



POLICY: ANNUAL SKILLS – Swim Test and Capsize Drill

Policy No	038	Issue	1
Date of Board Approval	13 October 2020	Scheduled review date	June 2021

Introduction

Dragon boating activity takes place in an aquatic environment which come with inherent risks for those participating. All groups and people involved in participating in the sport should comply with relevant regulations and endeavour to reduce this risk for participants where possible by have them undergo an annual Skills capsizes and swim.

DBSA needs to ensure compliance with regulatory requirements under the *Harbors and Navigation Act 1993 and Harbors and Navigation Regulations 2009 administered by the Department of Infrastructure. Additionally, DBSA* through our membership with the Australian Dragon Boat Federation (AusDBF) adopt some of their key policies and procedures that are applicable.

Purpose

The purpose of this policy is to outline the annual requirements for the Swim Test and Capsize Drill required for all individuals participating in the sport, to ensure compliance with safety requirements in the AusDBF Safety Manual and requirements as detailed by the Department of Infrastructure and Planning in granting an exemption if applicable for DBSA participants, that must be complied with. Member Clubs are expected to comply with this policy and any specific requirements detailed in the exemption that is posted on the DBSA web page and provided to Member Clubs.

The regulatory requirement to wear a floatation devices are in place in South Australia and an exemption to wear the devices is specific and detailed by the Department of Infrastructure and Planning (the Department) for South Australia, the requirement may vary in other jurisdictions.

Swim Test

Where an exemption is granted by the Department, there is requirement that any Registered Participant participating in the sport **must** demonstrate that they can swim up to 50 metres and tread water unassisted for 3 minutes while fully clothed in paddling clothing.

If the Registered Participant does not have this ability, they must wear a life jacket while participating in any dragon boat activity be it training, racing or otherwise and all protective and safety equipment is worn appropriately.

All DBSA Member Clubs take the responsibility to assess their Registered Paddlers' competency via a swim test.

Swim Test Procedure (incorporating tread water)

Member Clubs are responsible for ensuring the swim test, keep records of the test and produce them if requested by DBSA and or The Department Officials. DBSA recommends the following procedures for a Member Club conducting a swim test:

- Where possible the test should be conducted in a standard 25 metre swimming pool or open water in flat water conditions (following a risk assessment).
- Test participants must always be supervised by either a qualified swim instructor, level 3 Sweep, Coach or a Club member who has already passed the test and holds a current First Aid certificate.
- The individual being assessed should wear, at a minimum, a t-shirt, shorts and paddling shoes during the test.
- Tread water test should be run continuously with no touching of the sides or bottom of the pool or open water.



Capsize Drill

Member Clubs must conduct a Capsize Drill annually.

Member Clubs, **at their own risk**, may undertake a 'wet' capsize scenario test, **BUT DBSA recommends a 'dry' (on land) scenario take place.**

The Member Club undertaking a dry capsize drill, is expected to undertake a full dry scenario including a head count and have those being assessed sound off (capsize procedure).

Capsize Drill – video

All paddlers, especially those new to dragon boating, should be aware of what to do in the event of a capsize. DBSA recommends that all paddlers watch this YouTube video:

- <https://www.youtube.com/watch?v=go4w1Q8q3FU>

Record of Ability and Ongoing Assessment

At the very minimum, every person participating in the sport must complete the relevant form (Appendix A) as part of their membership (waiver form or membership declaration) that indicates whether they are able to swim 50 metres fully clothed.

This can be recorded by a Club digitally or on paper and updated in their online membership record.

When a Club chooses to conduct swim tests for their members, they should also keep a record of:

1. If the test was successfully completed by the member
2. b) The date the test was conducted
3. c) That the test was undertaken by a suitably qualified person (e.g. Level 3 sweep and/or coach). A copy of the up to date record must be provided by the Member Club to DBSA. This information should be stored digitally or physically for a minimum of 3 years by the Member Club.

For the test itself the person/s being assessed must:

4. Float, scull or tread water for three (3) minutes with feet off the bottom of the pool.
5. Swim 50 metres using any stroke.

Clubs need to maintain a record of the test by using the template form found in the Appendix attached to conduct the test.

An individual that has successfully completed a swim test should be considered "swimming competent" for the purpose of meeting obligations as DBSA member for 1 year after the date of the test.

Upon expiry the Registered Participant should complete another test when next available to them as set by their Member Club. Given Registered Participants will register with a Member Club at varying times throughout a season, DBSA recommends Member Clubs hold at least two tests during the season, one halfway through the year (Nov – Jan) and another towards the end (Apr – Jun) for any Registered Participants who may have missed the first test.



EXEMPTION FROM REQUIRED SAFETY EQUIPMENT AND WEARING OF LIFEJACKETS - WEST LAKES

I refer to your e-mail application In April 2020 to allow an exemption from carrying the required safety equipment and the wearing of lifejackets at West Lakes.

The exemption sought has been conditionally granted and the Notice of Exemption is attached.

The exemption will expire 30 June 2021.

Should you have any enquiries in regard to this exemption please contact Todd Graham, Manager Boating Safety and Compliance on 1300 183 046.

NOTICE OF EXEMPTION

Harbors and Navigation Act 1993

Exemption issued to: Dragon Boat SA
President: Mr Peter Button
Address: PO Box 7024
WEST LAKES SA 5021

I, Gordon Panton, Manager, Marine Safety and Compliance, Department for Planning Transport and Infrastructure, in accordance with the delegation granted to me by the Chief Executive Officer, Department for Infrastructure and Transport and pursuant to section 83 of the *Harbors and Navigation Act 1993*, do hereby exempt financial members of Dragon Boat SA and its affiliated Sports Teams participating in training and events from the safety equipment carriage requirements of Schedule 9, Part 1, Clause 6(2) of the *Harbors and Navigation Regulations 2009* which are as follows:

Vessels 8 metres or more in length are required to carry the following equipment when operating in protected waters:

- (i) one life-jacket or personal flotation device for each person who may be carried on the vessel;
- (ii) one bailing bucket with line attached;
- (iii) one manually operated bilge pump;
- (iv) one suitable anchor with cable;
- (v) one life-buoy with line.

and also from regulation 169 (o) (ii) occupants of Dragon Boats to wear a lifejacket level 50 or 50S whilst in protected waters.

Subject to the conditions and exclusions set out below.

Conditions

1. This exemption is only valid for training sessions and competitions held on West Lakes, defined as the lakes system contained in Allotment 80 in DP 13555 and Allotment 210 in DP 14674.
2. This exemption only applies between sunrise and sunset.
3. In order for a paddler to operate under this exemption, they must:
 - a) be at least 16 years of age;
 - b) be able to swim at least 50 metres while clothed;
 - c) be covered by an appropriate public liability insurance policy;
 - d) be a financial member of Dragon Boat SA or a Sports Team that is member of the Association; and
 - e) have participated in a capsized drill during the previous twelve months.

If a person does not meet all the criteria of 3 above then that person(s) is to wear an approved lifejacket level 50 or 50S at all times while on the vessel.

4. Dragon boats must stay within 50 metres of the shore unless taking necessary action to avoid the potential collision with another vessel (and in keeping with the rules of navigation).
5. A mobile phone must be carried in a water tight container in the Dragon Boat.

6. Effective rescue capability must be available during any activities covered by this exemption, to ensure the safety of crews should the circumstance arise where self-rescue is not possible.
7. Dragon Boat SA provides a written acknowledgement that it releases, indemnifies and discharges the Minister for Transport and the Crown in the right of the State of South Australia and their employees and agents (those indemnified) from and against any loss (including legal costs and expenses) or liability incurred or suffered by any of those indemnified as a result of any suit, demand, action, claim or proceeding brought by any person against those indemnified arising from the issue of this exemption or the above event.
8. Dragon Boat SA complies with all other requirements under the Harbors and Navigation Act 1993 and the *Harbors and Navigation Regulations 2009*.
9. Dragon Boat SA displays this exemption on its website and advises members of affiliated Dragon Boat clubs of the contents of this exemption.

A breach of any of the conditions will result in the exemption being revoked and safety equipment carriage requirements applied.

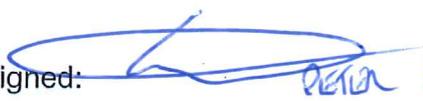
Exclusions

1. This exemption does not apply between the hours of sunset and sunrise.
2. During periods where turbidity or other factors reduces the visibility of people/objects below the water, all paddlers and other occupants must wear an approved lifejacket.
3. Persons unable to swim at least 50 metres fully clothed (including those permanently or temporarily impaired by a medical condition) must wear an approved lifejacket.
4. This exemption applies only to paddlers and does not include coaches, drummers or sweeps or any persons not paddling the craft.
5. School teams, social teams and corporate teams must wear approved lifejackets.
6. Persons under the age of 16 must wear an approved lifejacket.
7. This exemption does not apply when a new sweep is being trained.

This Notice of Exemption is valid from 1st July 2020 to 30th June 2021
 This exemption may be revoked or amended at any time prior to the expiry date.

Issued by:  Date: 06/10/2020
 Gordon Panton,
 Manager Maritime Safety
 CEO Delegate of the Harbors and Navigation Act 1993

Signing this document and returning it to the Boating Safety Unit prior to commencement of operations confirms your acknowledgement and understanding of the conditions and activates the exemption.

Signed:  07/10/2020
 Dragon Boat SA (print name) (date)