



AUCKLAND DRAGON BOAT ASSOCIATION

TEAM MANAGERS PACK

FOR

Summer 2022/3



Table of Contents

Welcome	3
Purpose	3
Basic Team Manager Tasks	3
Book training	3
Cancellation of training	3
Register your team	3
Registering your paddlers as ADBA Members (SENIORS ONLY)	3
Cost of team training (SENIORS ONLY)	3
Payment Details	3
Sweeps	4
Reporting Near Misses and Incidents	4
Training Locations	4
Parking	4
Use of Westhaven Marina	5
Team	5
Crew Compositions at Events	5
ADBA Events	5
Paddles	5
Boats	6
Safety Operating Procedures	6
Swimming	6
Safety waivers	6
Next of Kin Details	6
First Aid	6
Lifejackets	6
Security	6
Sun Protection	7
Hydration	7
Clothing	7
Fundraising	7
Affiliation Letters	7
Volunteers	7
About ADBA	7
ADBA 2018-2032 Strategy	8
The Season	8
Incorporated Society	8
Charity	8
Alcohol and Drugs	8
Make It Greener Policy	8
Resources online	9
ADBA Online	9
Contact Us	9

Welcome	Welcome to Auckland Dragon Boat Association (ADBA)
Purpose	This guide should provide you with all the information you need to know to successfully manage your team in any season.
Basic Team Manager Tasks	<ol style="list-style-type: none"> 1. Book training and notify the Training Manager of cancellations 2. Register your team with ADBA at www.adba.co.nz 3. Ensure your team members registered with the ADBA and have paid their fees 4. Register for events and arrange payment. 5. Wrangle your team!
Book training	Contact the Training Manager at Training@adba.co.nz
Cancellation of training	<p>If your team is unable to attend training, you must notify ADBA Leaders FB page at 3pm on the day of the training session.</p> <p>The Safety Officer will cancel on water training if the weather, water contaminants or other hazards deem it unsafe to paddle. Coaches may modify their training to land based training.</p> <p>Managers will be notified of any cancellations on the ADBA Leaders Facebook group by 3pm and if possible - emailed out to team managers listed in the registration form.</p>
Register your team	<p>Managers must register their teams on the ADBA website and provide manager, coach and sweep details</p> <p>Senior teams must visit www.adba.co.nz to register. Managers can register themselves and their team at the same time on the website.</p> <p>Secondary schools must complete the registration form on College Sport EnterNOW system.</p>
Registering your paddlers as ADBA Members (SENIORS ONLY)	<p>When you have registered your team, the website will generate a 4-digit code. It is your responsibility to send the link or 4-digit code to your paddlers so they can register directly with your team or club.</p> <p>All team members must be registered with ADBA to train and race at any event. Members must register within 2 weeks of joining the team and provide a passport photo online – no family pics or avatars.</p> <p>The annual membership period is 26th September – 30 September. Registrations open on the Association website on 19th September.</p> <p>The ADBA Membership fee is \$30 (incl GST) per person. Membership fee is not pro-rata and is not refundable.</p>
Cost of team training (SENIORS ONLY)	<p>\$1,950 (incl GST) per team. This includes expenses for:</p> <ul style="list-style-type: none"> • Running costs of support boats and driver for team training • Westhaven lockup and parking rental • Maintenance/repairs for dragon boats, support boats, trailers, truck, and all training equipment • Insurance • Marketing & promotion of the sport <p>Generally, you would split this between 20 paddlers = \$97.50 each (\$16.25 per month for training)</p>
Payment Details	<p>Auckland Dragon Boat Association P O Box 99220, Newmarket 1149, Auckland</p> <p>Or Deposit Online to “Auckland Dragon Boat Association” BNZ</p> <p>Acct# 02-0108-0474443-000</p> <p>Reference: Team Name</p>

Sweeps	<p>The Sweep Coordinator can be contacted on Chrisistone@gmail.com</p> <p>The Sweeps recourse guide can be found on the ADBA website – www.adba.co.nz and the NZDBA Sweep Accreditation Program found the ADBA website, explaining the rules of the road at sea and the skills needed to control a Dragon Boat.</p> <p>New Sweeps must register for the Novice Sweep program and be managed under the NZDBA Sweep Guidelines.</p> <p>All team practices are required to have a NZDBA L2+ Certified sweep. If training a new sweep, the experienced sweep must remain on the boat at all times.</p> <p>The Sweep oversees and is responsible for the boat at all times. Their commands must be obeyed to ensure everyone's safety.</p>
Reporting Near Misses and Incidents	<p>All near misses and incidents must be registered online at adba.co.nz. These logs will go directly to the Safety Officer to be assessed and will be reported at the monthly committee meetings. Emergency numbers can be found in the lock up.</p>
Training Locations	<p>WESTHAVEN MARINA</p> <p>Public Boat Ramp Pier Z Westhaven Marina Auckland Harbour</p>

The map shows the Westhaven Marina area in Auckland. A red circle highlights a section of Westhaven Drive near the water, with the text 'Free Parking in white sections' written in red. Other streets visible include Shelly Beach Rd, Amiria St, Percival Pde, Hackett St, Ring Tce, Northern Mwy, London St, Vine St, Dunedin St, Harbour St, Waitemata St, New St, Melford St, St Marys, Westwood Tce, Westhaven Dr, and Gaumont St. Markers B, C, and D are also shown on the map.

Monday – Thursday | 6pm and 7pm

Sundays | May be available if three or more teams are booked in and if the calendar permits.

Christmas Break | From 16th December 2022 until 8th January 2023 inclusive

LAKE PUPUKE

Access to Lake Pupuke was closed last year, so we are working out a plan for this year. If it does open, it's likely to be from February 2023

| **Parking** | **WESTHAVEN MARINA** Pier Z is \$3.50 per hour. Westhaven Marina Management will keep check. Please ensure you |

	<p>pay for 20mins more than you are due out to save being towed.</p> <p>We strongly recommend participants park in the white spaces at Pier X and walk. It's a 5-minute warm up.</p>
Use of Westhaven Marina	<ul style="list-style-type: none"> • The ramp and car access areas are legal roads - keep them clear at all times. • Please keep clear of the carpark when warming up • When loading your boats into the water, there are only 2 ramps - please keep all dragon boats on one ramp, push first boat to the front. At high tide 4 dragons can be loaded on one side. This minimizes our spread and allows other marine uses access • 6pm crews must hand their boat over to 7pm crews • 7pm crews should make themselves visible on the dock. If crews are not visible, 6pm crews must take their boat in • Parking ticket operators monitor this area, pay your parking or park at Pier X for free • Please take your rubbish with you • Showers available for use, \$2 for 5 mins, same combination as the Lock up (don't give this out to the freedom campers – you can let them in just don't give them our code).
Team	<p>Teams usually train once or twice a week before Christmas. In the new year teams can increase their training to two or three times a week. Teams have unlimited training and if the training calendar permits you may be able to train as much as you like.</p> <ul style="list-style-type: none"> • Premier teams - either mixed, open or women teams • Breast Cancer - are made up of 100% survivors of breast cancer. <p>SECONDARY SCHOOLS</p> <ul style="list-style-type: none"> • Must be made up of enrolled students of a school • Girls, Boys and Mixed. <p><i>Note there must be a minimum of three teams of each division to have a grand final at any race.</i></p>
Crew Compositions at Events	<p>Clubs can have as many members as they wish as long as they are registered with the ADBA. Each race has different race compositions (those in the boat at time of racing). Unless a competition is specified as "Casual Races" these compositions are strictly adhered to and can be grounds for disqualification if a team is fielding more than the specified numbers.</p> <p>STANDARD BOAT RACES (20 paddlers)</p> <p>Minimum of 16 paddlers, 1x sweep and 1x drummer Maximum 20 paddlers, with minimum of 8 female paddlers Maximum squad 26 including manager, captain, sweep, drummer, and subs.</p> <p>SMALL BOAT / SUPER 10 RACES (10 paddlers)</p> <p>Minimum of 8 paddlers, 1x sweep and 1x drummer Maximum 10 paddlers, with a minimum of 4 female paddlers Maximum squad 14 including manager, captain, sweep, drummer, and subs.</p>
ADBA Events	<p>All current events can be seen on www.adba.co.nz , click on Events.</p>
Paddles	<p>Teams generally provide their own paddles. First year teams may borrow the ADBA club paddles for training and racing.</p> <p>Second year paddlers/crews must provide their own paddles.</p> <p>Paddles must be IDBF spec 202A or similar T-Bar (wood or fiberglass) paddles may be used but are not mandatory.</p> <p>Teams can purchase paddles from NZDBA. Contact NZDBA for paddle purchases in NZ. secretary@nzdba.co.nz</p>

Boats	<p>ADBA supply boats. They are shared amongst all our teams. When using ADBA boats, please remember:</p> <ul style="list-style-type: none"> • You must have at least 10 paddlers to lift a boat • Boats are slid off the rack, the heaviest is that the bow and stern • The red rollers are used to flip the boat • Pick up boats using the hand holds provided – not by the seats as they may come off • Trollies are available to transport the boats to the dock • Walk the boat to the end of the pontoon to allow others to load their boats behind you • Maximum time on the public pontoon is 5mins • Do not stand on the seats • Do not bang your paddles on the side of the boat • Do not rub wax on any part of the boat • Approach the dock slowly when bring the boats back • Boats must be bailed and clear of drink bottles • Do not leave a boat unattended on the dock. If the 7pm team cannot be seen, put the boat away • Last teams training must ensure the trolley is chained and padlocked. All bailers, sweep oars must placed back in the lock up and all rubbish take home.
Safety Operating Procedures	<p>The Safety Officer can be contacted at Safety@adba.co.nz</p> <p>ADBA has created a Safety Operating Procedures (SOP) These can be found our website www.adba.co.nz and click on documents. Please familiarize yourself with the SOP.</p>
Swimming	All members must be able to swim at least 50 metres.
Safety waivers	All registered paddlers of the Auckland Dragon Boat Assn have already electronically signed online. All visiting teams from out of Auckland must be registered with their respective RSO and sign a safety waiver for all training and events in Auckland.
Next of Kin Details	Managers must keep NOK details readily available at every training and event. These can be obtained by contacting the secretary or training manager
First Aid	<p>Until registrations are complete, managers will need to collect these manually</p> <p>There is a fully stocked First Aid Kit in the lockup. If you or a team member need to require any of these items, please complete log the details in the booklet provided so we know what to replace.</p> <p>Team managers need to be aware of any medication or medical condition of any team member I.e., Inhaler, insulin etc.</p> <p>Behind the door in the lock up is the first aid contact details if an emergency arises. We strongly recommend you identify all first aid certificate holders in your team.</p>
Lifejackets	<ul style="list-style-type: none"> • ADBA supplies lifejackets • All persons on board must wear a lifejacket • Lifejackets are to be kept in bundles of 11 and stored on the hooks provided in the lock up. Do not leave them on the ground • Each team is always to take 2x bundles and keep all extras on the dragon boat. • Lifejackets are never to be left outside lockup • Any intentional inflation of a lifejacket will incur a \$25 charge to replace the canister.
Security	<p>Do not leave your personal belongings in the lock up or unattended outside. The ADBA will take no responsibility for any loss incurred of personal gear.</p> <p>All teams are asked to watch out for each other and your neighboring teams. Lock your cars, keep your valuables out of sight and report any issues to the Rescue Operator.</p>

Sun Protection	Please use sun protection. (Sunscreen, hats/caps, sunglasses for eye protection)
Hydration	Please keep hydrated. We recommend at least 2L of water per person and 2L of sports drink
Clothing	<p>WINTER: Thermal long sleeve top under your T-shirt or singlet, bike shorts or thermal shorts under your shorts, dive boots or boots shoes.</p> <p>SUMMER: Board shorts, singlet and jandals.</p> <p>Do not wear baggie clothing with long sleeves as it will get wet and get in the way of your paddling. We don't recommend cotton as it also gets too heavy when wet.</p> <p>We recommend paddlers wear cheap sunglasses in case they get lost in the water</p> <p>No long pants allowed.</p> <p>Bring a towel and change of warm clothes for the journey home.</p>
Fundraising	If your team would like to circulate raffles at events, please contact the events manager on events@adba.co.nz
Affiliation Letters	Are available upon request.
Volunteers	<p>We could not run these events without the volunteers. If you, and friends or family would like to volunteer, please contact volunteer@adba.co.nz</p> <p>We ask all teams to offer 2 volunteers per race day, particularly Regionals</p> <p>Auckland Regional Championships Killarney Park, Takapuna, Auckland</p> <p>FRIDAY 24 MARCH 2023 12 noon - 6pm 15-20 people to: ~ move and dress the dragon boats ~ setup fencing ~ setup race control marquee ~ unpack and setup race equipment</p> <p>SATURDAY 25 MARCH – SUNDAY 26 MARCH 7am - 5pm ~ 15x boat bailers / holders ~ 2x race results co-ordinators/runners ~ 6x crew marshalling ~ 1x Sustenance manager (feed and water the volunteer crew)</p> <p>SUNDAY 26TH MARCH 3pm – 7pm ~ 15x lane packers ~ 10x equipment packers</p>
About ADBA	<p>Auckland Dragon Boat Association (ADBA) is the Regional Sports Organization (RSO) for Auckland, affiliated to the New Zealand Dragon Boat Association (NZDBA) who is directly affiliated to the International Dragon Boat Federation (IDBF).</p> <p>Our goal is to promote, facilitate and develop Dragon Boating within Auckland region.</p> <p>Our vision is to facilitate a regionally base for a safe, supportive, fun and well-structured sports</p>

	<p>program that is easy to join and accessible to youth, adults, individuals and community groups. Catering for all levels from social to competitive/elite sports persons and teams.</p> <p>ADBA is a collective of dragon boaters who run the sport for ourselves and our fellow dragon boaters. We are an incorporated society and registered charity. More than that, we have a very sharing community between our teams and consider ourselves more of one big club.</p>
ADBA 2018-2032 Strategy	<p>GROWTH & DEVELOPMENT</p> <p>Sustainably grow and develop our sport and membership to become the largest, most successful RSO in New Zealand by 2026.</p> <p>FACILITIES</p> <p>Have our own facilities for functional day to day use of our clubs, teams, committee, storage and care of our equipment and potentially with a built-in race control by 2032.</p>
The Season	<p>ON-SEASON</p> <p>26th September – 15th April 2023. Secondary schools are currently training and competing in Term 1.</p> <p>OFF-SEASON</p> <p>April till September.</p> <p>Polar Bears is the ADBA winter paddling crew. It is open to all registered paddlers. Training days will be discussed close to the winter season date. Polar Bears generally 2 weeks after Nationals.</p>
Incorporated Society	<p>Auckland Dragon Boat Association is an incorporated society (registration number 2166967), It is run by a committee of paddlers, coaches, sweeps, callers and schoolteachers from a variety of Auckland teams. All are volunteers so all the administration is setup to be as minimal as possible to keep fees down. See the last page for the committee contact details.</p> <p>ADBA is an affiliated member of the NZDBA www.nzdba.co.nz who is affiliated to the International Dragon Boat Federation and the NZ Canoe Federation. If your club/crew is also an incorporated society, you can use your ADBA affiliation letter to gain charity funding.</p> <p>The committee meets every month. If your team would like to address the committee on any issue, please email secretary@adba.co.nz with the subject you would like discussed, you will be added to the agenda and may be required to attend the next meeting.</p> <p>Any team member is welcome to join the committee as continue to develop the sport in Auckland email secretary@adba.co.nz.</p>
Charity	<p>Auckland Dragon Boat Association is a not-for-profit registered charity (registration number CC44176) because we log over 11,700 hours to run the sport.</p>
Alcohol and Drugs	<p>Auckland Dragon Boat Association has <u>zero</u> tolerance policy when it comes to alcohol and drugs.</p> <p>World Anti-Doping Agency (WADA) rules apply, please see IDBF website.</p> <p>No alcohol is to be consumed within the 8 hours before the use of a Dragon Boat.</p> <p>If any individual is caught breaking this rule during the training or competition the ENTIRE team will be either suspended from training or disqualified from the competition and will need to appear in front of the committee for disciplinary action.</p>
Make It Greener Policy	<p>Auckland Dragon Boat Association has a Make It Greener policy. We ask all participants to not only take out what rubbish they bring to training and races but pick up any extras left in the areas we use. Let make our universe a cleaner place every day.</p>

Resources online	Please visit www.adba.co.nz for a list of the online resources.
ADBA Online	<p>Website: www.adba.co.nz</p> <p>FACEBOOK:</p> <p>ADBA Members Group: https://www.facebook.com/groups/30317041662</p> <p>Facebook group for all our paddlers, this is monitored and generally kept to just paddlers.</p> <p>ADBA Leaders Group: https://www.facebook.com/groups/1796743083889895</p> <p>Facebook Group for our Dragon Boat Leaders in Auckland (team managers, coaches, sweeps and captains). Cancellations are generally posted here. The Leaders page is updated every year</p> <p>Public social media</p> <p>FACEBOOK: https://www.facebook.com/aucklanddragonboats</p> <p>INSTAGRAM: www.instagram.com/aucklanddragonboats</p> <p>TIKTOK: www.tiktok.com/@aucklanddragonboats</p>
Contact Us	<p>Executive Members</p> <p>Chair chair@adba.co.nz</p> <p>Secretary secretary@adba.co.nz</p> <p>Treasurer Treasurer@adba.co.nz</p> <p>Committee Members</p> <p>Events Manager Events@adba.co.nz</p> <p>Training Manager Training@adba.co.nz</p> <p>Safety Officer Safety@adba.co.nz</p> <p>Equipment Coordinator Equipment@adba.co.nz</p> <p>Volunteers Manager Volunteer@adba.co.nz</p> <p>Sweep Coordinator Chrisjstone@gmail.com</p> <p>Please see the website for the full list of Committee Members</p>