

Australian Dragon Boat Federation



Policy and Procedures

AusDBF Sweep Accreditation Scheme (Jan, 2004)

AusDBF SWEEP ACCREDITATION SCHEME

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1.0 THE ACCREDITATION SCHEME

1.1 Purpose.

The purpose of the AusDBF Sweep Accreditation Scheme Guidelines is to ensure that:

- participants in AusDBF's events are afforded the safety benefits of a trained sweep
- AusDBF Members have guidelines for introducing a training and accrediting scheme for sweeps within their own regions and for their own events.

1.2 Overview

All sweeps who participate in an AusDBF event must hold a sweep accreditation issued by their AusDBF Member body. This will ensure that participating sweeps at AusDBF events have undertaken sweep training, have demonstrated a level of capability and have been registered as being able to competently sweep crews (Club and/or Corporate/Novice).

The AusDBF Sweep Accreditation Scheme consists of two parts:

- Accreditation
- Registration

Accreditation consists of:

- Education
- Training with an experienced sweep
- A written exam
- An initial practical test
- Issuing of Provisional Accreditation
- Sweeping crews in four (4) races at two (2) events
- Issuing of Full Accreditation

Registration consists of the sweep having their accreditation details and personal details entered into a State Sweep Accreditation register which is subsequently consolidated into a National Sweep Accreditation Register.

1.3 Introduction

Dragon Boating is a water sport and as such has an inherent risk. Safety is of prime importance for AusDBF and experienced sweeps are viewed as a major factor in reducing the risks in dragon boating.

These guidelines provide AusDBF members with an outline of the sweep accreditation system and safety procedures ie 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 given in this guide.

The following guidelines have been adapted from the current DBNSW Sweep Training Guidelines and the International Dragon Boat Federation's (IDBF) Competition Regulations & Rules of Racing - Water Safety Policy which is located at <http://www.dragonboat.org.uk/idbf/handbook.htm>.

AusDBF wish to acknowledge the significant contribution made by DBNSW in general and to Steve Davidson in particular in the formulation of the DBNSW material.

1.4 Structure

As from January 2005 all sweeps wishing to participate in an AusDBF sanctioned event will need to hold sweep accreditation issued by their AusDBF Member. To receive accreditation sweeps will be required to undergo both a written and practical course (outline below) where their knowledge and basic sweeping skills will be assessed. If successful at this stage, sweeps will be given Provisional Accreditation status. This will then allow them to sweep Sports crews in races. Once a sweep has successfully been a sweep for a Sports crew over four races (to be completed over two events) they will then be granted Full Accreditation status. Once a sweep has been granted full accreditation, only then will they be allowed to sweep Corporate / Novice crews at future AusDBF events. Only in exceptional circumstances at the discretion of AusDBF will this rule be waived.

1.5 Pre-requisite to Becoming a Sweep

The purpose of the Sweep Accreditation course is not to train sweeps. This remains the responsibility of individual Clubs. Prior to attending a Sweep Accreditation course, each new sweep should have:

- trained with a current, fully accredited and experienced sweep;
- trained in a variety of conditions such as morning and evening, windy and calm conditions, full or half crew, etc;
- have had control of a dragon boat on at least 10-15 different occasions with a minimum of 30 minutes per session; and
- have a First Aid or CPR Certificate (at this time not compulsory, but highly desirable).

1.6 Sweep Accreditation Co-ordinator/Registrar

AusDBF Members will appoint a Sweep Accreditation Co-ordinator/Registrar to manage the Sweep Accreditation Scheme in their region.

1.7 Accreditation Testing

Examiners approved by the AusDBF Member will conduct Sweep Accreditation testing.

The written test will consist of 20 multiple answer questions of which the person being tested must attain an 80% pass rate. (The test and answers to all questions are contained in Attachment 1.)

The practical test will consist of each sweep candidate steering a dragon boat (of not less than 16 paddlers) and must demonstrate certain skills such as:

- ensuring the dragon boat is balanced;
- performing a head count;
- using the standard set of calls;
- reversing a dragon boat safely;
- maintaining a dragon boat on a start line;
- steering a straight line over a 200 metre course; and
- stopping a dragon boat quickly.

Following the practical test the examiner will complete a Practical Test & Sweep Skills Questionnaire (see Attachment 2) which they will forward to their local Sweep Accreditation Co-ordinator/Registrar.

If both the above elements are completed satisfactorily the candidate for sweep accreditation will be issued with Provisional Sweep Accreditation and their name will be entered onto the AusDBF Member's Register of Accredited Sweeps.

To receive Full Sweep Accreditation a Provisional Sweep must successfully sweep a sports crew, under the observation of Examiners approved by the AusDBF Member, in at least four (4) races over two (2) or more regattas.

Once completed the Provisional Sweep will be issued Full Sweep Accreditation and their details will be updated in the State Register of Accredited Sweeps.

1.8 Ongoing Accreditation

Full and Provisional Accreditation will be valid for three years subject to the following:

- to maintain Provisional Accreditation a sweep must sweep a minimum of four races for a Sports crew each year,
- to maintain Full Accreditation a sweep must sweep a minimum of four races for a Sports crew or a Corporate / Novice crew each year,
- The four races can be completed at one event during that year.
- After the expiration of three years, all sweeps are required to undergo re-accreditation. The re-accreditation takes the same format as that for sweeps undergoing accreditation for the first time ie. written and practical test under the auspices of an approved examiner. Once re-accredited, the sweep retains full accreditation for another three years provided they sweep four races for a Sports crew, or where full accreditation applies, a Corporate / Novice crew each year.

1.9 Cancellation of Accreditation

At any time, the AusDBF Board or the AusDBF Member can rescind the accreditation of any sweep. However, before doing so the AusDBF Board or the AusDBF Member must advise the sweep in writing as to why their accreditation is being rescinded. The sweep then has 28 days to apply to the AusDBF Board or the AusDBF Member to have their accreditation retained. If the AusDBF Board or the AusDBF Member does not retain the accreditation, it is then necessary for the sweep to undergo re-accreditation.

1.10 Register of Accredited Sweeps

A Register of Accredited Sweeps will be maintained by the AusDBF Member. The Register will be updated regularly to reflect changes in accreditation details of sweeps in their region. The Register will contain the following information:

- Club
- Name
- Contact details
- Races remaining to achieve Full Accreditation status
- Date Tested or Date Full Accreditation granted
- Retested Date
- Next Re-accreditation date
- First Aid Certificate details

The AusDBF Member will provide a copy of the Register to AusDBF annually, prior to the National Championships, or upon request from AusDBF.

2.0 SAFETY PROCEDURES GUIDELINES

The following safety procedures are guidelines for AusDBF members and may be amended and/or added to to account for local conditions.

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 Precautions

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 the 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 - a minimum of 10 paddlers are required to lift and carry a dragon boat. If there are not the 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.
- Paddlers unable to swim 50 metres fully clothed must be advised to wear a life jacket (PFD).

2.3 The 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 capsizing, especially in such conditions and unless the crew is at fault, is a rarity. However, people are people and eventually an accident may occur. Dragon boating is no exception to the rule and it is the duty of all who practise 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 boating 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 sundown, it is the sweep's responsibility to ensure the dragon boat does not go on to the water without lights. Waterways Authorities or the Police can fine you. Some instructions for sweeping at night:

- lights must be on both the front and back of the dragon boat, clearly visible (not obstructed by paddlers) and white. They need to be a minimum of one meter above the dragon boat and should be waterproof.
- ensure you use a loud voice - with clear instructions.
- be extra observant!

2.4 The Buddy System

The crew should number off from the front of the dragon boat and be made aware that they are each responsible for the person they are paired with (across 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. The first paddlers - number 2 right and 3 left in row 1 the dragon boat are responsible for the drummer (1) and the rear paddlers - 20 right and 21 left in row 10 responsibility for the sweep (22).

2.5 Water Procedures

In any water 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 its bigger / faster / more expensive than a dragon boat, keep out of its way. In training areas and in shipping channels the rule is to keep to the right (i.e. the opposite of Australian 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). Remember, that there is an obligation to avoid a collision even if you happen to be in the right. Ferries have right of way on the water so don't take them on in any circumstance. 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, and if you are about to be run down, capsize so that the propeller chews your feet rather than your head. If at any time you think it necessary, report any problems with powerboats to the local Waterways Authority or Police. Safety is the prime concern for sweeps and in all instances it is a matter of COMMON SENSE.

REMEMBER: While on the water the sweep is in control of the dragon boat and has the ultimate responsibility for the safety of the crew. Also, 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 and sunny conditions, can be dangerous to both the crew and other water 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 which should be observed:

- 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 through the front of the dragon boat
- When loading and unloading, paddlers should avoid erratic movements
- Paddlers should keep their weight low when moving through the dragon boat
- 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 (ie front row seat) and the drummer should be the last to enter and first to leave a dragon boat.
- All paddlers should know their buddy seated next to them. The drummer is looked after by row 1 and the sweep by row 10. Remember you and your buddy's safety is dependent on each other

- When paddlers are seated, they should have their paddles in the Paddles Flat position
- Once all paddlers are seated, the sweep must complete a head count. As mentioned previously, number 1 is the drummer, followed by number 2 right, number 3 left, number 4 right, number 5 left, etc. etc. The sweep is number 22.
- 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 ie swap paddlers from left to right and vice versa.

2.8 Calls

<u>Call</u>	<u>Action</u>
Are you Ready	the first call from the starter. Drummer holds up both arms if crew not ready.
Attention	move paddle to the start position (paddles up). In some events paddles can be slightly in the water
Back 2/3/4 rows	Only the paddlers in the designated rows paddle under the sweeps instruction. Other paddlers have their blades out of the water. Use this to manoeuvre for start position.
Dig it In	stop the boat by holding the blade vertically in the water
Draw front left or right	is used by the nominated seats to pull the front or back of the dragon boat back in line. The opposite side should hold paddles flat.
Draw back left or right	
Go (start paddling)	in a race, the starter usually fires a gun or blows a horn or megaphone siren.
Head Count	at the beginning before leaving the bank/beach/pontoon
Hold water	this is when the paddlers hold their blades still in the water to halt the boats motion and to keep the dragon boat stationary
Let it Run	paddles come out of the water and let the dragon boat glide
Paddles Behind	paddles are placed in a backward position for paddling backwards
Paddles Flat	paddlers press the blade of the paddle flat on the water to stabilise the dragon boat
Paddles Out	paddles come out of the water and let the dragon boat glide
Paddles Up	move paddle to the start position (paddles up). In some events paddles can be slightly in the water
Rest/Relax	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
Stop (brake) the boat	paddlers stop the dragon boat quickly by holding the blade vertically in the water

2.9 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 of 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 regattas.

2.10 Reversing a Dragon Boat

All sweeps should be comfortable reversing a dragon boat. Sweeps should practise reversing a dragon boat regularly. Always reverse towards your new line and not away from it. 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. Too many sweeps lose control of the dragon boat when reversing. 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.

2.11 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 wave pattern) the crew should be instructed by the sweep to lean slightly over the side of the dragon boat and place their paddle blades flat on the water, at arms length. With all of the paddles on the water in this manner (10 either side) the dragon boat is effectively stabilised. This is called "Paddles Flat".

2.12 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 or dragon boat. 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 "Dig it In" followed immediately by "Paddles Flat" if the dragon boat is unstable and there is no immediate danger of a 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. Practice stopping a dragon boat during training. Crews should know what to expect when a sweep call "Stop the boat." or "Dig it In".

2.13 Safety Equipment

All Clubs should have a First Aid kit available during training sessions. As a minimum, the kit should have, in a waterproof container:

- 50mm bandage;
- adhesive tape;
- adhesive bandages;
- tweezers;
- scissors or knife;
- exposure bag or emergency blanket; and
- 10m of rope (6mm diameter minimum).

2.14 Racing at a Regatta

AusDBF holds regattas at venues throughout Australia. Not all courses have lanes marked down the course such as the Sydney International Rowing Centre. At venues where there are no lane 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 questions at the briefing for sweeps.
- Move to the start line promptly. Crews 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 and you hold up your hands. This ensures the Starter / Water Judge are 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 a 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.

2.15 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, especially in such conditions unless the crew is at fault, is a rarity.

2.16 What to Do

In the event of a dragon boat capsizing:

- each paddler should immediately account for their buddy
- the sweep should immediately ensure that all the crew are accounted for by calling out their numbers and noting the response or if this is not possible by a head count
- the crew must initially stay with the dragon boat and leave it in the capsized position or if water logged, in the upturned position
- when a dragon boat has over-turned no one should swim underneath it, but in such circumstances, it can be used as a floating platform, provided the crew space themselves evenly around the dragon 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.
- 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 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 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.

2.17 Where there are no rescue boats

If, in a competitive situation, 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 system, 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 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.

2.18 Recovery of a Dragon Boat

As soon as the dragon boat is alongside the waters edge, all crew members must again be accounted for on the land and any injuries dealt with immediately. The dragon boat if upturned may then be turned the 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, as this puts a considerable strain on the hull of the dragon boat. Once the dragon 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.

2.19 The Paddler

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

- be able to swim confidently 50 metres in clothing, with a shirt, shorts and sandals as a minimum;
- be honest about his or her ability;
- be aware of hypothermia and other dangers, and take the appropriate precautions;
- practice capsizes, rescues and first aid, and be able to use all equipment in all likely conditions;

2.20 Clothing

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

- rash vest, t-shirt or singlet top;
- shorts; and
- boat shoes or the like. In addition, paddlers should protect against sunburn by: -
- wearing a sun hat or cap and wearing sun glasses; and
- applying sun screen.

However, in the winter months paddlers should dress for the conditions, remembering that hypothermia can kill. As such, a paddler's wardrobe should include:

- wetsuit (without sleeves);
- woollen or thermal fibre jumper;
- windproof jacket;
- wetsuit boots;
- cap (40% of heat loss is from head and neck area)

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

2.21 Swimming

Ideally, all members in a dragon boat crew should be able to swim at least 50 metres, but as a minimum, they must be water competent in cold and moving water and when dressed in light clothing, that is, racing dress (shorts and vest) plus waterproof top and trousers and light footwear (trainers, flip flops or similar footwear).

2.22 Personal Flotation Devices (PFDs)

In a formal competitive event and on a placid water course, in normal summer conditions, and providing that the individual can swim, the AusDBF Rules of Racing do not require an experienced competitor to wear a PFD, such as a Buoyancy Aid.

When to wear them. All paddlers who are unable to swim at least 50 metres or who are not water competent MUST wear a PFD when both training and competing. Where local regulations at a race site require water users to wear PFDs, all crews will wear them, irrespective of their experience in the sport. In such cases it is the Event Organisers responsibility to notify crews whether or not the water operator provides PFDs and if NOT, it is the Crew Manager's responsibility to ensure that the crew has sufficient of their own to cater for any conditions that they may encounter. However, even in perfect racing conditions, all crew members under the age of 12 years of age, must wear a PFD and they should be provided for all other competitors who request them, or at the Crew Manager's discretion, by the Event Organiser.

2.23 Alcohol

Alcohol and water do not mix and this especially applicable to dragon boating. At no time should a sweep be in control of a dragon boat while under the influence of alcohol, either at training or at a regatta. Nor should a sweep take a crew onto the water when they are under the influence of alcohol. Some Corporate crews consume alcohol during a regatta. If you are a sweep at a Corporate regatta and you feel that one or more crew members are affected by alcohol, report same to the Race Controller prior to leaving the shore. The Race Controller will then make a call as to whether the crew should be allowed to race. NEVER make the call yourself.

ENJOY YOUR SWEEPING EXPERIENCE

ATTACHMENT 1

AusDBF SWEEP ACCREDITATION SCHEME

WRITTEN TEST

Please complete your personal details below before undertaking the test. Once you have answered all questions hand the test back to the person conducting the sweep accreditation.

There are 20 multiple choice questions in total. Answer all questions by placing a circle around the letter which represents your answer e.g.

- Q What is the name of the AusDBF Member for New South Wales?
- (a) New South Wales Dragon Boating
 - (b) Dragon Boats NSW Inc
 - (c) Dragon Boating NSW
 - (d) NSW Dragon Boating Association

N.B. There is only one correct answer for each question

PERSONAL DETAILS

NAME _____

CLUB _____

SIGNATURE _____

DATE _____

1. When steering a dragon boat you must always keep to the left and travel in a clockwise direction?
 - (a) True
 - (b) False

2. A "provisional" category of accreditation allows you to sweep which crews in races:
 - (a) Corporate Crews only
 - (b) Sports Crews only
 - (c) Both Sports and Corporate Crews
 - (d) None - Only allowed to sweep at training sessions

3. What is the recommended minimum number of people required to lift a dragon boat?
 - (a) 5
 - (b) 10
 - (c) 15
 - (d) 20

4. How far must paddlers be able to swim fully clothed to negate the need to wear a PDA?
 - (a) 25 metres
 - (b) 50 metres
 - (c) 75 metres
 - (d) 100 metres

5. Under what climatic conditions must you never take a dragon boat onto the water?
 - (a) Overcast and raining
 - (b) Over 35 degrees centigrade
 - (c) Snow
 - (d) Thunder/electrical storm

6. If training before sunrise or after sundown, whose responsibility is it to ensure that a dragon boat has lights fitted?
 - (a) Sweep
 - (b) Coach
 - (c) Team Captain
 - (d) Strokes

7. What is the minimum height that lights must be above the dragon boat?
 - (a) 1 centimetre
 - (b) 1.5 centimetres
 - (c) 1 metre
 - (d) 1.5 metres

8. Once all paddlers are seated in a dragon boat what must the sweep do?
 - (a) Conduct a head count
 - (b) Ensure all paddlers have water bottles
 - (c) Ensure all paddlers have been to the toilet
 - (d) Install the sweep oar

9. What does "Hold Water" mean?
 - (a) All paddlers stop the dragon boat quickly by holding the blade vertically in the water
 - (b) All paddlers press the blade of the paddle flat on the water to hold the dragon boat stable
 - (c) All paddlers lift their paddles out of the water to let the dragon boat glide
 - (d) All paddlers hold their blades still in the water to keep the dragon boat stationary

10. Before leaving the embarking area, the sweep must ensure:
 - (a) All paddlers have water bottles
 - (b) The boat is correctly balanced
 - (c) All paddlers have paid their registration fees
 - (d) All of the above

11. When reversing a dragon boat what must you do?
 - (a) Always reverse towards your new line
 - (b) Look behind to ensure there are no other craft behind you (especially another dragon boat)
 - (c) Take the sweep oar out of the water
 - (d) All of the above

12. During a race, if a collision is imminent, what must the sweep do?
 - (a) Instruct paddlers to paddle faster to get out of the way
 - (b) Continue paddling and advise the other dragon boat to move out of the way
 - (c) Stop the dragon boat
 - (d) Instruct paddlers to keep paddling

13. At a race, if you experience a problem at the start line what do you do?
 - (a) Hold up your hand and instruct the drummer to do the same
 - (b) Yell to the starter that you have a problem
 - (c) Advise the crews around you that you have a problem
 - (d) Get the crew to back paddle away from the start line so that the starter is aware you have a problem

14. In the event of a dragon boat capsizing what actions needs to be taken?
 - (a) Each paddler should immediately account for their buddy
 - (b) The sweep should immediately ensure that all the crew are accounted for by calling out their numbers and ensuring a response is received

- (c) The crew must initially stay with the dragon boat
 - (d) All of the above
15. If a sweep believes that during a regatta a crew has consumed alcohol which may affect their ability while racing what should they do?
- (a) Report their concerns to the Race Controller prior to leaving the shore so that he/she can make a call as to whether the crew should be allowed to race
 - (b) If they think the crew is safe to race then continue to do so
 - (c) Advise the crew that you cannot take them out on the course
 - (e) Continue racing and ignore any alcohol consumption
16. Before taking a crew out for a training session or a race what must you do?
- (a) Decide seating positions of paddlers before entering the dragon boat
 - (b) Ensure all paddlers are briefed on the 'buddy system'
 - (c) The crew have 'numbered off' from the front of the dragon boat
 - (d) All of the above
17. Under the 'Buddy System' who is responsible for the safety of the drummer?
- (a) The Sweep
 - (b) Paddlers in row one (strokes)
 - (c) Rescue personnel
 - (d) No one
18. How should paddlers load into, and unload out of, a dragon boat?
- (a) Always from the side of the dragon boat
 - (b) Always from the side of the dragon boat closest to the shore
 - (c) Always from the front of the dragon boat
 - (d) No specific direction
19. At a race event when you get the crew to 'number off' what number is the drummer?
- (a) One
 - (b) Two
 - (c) Three
 - (f) Twenty Two
20. What equipment is required to be available at every training session?
- (a) First Aid Kit
 - (b) Bailers
 - (c) 10 metres of rope
 - (d) All of the above

ATTACHMENT 2

AusDBF SWEEP ACCREDITATION SCHEME

PRACTICAL TEST & SWEEP SKILLS QUESTIONNAIRE

Personal details

Name :	
Address :	
Telephone numbers :	Home : Work : Mobile :
Email address :	

Club details

Name of Club :	
Position held :	
Year joined :	

Sweeping details

How many years have you been a sweep?	years
Are you currently an. Accredited sweep?	Yes No (please circle one)
If 'Yes' when were you accredited? By who? /season
If 'No' have you failed an accreditation test?	Yes No (please circle one) Yes No (please circle one)
If 'No' is this your first accreditation test?	
Are you the regular sweep for your Club?	Yes No (please circle one)
If 'Yes' do you sweep at both training sessions and events?	Yes No (please circle one)
If 'No' how often do you sweep?	

Have you been a sweep at an event this season?	Yes No (please circle one)
If 'Yes' what events? Did you sweep a Sports or Corporate crew?	
If 'No', when was the last time you were a sweep at an event?	
Can you sweep Geelong (DBNSW Inc.), European or Asian (CYL) design dragon boats?	Yes No (please circle one)
If 'No' what style of dragon boat can you sweep?	Geelong European Asian (please circle one)

Signed

Dated .. / .. /

Was the Practical Test completed satisfactorily? Yes No (please circle one)

Practical Test Examiner's comments

Signed

Dated .. / .. /