



RACE DAY OFFICIALS' & VOLUNTEERS' MANUAL

Updated by DragonBoat SA
December 2018 – Version 2
Updated July 2019 – Version 3
Updated December 2023 – Version 4
Updated February 2025 – Version 5

APPENDIX

Purpose	1
Volunteer comfort and protection	1
Race day official	1
Race day judge	1
Timekeepers	2
Race Secretariate	2
Lynx Camera operator	2
Race computer operator	3
Course umpire and course observer	3
Umpire boat driver	3
Starter and assistant starter	4
Car park monitor	4
Volunteer support	4
Marshall in-charge (if required)	5
Boat loader-in-charge (if required)	5

Purpose

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

Volunteer comfort and protection

DBSA provides bottled water and other cold drinks, snacks and nibbles on race days to all officials and volunteers. A jacket for windy and rainy days, sunscreen and a hat are also recommended for all to have on hand. We want our volunteers to enjoy the experience and be comfortable throughout the day.

Race day official

Responsible for supervising and observing the races and ensuring that the scheduled race programme is followed and runs to time - should ideally hold Level 3 AusDBF accreditation.

Duties

- Fully brief the captains and sweeps before the start of the race day competition
- Brief the race officials and volunteers of their duties for the day
- Act as the chair of the Competition Committee
- Confirm the race results before being released
- Deal with all matters not related to the rules of racing that may arise during the race day
- Responsible for implementing the disciplinary code
- Ensure that the competition is run in accord with the Competition Rules of Racing

Race day judge

Responsible for organising the finish line and judge and record the order of the boats crossing the finish line independently of any other finishing line personnel and should ideally hold **minimum** Level 1 AusDBF accreditation.

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, the judge will adjudicate

Checklist

- Test the time equipment or backup stop watches
- Communicate with the starter and course empire by the two-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 number and the order of the boats crossing the finish line
- Check and confirm race draw with race day official
- If stop watches 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 area

Timekeepers

Responsible for recording the times of the boats as they cross the finish line. Where possible, one TK for each lane in the race or 2 lanes per person. Minimum of L1 preferred.

Duties

- Before each race, TKs ensure that all stop watches are working and ready to go
- TKs decide amongst themselves who is timing which lane/s
- Nominate line of sight and scribe persons
- Timing will start on a signal from the starter
- At the end of each race Race Day Judge will compare the times recorded against electronic timing (if being used). Manual times are used as a backup in the event of any issues arising from electronic timing
- The Race Day Official is notified of the time. In the event a time is not recorded, then the Race Day Judge and Race Day Official agree on a time based on previous results and conditions
- If a start is missed, ask another timekeeper to count you in and add time missed to finished time

Race Secretariat

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 who require them as well as other interested parties (eg media). They should ideally hold a **minimum** of Level 1 AusDBF accreditation.

Duties

- Receipt and recording of club crew sheets for each regatta
- Follow up such crew sheets if not received
- Ensure race jury sheet list includes member from each club competing
- Ensure all volunteers (and their club) and officials complete sign-in sheet
- Make available Race Secretariat sheet – issues reported
- Provide race programmes to relevant officials, eg starter, boat crew etc
- Accurate recording of finish times and verification of results
- Record loan of DBSA two-ways and their return
- Support finish tent officials and volunteers as requested
- Lost property receipt

Lynx camera operator

Responsible for the end-to-end operation of the finishing line camera

Duties

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

Race computer operator

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

Duties

- As each boat crosses the line the Lynx camera operator will give a boat number colour, 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 race day official will adjudicate
- Press SORT and the computer will place the boats in the order that they crossed the line example first second etc
- Save and print results which are confirmed by the Race Day Official and then announced

Course Umpire and Course Observer

Directly responsible to the Race Day Official and shall, where possible, follow each race in an umpire's motorboat. During the race the course umpire shall ensure compliance with the rules of racing. They should ideally hold a **minimum** of Level 1 AusDBF accreditation

Duties

- 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
- Assist the starter in relaying messages to the sweeps on the water, if required
- Ensure the course is clear at times of each race (if not inform the starter and the finish tent by the two-way radio)
- Follow each race after each start that allows observation of all boats in the race
- Report to Judge's tent via two-way radio if you feel an infraction may have occurred.

Umpire boat driver

Responsible for providing transport for the course umpire/observer

The Umpire boat driver must have a current boat licence

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

Starter and Assistant Starter

Directly responsible to the race day official for the efficiency of the starting facilities and procedures in conjunction with chief umpire or other course umpire designated to witness each start

The assistant starter shall be responsible for checking the number of competitors in each boat and the boat number on each dragon boat. The assistant start would ensure that the composition of crews, eg number of females and males in a mixed crew.

Ideally, they should ideally hold as a **minimum**, Level 1 AusDBF accreditation.

Duties

- Check the two-way radio is working before going to the start line
- Recheck the two-way radio once again at the start line and check the two-way radio with the course umpire/observer
- If the flag drop manual starting system is being used, check that the flag drop is in the correct position so the finish line can see the flag drop
- If the Lynx camera system is being used check with their operator that the starter trigger is working
- Check the two-way radio communication with each of the sweeps for each race so they are able to hear the call
- Check the starting air horn or other starting device is in good order before carrying out the starting procedure in accordance with the rules of racing

- Position self at the start line and always return to the same spot for each race, eg at aquatic reserve there are marks on the walls on both sides of the course
- ***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***
- Starter calls up crews to the start line
- Bring the boats to the start line when they are called forward by the starter and align them on the start line. When all boats are level and correctly aligned the assistant starter shall notify the starter
- Align and start the crews in line with the rules of racing - ***Are you ready, attention, go*** – air horn
- In the case of a false start use air horn to stop the crews and alert the course umpire observer by the two-way radio
- Inform the finish line of the false starts so they're able to reset their equipment.
- Watch each race for the 1st 50 metres and note any issues

Car park monitor

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 direct the cars to the correct places to park
- Check the parking restrictions for the race venue
- High viz vest to be worn

Volunteer support

Volunteer supports act as a liaison between all the officials and race volunteers and ensures refreshments and catering is provided throughout the race day

Duties

- Liaison between the finish line, start line, course boat and marshalling area.
- DBSA provides lunch and refreshments for all race officials and volunteers so ensure that all are well catered for and have regular refreshments offered to them. Ensure lunches and refreshments are offered to eligible officials and volunteers
- Check with volunteer coordinator location of people for distribution of lunches
- Ad hoc tasks as requested on the race day

Marshall-in-charge (if required)

This role is responsible for the efficient assembly of the crew in the marshalling and boat loading areas and shall direct the work of the marshals working in those areas. They should ideally hold as a minimum, AusDBF Level 1 accreditation.

Duties

- Confirm that the correct crews are called forward and random checks are carried out by the marshals. Check the number of competitors in each boat against the appropriate crew list and ensure that the composition of each group is correct
- Ensure that the crews load and reach the start line in good time for their race. If crews are delayed inform the stars of other two-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 race day official
- If name is not on the crew list refer matter to marshal-in-charge or the judge's tent
- Check crew composition, for example mix crew are the correct ratio (refer rules of racing) and that there is no male sweep or drummer in a woman's crew
- Send them to the appropriate boat number for loading

Boat Loader-in-charge (if required)

This role is responsible for the supervising the crews in the crew assembly area and direct the work of the boat loaders in those areas. They should ideally hold as a minimum, AusDBF Level 1 accreditation.

Duties

- Check all boats and equipment are in good racing order and report any issues to the judge's tent in the first instance, and the DBSA maintenance committee in the second
- Direct crews to the boats according to the race programme and ensure the correct crews are loaded in the correct boats
- Ensure each crew is embarked and disembarked safely
- Bail the boats
- Hold the boats while the crews load and unload
- Guide the boats into shore using the lane numbers
- Once the crew is loaded leave the boats in the hands of the sweep
- If there is damage to boats or equipment, inform the judge's tent