



DBNSW VOLUNTEER GUIDELINES

Document Name:	DBNSW Volunteer Guidelines
Document Number:	1.2.5
Primary Policy Holder:	Dragon Boats NSW
Applies to:	DBNSW and all Members of DBNSW
Issued:	January 2022
Review Date:	January 20224
Approved by:	DBNSW Board

Thank you!

DBNSW appreciates your interest in volunteering at a dragon boat regatta and we hope it is an enjoyable, safe and fulfilling experience.

In this document you will discover what is involved in volunteering at a regatta, what the volunteer's roles are and what kind of duties and responsibilities they have.

Volunteering at regattas

Like many sports dragon boating heavily relies on the time and effort provided by volunteers. They play a vital role in the function of regattas for our clubs and the wider community.

Volunteering at regattas involves helping us operate a regatta through a variety of designated roles. Whether you are end up as an official, boat loader, food runner, etc. all of these tasks are essential to the success of an event.

Volunteer Expectations

What you can expect from DBNSW:

- Appreciation and recognition
- Appraisal and feedback
- Opportunities for further development
- Advice and supervision
- Politeness and respect
- A safe and pleasant environment

What we expect from you:

- Commitment
- Desire to learn
- Polite attitude & behaviour
- Enthusiasm
- Discretion
- Constructive feedback

Volunteer Feedback

At DBNSW we are always looking to make things better for our dragon boat community. With that said we welcome any constructive post-regatta feedback from volunteers on their experience and how our regattas are organised and operated.

OFFICIALS AND VOLUNTEER ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
<p style="text-align: center;">All volunteers and officials</p>	<ul style="list-style-type: none"> • Confirm attendance with the regatta organisers • Sign on at the registration office and collect volunteer uniform • Attend the volunteer briefing and ask any questions you may have • Attend to your assigned area and help setup any equipment • Fulfil your assigned role throughout the regatta • Assist in packing up, return volunteer uniform and sign off • Officials have logbook signed by the Chief Official • Show respect and courteousness to officials, participants and fellow volunteers
<p style="text-align: center;">Chief Official* (AusDBF Official Level 3 recommended)</p>	<ul style="list-style-type: none"> • Liaise with the regatta organisers prior to race day • Complete an inspection of the regatta venue • Conduct the volunteer & team manager briefing (confirm club attendance via roll call) • Manage and communicate with the regatta officials and volunteers • Monitor all races and ensure the application of the competition rules & regulations • Sign officials logbooks • Provide a feedback report to the regatta organisers and to DBNSW
<p style="text-align: center;">Safety Officer (AusDBF Official Level 1 recommended)</p>	<ul style="list-style-type: none"> • Acquire a copy of the event risk assessment and safety checklist from regatta organisers prior to race day • Confirm the attendance of first aid and water safety providers • Handle all OH&S related issues that may arise during the event • Ensure all officials and volunteers are being safe and responsible while in their roles • Complete an event safety audit via the safety checklist and hand to the chief official once completed

<p>Race Secretary* (AusDBF Official Level 2 recommended)</p>	<ul style="list-style-type: none"> • Assist Chief Official in the implementation of the race program including making necessary changes • Process and publish all race results • Apply the race progression procedures when able and communicate the schedule to all officials • Receive all protest forms, incident/injury reports and any other relevant documentation
<p>Chief Judge* (AusDBF Official Level 2 recommended)</p>	<ul style="list-style-type: none"> • Setup the race finish line in coordination with the course umpire, chief official, regatta organisers and any other relevant party. • Utilise photo-finish equipment when available to record race results or work with the equipment operator • Adjudicate on any race related issues alongside the chief official • May also act as the Chief Time-Keeper
<p>Chief Starter* (AusDBF Official Level 3 recommended)</p>	<ul style="list-style-type: none"> • Confirm all start equipment is adequate and ready to use prior to racing • Ensure communication between start, finish, chief official and marshalling works via practice start • Will call crews to the start line, visually align all boats on the start line and start each race • Judge false starts and communicate them to other officials
<p>Course Umpire* (AusDBF Official Level 3 recommended)</p>	<ul style="list-style-type: none"> • May be responsible for setting the race course with the chief official, chief judge, chief starter and any other supporting party prior to racing • Supervision of all crews on the race course and any water support crews • Once the race has started the course umpire will follow crews and observe if the race rules are being complied with • Any infraction will be reported to the chief official immediately • Additional Course Umpires will be required for turn racing (one per turn)

Head Marshall* (AusDBF Official Level 3 recommended)	<ul style="list-style-type: none"> • Monitor and manage marshals to ensure efficient marshalling of crews • Organise regular audits of crew lists to confirm proper crew compliance with the regatta rules and regulations • Provide advice to marshals and final judgement on paddler equipment specification enquiries/issues • Ensure all paddlers in crews appear fit to race and if not make the Chief Official aware before they race
Marshall* (AusDBF Official Level 1 recommended)	<ul style="list-style-type: none"> • Carry out regular audits of crew lists to confirm proper crew compliance with the regatta rules and regulations • Ensure all paddlers in crews appear fit to race and if not make the Head Marshall aware before they race • Inspect paddler equipment (paddle, seat pad) ensuring they are compliant with the regulated specifications
Time Keepers	<ul style="list-style-type: none"> • Record times of boats as they cross the finish line, typically utilising a stop watch device
Boat Aligners/Pontoon Holders	<ul style="list-style-type: none"> • Utilise pontoon holder equipment including knee pads, hat and shade area • Once crews have aligned their boats according to the Chief Starter's instruction you may assist crews by physically holding the boat in place until race start
Chief Boat Loader* (AusDBF Official Level 1 recommended)	<ul style="list-style-type: none"> • Ensure all boats and equipment are in satisfactory racing condition and that they conform to IDBF regulations • Allocate crews to boats in accordance to the race program and ensure they embark safely and in proper order • Monitor and manage the duties of boat loaders and ensure they are completing their role safely
Boat Loader/Wrangler	<ul style="list-style-type: none"> • Utilise available boat loading equipment to physically maintain the stability of boats while crews are loading and unloading • Boat wranglers MAY assist paddlers entering or exiting a boat at their discretion

Registration Officer	<ul style="list-style-type: none"> • Confirm attendance of volunteers via sign on sheet • Confirm the attendance of participating teams on race day • Collect all entry forms, waivers and crew lists from the participating teams and once registration has closed provide the documents to the Head Marshall • Provide registering crews with items for collection such as ID cards, lanyards and copies of the draw when available
Runners	<ul style="list-style-type: none"> • Assist officials and volunteers in miscellaneous tasks including publishing of results, collecting and distributing volunteer food/water, temporarily filling in volunteer roles when necessary, etc.
Sweep Coordinator* (Must be a DBNSW sweep coordinator)	<ul style="list-style-type: none"> • Conduct a meeting/briefing to participating sweeps if necessary • Provide advice/mentoring to all sweeps who seek assistance • Note any infringements that may warrant investigation and report them to the chief official at the conclusion of the regatta
Volunteer Coordinator	<ul style="list-style-type: none"> • Responsible for the organisation and conduct of regatta volunteers • Ensure all volunteers have signed in, collected appropriate gear & equipment, attended volunteer briefing, etc.
<i>Please note any role marked * may eligible for expense reimbursement. Please contact the DBNSW office for the current official's reimbursement form.</i>	