with the leading boat shall result in a time penalty to the following boat of up to 20 seconds.

*This Rule was previously named **Steering wide in turns** but has been renamed. Reading the IDBF rule, they have decided that it is possible for two boats to race side by side around a turn and for both to remain within the 5m Turn Corridor. Here is the current IDBF wording: "Where a leading boat makes a wide entry or exit within the turn corridor, a boat following, that has not obtained an overlap, may attempt to pass on the left if there is sufficient space on the inside to maintain clear water (2 metres) between the boats."*

*This manoeuvre would be extremely difficult to do while always maintaining 2m of clear water between the boats. Allowing a boat that had not established an overlap over a boat that was clear ahead at the 50m marker, to attempt to overtake on the inside of the turn, is encouraging risky behaviour that is potentially likely to cause accidents. There is often a good reason why a leading boat may start their turn out wide near the outside edge of the Turn Corridor. Many Sweeps will start a turn wide, move close to the buoys at the apex of the turn before exiting slightly wider again. Choosing this racing line flattens the turn and a higher boat speed can be maintained.*

*The way the IDBF have written R10.5.4 also seems a contradiction with Rule R10.5.2 part b "A boat with no overlap must not attempt to overtake on the inside by aggressive steering but should follow the preceding boat through the turn."*

*The NZDBA has rewritten this rule to forbid any attempts to overtake a boat that has clear right of way at the 50m marker by charging up the inside of the turn and potentially even pushing boat on the outside, out of the Turn Corridor. We have kept the situation simpler. If the following boat has not established an overlap by the 50m marker, they cannot overtake a boat that is clear ahead UNLESS the leading boat moves outside of the Turn Corridor (Rule R10.2)*



**R10.5.5 Manoeuvres that compromise safety or fair racing.**

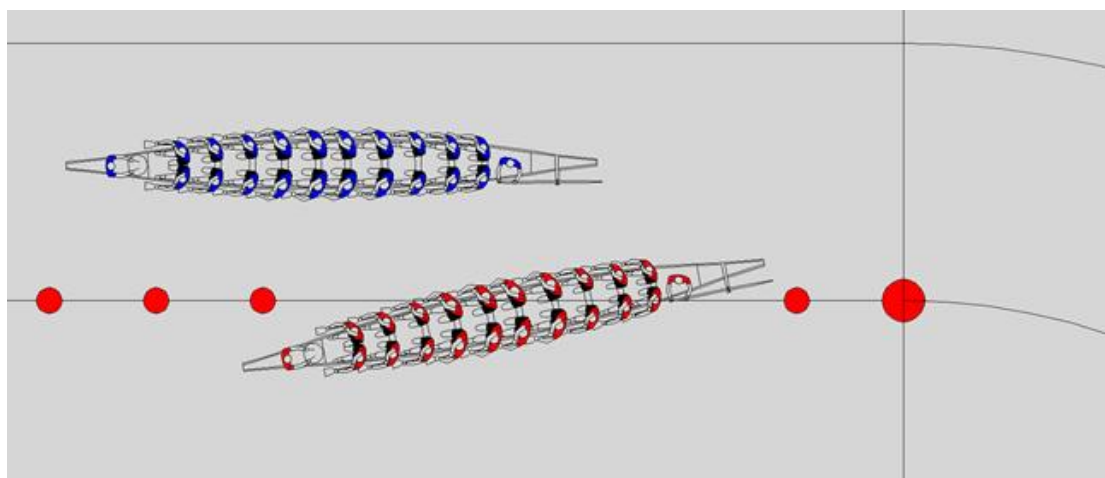
If, in the opinion of the Chief Official any racing manoeuvre by an overtaking crew or a lack of clear water between boats **has endangered the safety of another crew**, or materially affected the result of the race, the offending crew may be disqualified.

**R10.5.6** A crews race time that has been adversely affected by the actions of another crew, that is, when a Course Umpire has confirmed that time has been lost through an obstruction or impediment of the crew concerned, a Time Deduction Bonus, of up to 20 seconds, may be awarded.

**R10.6 Last 500m.** (NZ amendment)

When a crew has completed its final turn and is in the last 450m straight of the race, it may cross into the main Racing Course, that is, inside the left-hand edge of the Racing Lane and take any Racing Line down the last 450m. Overtaking on either side of another boat is permitted during the last 450m provided that clear water (2 metres) is given to any other boat on the Racing Course. The crew has finished the race when the foremost part of the boat crosses the line, with the same number of crew members in it, as started the race.

*This Rule contained a section relating to avoiding collisions and was replicated in Rule R10.7.1 The duplicated wording has been removed.*

**R10.7 Impeding / Collisions.**

If during the course of the race a boat impedes or collides with another boat the Chief Official shall apportion blame (*see also R10.4.5 - disqualification when crew safety is compromised.*) If the Chief Official decides that a boat has impeded the forward motion of another boat, or that the crew in the impeded boat had, by necessity, to stop paddling; then a Time Penalty of up to thirty (30) seconds may be awarded to the impeding crew. A Time Bonus may also be awarded to the impeded boat as allowed for under R10.5.6. When a collision between boats occurs then Racing Rule 7.7 will apply, except that re-racing will not take place.

**R10.7.1** (NZ amendment) It is the responsibility of the boat which has lost control or steered incorrectly to avoid a collision at all costs and that may mean 'STOP PADDLING' do not keep going. Crews who do not 'STOP



PADDLING' in the opinion of the Chief Official may be awarded a time penalty. The sweep may need to call for the crew to 'BRAKE' or 'HOLD WATER' to slow the boat more quickly to avoid colliding with another boat.

*The NZDBA has added more emphasis on having the Sweep call the crew to stop the boat to avoid a collision.*

### **R10.8 Course Umpires.**

To assist the Chief Official in implementing these rules and other Rules of Racing in general, Course Umpires both on-water and land based should be positioned around the Racing Course to allow full observation and supervision of the crews in the race. A Boat with an Umpire should be stationed inside each Turning Point to observe the crews negotiating the Turn Buoys.

### **R10.9 Starting Procedures and Formats.** (NZ Amendment)

Boats will be started at intervals of 15 seconds, that is, a 'staggered' start, line astern **or** in pairs abreast, using the normal start commands of 'Are You Ready', 'Attention', 'Go'.

The order of starting is that the slowest crew starts first and the fastest crew will start last. Any crews that are not seeded will start last after the fastest qualifier.

Each boat will come to a halt, and The Race Starter will start the boats on a "Pre-Start Line" approximately 20 metres before the Start Line.

The Start Time of each crew shall be when the boat crosses the Start Line.

On the start command the first crew shall race straight ahead into the Line of Racing 6 meters to the right of the buoys marking the Racing Lane.

**Crossing the Course.** The second boat to start and subsequent boats may steer straight ahead on their start command, even if this means that they are racing to the left of the buoys marking the Racing Lane. However, Crews doing this must then move diagonally across the course in a Line of Racing until they have reached a point on the course that is to the right of the buoys marking the main Racing Lane (see R10.3.1).

**300 Metre Rule.** This crossing to the Racing Lane must be completed within 300 metres from the start of the race. During this time, crews may pass on either side of a boat they are overtaking, provided that at all times they maintain 'clear water' between themselves and all other boats.

**Late at the Start.** Failure to be at the Start Line on time will not prevent the Starter from starting the next crew in the line. Crews must steer a straight course from the start, down the Line of Racing. A crew that turns inside of a Turn Buoy, that is a buoy is passed to starboard (on the Right of the boat) shall face a Time Penalty as per R10.5.1.

***Note:** With the new rolling start system, you still need to be on the pre-start line when the gun goes or the boats ahead of you will be harder to catch and the boats behind you will be closer to your tail.*



*This NZDBA version of Rule R10.9 has been reworded significantly from the IDBF version to make it more appropriate for the Starting Procedure used in New Zealand.*

**R10.10 Mass Starts** – Not used in NZ

**R10.11 Crew Times, Placings and the Race Winner.** When a staggered start is used, the record of Start Times will be compared against the Finish Times recorded for crews. The resulting Time Differential will be used to calculate a crew's actual Race Time. Any race Time Penalties incurred by a crew, will then be added to give a crew its Gross Race Time.

**R10.12 How Time Penalties are Awarded**

| <b>Infringement</b>  | <b>Penalty</b>   |
|--|--|
| Rule 10.4.1 Failure to move to the right to allow overtaking on the left.                                      | (Up to 20 seconds per offence)   |
| Rule 10.4.2 Breach of 2m rule  | 5 – 10 seconds   |
| Rule 10.5.1 Missing Turn Buoys:  |  |
| Missing 1 buoy   | 5 secs   |
| Missing 2 buoys  | additional 10 secs (in addition to the previous 5s penalty) total 15secs                         |
| Missing 3 buoys  | additional 15 secs (in addition to the previous 15s penalties) total 30secs                      |
| Missing 4 or more buoys  | Disqualification   |
| Rule 10.5.2 Failure to give ROW in Turns   | Automatic penalty of 20 seconds  |
| Rule 10.5.4 Contact or Interference with lead boat in turn   | Penalty of up to 20 seconds  |
| Rule 10.5.5 Dangerous overtaking manoeuvre that endangers safety or materially affects the outcome of the race | Offending crew will be disqualified  |
| Rule 10.5.6 Crews time has been adversely affected by the actions of another crew                              | Time bonus equivalent to time lost (calculated)  |
| Rule 10.7 Collisions (or Failure of crews to stop paddling to avoid a collision)                               | Penalty of up to 30 seconds to offending crew.<br><br>Time bonus may be awarded to affected crew |



**The following Rules Of Racing are reprinted from the IDBF publication – International Dragon Boat Federation – Members Handbook. Edition No. 8 Issue 1 Effective from 1 January 2020 Part C: IDBF COMPETITION REGULATIONS AND RULES OF RACING**

**R7.1 Correct Course and Clear Water.** The correct course for each boat is a straight 'line' down the course or down the middle of its marked Racing Lane, from the Start Line to the Finish Line. Crews are responsible for their steering and leave their Racing Lane, or deviate from their 'line' at their own risk. Even when crews are in their Racing Lanes or following a racing 'line', at least two (2) metres of clear water must be maintained around each boat. For the purpose of this Rule, the boat includes the crews paddles and therefore the 'clear water' is between paddle blade and adjacent paddle blade. Crews must 'give clear water' when told to by the Course Umpire. In races over 1000 metres, crews may deviate from their Racing Lanes or Lines without penalty, providing they do not impede other crews and clear water is observed around each boat.

**R7.6 Overtaking.** When a boat is overtaking another boat in a race, it is the duty of the overtaking boat to give clear water to the boat it is overtaking. Similarly, the boat being overtaken is not allowed to alter its course to make difficulties for the overtaking boat or boats.

**R7.8 Boat Swamping, Deliberate Capsizes.** If, in the opinion of the Chief Official, a boat has been swamped or capsized deliberately by its own, or another crew, during the course of a race, the Competition Committee may disqualify the crew or crews concerned from the competition.

**R7.10 Turns.** When a race is run on a course with Turning Points, the buoys shall be passed to port (left) in an anti-clockwise direction. When more than one crew is making a turn, at the same Turning Point, then a crew on the outside line must leave room for a crew on an inside line. That is, clear water between boats, as defined in Rule 7.1, must be seen by the Turning Point Umpire. *(See also Rule 10, 2000m Racing Rules).*

**R7.11 Turn Buoys.** In making a turn the inside boat shall follow as closely as possible, the course marked by the buoy(s) at the Turning Point. A crew will not be disqualified for touching a Turn Buoy, or for having less than two (2) metres of clear water, unless in the opinion of the Umpire, a material advantage has been gained. *(See also Rule 10, 2000m Racing Rules).*