



# RACE DAY OFFICIALS & VOLUNTEERS DUTIES MANUAL

Updated by DBSA

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## **Purpose**

The purpose of this booklet is to provide a guide to the roles and responsibilities of DBSA volunteers and AusDBF accredited officials during competition.

## **Volunteer Comfort and Protection**

DBSA recommend all our volunteers bring a water bottle, high energy snacks and nibbles to race days. Along with jacket for windy or rainy race day, sunscreen and a hat. We want our volunteers to enjoy the experience and be comfortable throughout the day.

## **CHIEF OFFICIAL**

The Chief Official is responsible for supervising and observing the races and ensure that the scheduled race program is followed and runs to time.

### **Duties**

- Should ideally hold Level 3 AuSDBF accreditation or IDBF grading
- The Chief Official shall fully brief the Captains and Sweeps before the start of the race day competition.
- They will brief the race officials and volunteers of their duties for the day.
- Shall act as the Chair of the Competition Committee.
- They will confirm the race results before being released.
- They will deal with all matters not related to the rules of racing that may arise during the race day.
- Be responsible for implementing the Disciplinary Code and may disqualify any crew or competitor who behaves improperly or show contempt by bad conduct or speech towards race officials, volunteers or any other person

## **CHIEF MARSHALL & MARSHALLS**

The Chief Marshall is responsible for the efficient assembly of the crew in the marshalling and boat loading areas and shall direct the work of the Marshalls working in those areas.

### **Duties**

- Confirm that the correct crews are called forward and random checks are carried out by the Marshalls. Record the number of competitors in each boat against the appropriate crew list and ensure that the composition of each crew is correct.
- Ensure that the crews load and reach the start line in good time for their race. If crews are delayed inform the Starter via the 2-way radio at the Judge's tent.
- Check that all crews are 'Fit to Race' and if in your opinion, a competitor or crew is not fit, notify the Chief Official.
- Paddles may be checked by the Marshalls at any time to ensure that they comply with specification laid down for competition.

## **Checklist**

- Check crew ID tags against laminated team lists.
- If name is not on list or no ID tag refer matter to Chief Marshall or Judge's tent.
- Check that seat pads conform to specifications i.e. not thicker than 15mm and can be squashed between thumb and forefinger.
- Team uniforms are checked to ensure all are dressed in the same team colours.
- Ensure there is no excessive strapping on paddles and no wax is taken into the boats
- Check crew composition for example Mixed crew are the correct ratio (refer rules of racing) and that there is no male sweep or drummer in a Women's crew.
- Send them to appropriate boat number for loading.

## **Equipment**

- Clipboard folder, scribble paper and laminated team lists.
- Race schedule and updated race draws as needed.
- Permanent marker and pen.

## **CHIEF BOAT LOADER & BOAT LOADERS**

The Chief Boat Loader is responsible for the supervising the crews in the crew assembly area. The Chief Boat Loader shall direct the work of the boat loaders in those areas.

## **Duties**

- Check all boats and equipment are in good racing order and report any issues to the Judges tent in the first instance and the DBSA maintenance committee in the second.
- Allocate crews to the boats according to the race program and ensure the correct crew are embarked in the correct boats. Check the crews are in their correct racing colours and that competitors do not strap or fix themselves into the boat in anyway.
- Ensure each crew is embarked and disembarked safely.

## **Checklist**

- Bail the boats.
- Hold the boats while the crew loads/unloads.
- Guide the boats into shore using the lane numbers.
- Once the crew is loaded leave the boat in the hands of the sweep.
- If there is damage to boat inform the Judge's tent.

## **Equipment**

- Bailers and sponges.
- Lane numbers to hold up to show the boats where to return.

## **STARTER & ASSISTANT STARTER**

The Starter is directly responsible to the Chief Official for the efficiency of the starting facilities and procedures in conjunction with the Chief Umpire or other Course Umpire designated to witness each start. Ideally the Starter should hold level 3 AusDBF accreditation or IDBF grading

The Assistant Starter shall be responsible for checking each crew's attire, the number of competitors in each boat and the number on each dragon boat. The assistant starter will ensure that the composition of the crews is correct, for example the number of females and males in a mixed crew.

### **Duties**

- Bring the boats to the start line when they are called forward by the starter and align them on the start line. When all the boats are level and correctly aligned the Assistant Starter shall notify the Starter.
- Before starting a race communicate with the finishing line that all is ready at the finish. When this confirmation is received the Starter shall call the boats forward to their places on the start line.
- Check the starting gun or other starting device is in good working order before carrying out the starting procedures in accordance with the rules of racing.

### **Checklist**

- Check the 2-way radio is working at the Judge's tent before going to the start line.
- Recheck the 2-way radio once again at the start line and checks the 2-way radio with Course Umpire/Observer.
- Test the Starter gun works and that there are enough caps for the day.
- If the manual starting system is being used, check that the Flag Dropper is in the correct position, so the finish line can see the flag drop.
- If the Lynx Camera System is being used, check with the operator that the starter trigger is working.
- Check the 2-way radio communication with each of the Sweeps for each race, so they are able to hear the call.
- Position self at the Start line and always return to same spot for each race. For example at Aquatic Reserve there are white marks both sides of the course.
- Observe and comply with the safety policy regarding the use of the starting gun.
- Call up the crews to the Start line.
- Align and start the crews in line with the rules of racing "Are you ready, Attention, "Go" – fires the Start gun.
- In the case of a false start fire the Starting gun or air horn again to stop the crews and alert the Course Umpire/Observer via the 2-way radio. The Course Umpire/Observer will cut across the course to stop the race.
- Inform the Finish line of the false start so they are able to reset their equipment.
- Watch each race for the first 50 metres for any racing issues.

### **Equipment**

- Starter gun, caps and ear muffs.
- Lynx system starter trigger equipment.
- 2-way radio x 2, air horn, back up loud hailer, race schedule.

## **COURSE UMPIRE & COURSE OBSERVER**

The Course Umpire is directly responsible to the Chief Official and shall, where possible, follow each race in an Umpire's motor boat. During the race the Course Umpire shall ensure compliance with the Rules of Racing.

### **Duties**

- A Course Umpire should ideally hold Level 3 AusDBF accreditation. This person would therefore know the duties involved as an Umpire.
- In the instance that there is no Umpire available an Observer may be used to enable racing to continue in a fair and controlled manner.

### **Checklist**

- Assist the Starter in relaying messages to the Sweeps on the water if required.
- Ensure the course is clear at time of each race (if it is not, inform the Starter and Finish tent by the 2-way radio).
- Follow each race after the start from a position that allows observation of all boats in the race.
- Report to Judge's tent via 2-way radio if you feel any infraction may have occurred.

### **Equipment**

- 2-way radio (x 2).
- Back up loud hailer, race schedule

## **UMPIRE BOAT DRIVER**

The Umpire Boat Driver is responsible for providing transport for the Course Umpire/Observer. The Umpire Boat Driver must have a current boat license.

### **Duties**

- Provide transport for the Course Umpire/Observer to follow the boats down the racecourse from the start to the finish.
- If a false start occurs cut across the course in a safe manner to stop the race.
- Collect items which may have fallen out of boats during racing.
- Remove debris from the race lanes

### **Checklist**

- It is preferable to have 2 people in the boat at any one time.
- While on the water be aware of the wash created by the motor in order to not interfere with the boats on the water.

### **Mandatory**

- The Umpire Boat Driver must hold a current boat license.

## **CHIEF JUDGE**

The Chief Judge is responsible for organising the finish line and shall judge and record the order of the boats crossing the finish line, independently of any other finishing line personnel.

### **Duties**

- In the event of a difference of opinion between judges over the placing of the crews, adjudicate and have a casting vote.
- When photo-finish equipment is used, act on the advice provided by the photo-finish operator.
- When the manual timing system is used a timekeeper will be needed for each boat and they will need a clear line of sight at the Finish line. In the event of a difference of opinion between the Finish Judges over the finishing positions of the crews, Chief Judge will adjudicate.

### **Checklist**

- Test the timing equipment or back up stopwatches.
- Communicate with the Starter and Course Umpire via the 2-way radio:
  - as to the readiness for a start; and
  - any problems in the marshalling area that the Starter needs to be aware of
- Record the order of the boats crossing the finish line.
- Check and confirm race draw with Chief Official.
- Know the location of the finish line at each race venue.
- If stopwatches are required when times are being entered after a race AVOID having people talk or interrupting during this time! No people other than Officials need to be in the tent.

### **Equipment**

- Finishing line Buoys

Lane 1 is closest to the shore 6 is furthest away:

Lane number	Lane colour	Number (new boats)
Lane 1	Red	1
Lane 2	Blue	2
Lane 3	Yellow	3
Lane 4	Pink	4
Lane 5	Green	5
Lane 6	Orange	6
Lane 7	Black	7

- 2 Way Radio

The 2-way radio allows you to contact:

- ❖ The Starter
- ❖ Rescue/Course Umpire boat
- ❖ Any boat on the water

- Channel 57 is used
- Check that the 2-way radios are working before the races start.
- Ensure small 2-way radios are plugged into the charger board. These are charged prior to the race day by the organising club.
- Each boat on the water should have their own 2-way radio so that they are able to hear the Starter at the start line.
- Remember to turn off the 2-way radio at the end of the race day and plug back into charger.

## **RACE SECRETARY**

The Race Secretary is responsible for producing technical information about the races during the actual competition. For example, the order of starting, race results and progressions. They are also responsible for the recording and distribution of information to officials and crews that require them, as well as other interested parties and the media.

### **Duties**

- Loading of race schedule to the race computer and update for changes in the race program.
- Accurate recording of finishing times and verification of results.
- Determination of the placings for progressions.

### **Checklist**

- Check that the correct excel file is used for the race day.
- Update any alterations to the race program as required.
- Print out copies of the race schedule for Starter, Course Umpire/Observer, Marshalls, Judge's tent & Results board.
- Document the finish time of the boats as they cross the line from information provided by the Lynx Camera.
- It is IMPORTANT to get the correct time as this may affect placings.
- Print copies of the race results (once confirmed) for the Announcer and Results board.
- Sound the air horn as each of the boats cross the finish line.

### **Setting Up the Race Computer**

The laptop is provided by DBSA and is assigned to the person inputting the race schedule.

- Unpack it from its carry case, connect cords, connect to power and turn on and start computer.
- Once desktop has appeared click onto the excel file for the race day.
- Check the date to ensure it is the correct program is used.
- The race schedule has already been done all you need to do is any alterations if teams have pulled out or included themselves in a race.
- The race schedule is used to make adjustments. Just click onto the appropriate box to change the details. These details will be transferred to the race sheets.

- Print out copies of the race schedule for Starter, Course Umpire, Marshalls, Finish tent and Results board.
- At the end of the day save the file to the laptop and to a USB stick for DBSA to upload the results to the website.
- Close & shut down the computer and pack it away.

### **Race Computer During Racing**

The laptop is used to document the finish time of the boats as they cross the finish line.

The time is given in Minutes; Seconds. Frames

The Lynx system has the capability of capturing 500 frames per second.

- As each boat crosses the line the Lynx camera operator will give a boat number, colour or number and a finish time.
- GETTING THE CORRECT TIME IS IMPORTANT!
- When times are being entered avoid having people interrupting.
- Once you have entered all the finish times for that race, repeat the times back to the Camera Operator to verify the results. If there is a discrepancy the Chief Official will adjudicate.
- Press SORT and the computer will place the boats in the order that they crossed the line- 1st, 2nd etc.
- Save and print results which are confirmed By Chief Official then announced.

### **Race Draws**

- From the heats the times are taken and added up to give an overall time. The time of the team determines their place in the reps, semis or final race.
- Minutes are added up to 60.
- Check the calculations and placings with the Chief Official.
- The placings are calculated automatically for the progressions and determine which lane the team goes into for the given race as listed on the race sheet.
- You need to inform the Starter and Marshalls of the race draw.
- The race draw needs to be announced over the PA system so that teams are aware of the draw and an updated race draw posted on the Results board.
- The B Grade Social teams are determined by placing their consecutive race times on the add times sheet. All race times are entered on the sheet, take out the slowest time for each team over the day and what is left is the combined times.
- Sort these into the fastest time to the slowest time and that will give the winner and other places for the day. Print a copy for the presentations at the end of the day.

### **Equipment**

- Race laptop computer and printer

## **LYNX CAMERA OPERATOR**

The Lynx Camera Operator is responsible for the end to end operation of the finishing line camera.

### **Duties**

- Setting up and dismantling of the Lynx finishing system at the finish line. Verify correct position with Chief Official, as finish line varies with different race venues used.
- Check starting equipment is operating correctly prior initially and when the races starts.
- As boats approach the finish line hold the red button down until all boats have crossed the finish line to capture the picture.
- Review of picture for finishing places and times and relay to the Race Secretary.
- Inform Starter when the finishing line is ready for the next race.

### **Checklist**

- For full operating instructions follow the instructions on DBSA Website.  
<http://www.dragonboatsa.com/media/1874/finish-lynx-camera-and-computer-course-july-2017.pdf>

## **CAR PARK MONITOR**

The car park monitor is responsible for directing cars to the correct place to park to avoid parking fines and to keep access routes clear for emergency vehicles.

### **Duties**

- At the beginning of a race day direct the cars to the correct place to park.

### **Checklist**

- Check the parking restrictions for the race venue.

### **Equipment**

- High Vis Vest

## **VOLUNTEER SUPPORT AIDE**

The Volunteer Support Aide acts as the liaison between all the officials and race volunteers and ensures refreshments and catering is provided throughout the race day.

### **Duties**

- Liaison between finish line, start line and course boat, marshalling area
- Provision of catering services to volunteers
- Ad Hoc Tasks as requested on the race day

### **Checklist**

- DBSA provide lunch and refreshments for all race officials and volunteers, ensure the all are well catered for and have regular refreshments offered to them. Check with Volunteer Coordinator or Judges tent for numbers and location of people. If problems arise see Chief Official.

### **THE ANNOUNCER**

The Announcer shall provide a public information service during the competition and, on the instructions of the Chief Official or Race Secretary, announce the start of each race, the order of the crews at the start where possible, give a running commentary on each race.

### **Duties**

- Provide public information during the race day and commentary during the racing.
- Work with Chief Marshall/Marshalls to ensure races are marshalled as required and call up crews to the Marshall area.
- Prior to each race announce the teams in each lane.

### **Checklist**

- When under Starter's orders refrain from talking on the microphone.
- After the start give a running commentary of the race.
- Announce race results once confirmed by Chief Official – include the type of race, the race distance, the names of the crews, their finishing positions and race times.
- Promote Event sponsors during the day.
- Promote DragonBoatSA sponsors – for example Department of Rec & Sport – green shirt program.
- Advertise – food stalls and other stalls present.
- Announce raffle draw results.
- Announcements - Items lost or found, cars that need to be moved (require car registration, make and colour, location).
- Remind Clubs to complete their assigned tasks.

### **Equipment**

- PA system and microphone already set up by Club assigned the task on the day.