



RACE DAY VOLUNTEERS' MANUAL

Updated by DragonBoat SA

December 2018 – Version 2

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Purpose

The purpose of this booklet is to provide a guide to the roles and responsibilities of DragonBoat SA (DBSA) volunteers and AusDBF-accredited race officials during dragon boat racing events.

Volunteer Comfort and Protection

DBSA recommends all our volunteers bring a water bottle, high-energy snacks, and nibbles to race days. Along with a jacket for a windy and or rainy day, sunscreen, and a hat. Lunch and hot/cold drinks are provided. Remember to sign-on at the beginning of the day and confirm lunch and drink order. The sign-on sheet serves as a record for the Volunteer Coordinator for assigning future roles at upcoming race days.

If the volunteers need a break during the race day they are to speak to the Volunteer Coordinator, so, a replacement can be arranged

We want our volunteers to enjoy the experience and be comfortable throughout the day.

The Volunteer Coordinator (via email) calls for volunteers and officials to assist well before the race day.

The roles are rotated and are assigned in collaboration with the Chief Official and are based on the experience of the person volunteering for the race day.

Officials are mentored by the SA ROMP person.

The AusDBF accredited-race officials follow

The AusDBF Regatta Operational Handbook including Roles and Responsibilities manual (Edition 3 – October 2023):

<https://cdn.revolutionise.com.au/site/ka5sbdofxrbcf18d.pdf>

The roles include:

Chief Official

Finish Line Chief Judge, Timekeepers, Runners
Race Secretariat

Announcer Is a voluntary role at AusDBF events, however, here in SA it is a paid role. The person is contacted by the DBSA Secretary to confirm attendance

Start line Chief Starter and Assistant, Boat Aligners (start pontoon holders)

On water Chief Water Umpire, Water Umpires

Marshalling Chief Marshall, Marshall Secretary and Marshalls

Boat loading Chief Boat Loader and Boat loaders/handlers

Safety Officer

Sweeps Coordinator

Volunteer Coordinator

Other roles on the race day

COURSE OBSERVER

The Course Observer is used in the instance that there is no Course Umpire available to enable racing to continue in a fair and controlled manner.

They report to the Chief Official and shall, where possible, follow each race in an Umpire's motor boat, during the race checking that all the boats remain in their assigned lanes from the start to the finish line.

Checklist

- Ensure the course is clear at all times of each race (if it is not, inform the Starter and Finish line 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 caravan via 2-way radio if you feel any infraction may have occurred.

Equipment

- Must wear a PFD supplied by DBSA
- 2-way radio (x 2).
- Back up loud hailer, race schedule, pen

DATA ENTRY PERSON

The data entry person enters the times given by the Lynx system person onto the Excel race day program on the race laptop. Saves and prints the results once confirmed by the Chief Official

Checklist

- Follow the instructions in the Caravan 'how to' manual

Equipment

- Race laptop
- Printer
- Race schedule, results folder, and pens

LYNX CAMERA OPERATOR

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

Duties

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

Checklist

- refer to the Caravan 'how to' Manual on DBSA website.
- For full operating instructions follow the instructions on DBSA Website.
<https://www.dragonboatsa.com/media/82347/dbsa-regatta-revsport-and-lynx-system-setup-v30.pdf>

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 will in a safe manner cut across the course to stop the race.
- Collect items that may have fallen out of boats during racing.
- Observe other watercraft nearby to ensure they do not cross the race lanes.
- Remove debris from the race lanes.

Checklist

- Must wear a PFD supplied by DBSA.
- It is preferable to have 2 people in the boat at any one time.
- While on the water be aware that the wash created by the boat's motor does not interfere with the dragon boats on the water.

Mandatory

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

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

- Wearing a HIGH VIS VEST from 7am direct the cars to the correct place to park.
- Ensure car park spaces are left for the Announcer, Buddhist Monks and dignitaries (during the opening ceremony) and
- Leave an area for the powerboat & trailer.
- Place the steps up against the concrete wall (for Aquatic Reserve)
- place star droppers out near the sand for boats' numbering 4 metres apart
- Arrange the Council's A-frame signs (path closed) to be placed out and brought back in
- DBSA banners (2) erect at the entrance and put away at the end
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Checklist - Check the parking restrictions for the race venue.

VOLUNTEER SUPPORT AIDE

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

Duties

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

Checklist

- DBSA provides lunch and refreshments for all race officials and volunteers. There is a list of the food and drink requirements for the volunteers for the day. Ensure they are all well catered for and have regular refreshments offered to them. Check with the Volunteer Coordinator for the location & number of people. Confirm that everyone has received their food and refreshments. If problems arise see the Chief Official.