

GLOUCESTER  
**DRAGON BOAT**  
FESTIVAL



# CREW MANAGER Info Pack 2025

**Rotary**  
Club of Gloucester Severn



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# **Gloucester Dragonboat Festival**

## **Competition Format**

**The Gloucester Dragonboat Festival** is open to all. Previous experience of Dragon Boat Racing is not necessary to enter a crew, but all crew members **MUST BE WATER CONFIDENT WHILST WEARING A BUOYANCY AID IN COLD WATER. The minimum age for competitors is 16 years, and everyone under 18 years must supply parental consent in writing to the Race Organisers before they compete.** Any youth teams (16 & 17 year olds) must have at least one responsible adult with the team at all times. All competitors must wear a buoyancy aid (provided by the event organisers), be entered on a Crew List, signed an Acknowledgement of Risk Form and had a safety briefing before they race, to validate their crew's public liability insurance cover.

**Equipment** - All boats, necessary equipment for racing and buoyancy vests are supplied. Competitors can only use the paddles provided by the organisers. Wax or similar substances are not permitted to be used on paddles, gloves and/or boat seats or parts.

**Race Results** - All race results, apart from the semi-finals and final, will normally be based on times. Each crew will receive three races, conditions permitting, and their fastest two times will count. The crews with the fastest times go through to the semi-finals. From the semi-finals, the winning crews and the fastest loser(s) will proceed to the Grand Final in three boat races.

**Boats & Race Course** - Each crew will get the opportunity to race in a different boat and racing lane in each heat to ensure complete fairness. The race distance is approximately 250m.

**Prizes** – Prizes will be given to all Teams reaching the Final; to the “Best Turned Out Team” and the “Best Mixed Team” (i.e. ladies and gents, minimum 3 lady paddlers in the team) The “Gloucester Dragonboat Shield” will be awarded to the Team winning the Final in the fastest time, and the winning crew can keep the Shield for 1 year.

## **Racing Rules & Regulations**

**Crews** – Although squads may be larger, when racing crews are not to exceed 11 persons (30' dragon boats) including the drummer. Crews may race with less than 11 but the number in the boat must be the same at the finish of the race as at the start. You can reduce the number of paddlers to a minimum of 8 but you must always have a drummer.

**Crew Manager** - Every crew must nominate a Crew Manager on their crew list. The Crew Manager has overall responsibility for the conduct and actions of the crew both on and off the water. The Chief Official and other Race Officials will only communicate on 'official matters' with the Crew Manager.

**Crew Composition** - Crews may be mixed, all female or all male.

**The Drummer** - The Drummer must sit on the seat provided and actively beat the drum throughout the race.



**Embarking** - Crews must report to the Boat Marshalling Area, when called forward by the Chief Boat Marshall or over the PA. This will normally be 20 minutes before a race start time. Crews failing to report on time may be barred from the competition. It is paramount to the smooth running of the event that crews report to the Boat Marshalling Area in plenty of time. Crew Managers assistance with this is greatly appreciated.

**Starts** - Crews must be in their correct Dragon Boats and be in the start area, at least 5 minutes before their start time. All races will be started without reference to absentees.

**Starting Position** - The position of the dragon boats on the Start line shall be that the foremost part of each boat (including the head) is on the Start Line and that all the boats are aligned.

**Starting Signal** - When the Starter is satisfied that all the boats are correctly aligned, the Starter shall alert the crews by saying 'Crews are you ready'. IF THE CREW IS NOT READY, the Helm is to indicate this situation by raising a hand clearly above head height and keeping it there, until the Starter acknowledges the situation.

**Start** - When the starter is satisfied that all crews 'are ready' the starter shall give the starting signal by shouting 'Attention' followed by the word 'Go'. The time between Attention and Go, shall not exceed 5 seconds. A Helm who raises a hand after the word Attention and before Go, will be ignored if, in the opinion of the Starter, the boats are correctly aligned.

**False Starts** - If a crew starts after the word Attention but before Go, it has made a False Start. The Starter shall determine if a False Start has been made and will immediately recall the crews by shouting STOP, STOP, STOP.

**Re-Call** - Once all crews have returned to the Start Line, the Starter will identify the crew or crews responsible for the False Start and warn them of their offence. If the same crew causes two False starts in the same race the Starter shall exclude them from that race. Any crew that fails to return to the Start Line immediately after a False Start, may be excluded from the race, or get a time penalty, of up to five seconds, which will be added to their race time.

**Finishes** - After finishing a race, each participating crew must return immediately to the Embarking area by paddling outside the Racing Course. **Crews must be advised that the start and finish lines are calculated using a compass to ensure accuracy. Watching the race from the bankside can often be deceptive as the finish line is not necessarily 90 degrees from the bank. The finish line is enclosed within a gazebo and it is only from this position that you can accurately determine the finishing order.**

**Disembarking** - After disembarking from the boat the crew is responsible for immediately returning the paddles and buoyancy aids used to the correct boat marshalling area or storage bins, if supplied.

**Race Conduct** - Crews must paddle a straight line and keep within their allotted lane from the start to the finish of their race. It is forbidden to knowingly impede other boats. Helms must order their paddlers to 'stop paddling' if a collision is imminent. CREWS THAT DO NOT STOP PADDLING AND, BY SO DOING CAUSE A COLLISION, RISK BEING DISQUALIFIED FROM THE COMPETITION.

**Collisions** - Any crew that causes a boat to collide with another one, or that damages the boat or paddles of another crew, risks disqualification from the competition.

**Capsizing** - Any crew that deliberately causes their boat to capsize or that deliberately swamps or causes another boat to capsize, risks disqualification from the competition.

**Officials** - All Race Officials are responsible to the Chief Official for the conduct of the races and for ensuring that these Festival Rules & Regulations are fully complied with. Crews must follow directions of the Race Officials at all times. The Chief Official's decision is final and will be made in accordance with these Festival Rules & Regulations and any safety issues that might have arisen.

## **Competitors Code of Conduct**

**Code of Conduct** - Crew Managers are requested to bring to the attention of all their team members that although this is a fun event, safety is paramount, and the instructions of the officials must be adhered to at all times.

**Crew Managers** - The Race Organiser, Chief Official and Race Officials will only deal with the Crew Manager in all aspects of race conduct and disputes.

## **Race Administration**

**Crew Lists** - A Combined 'Crew List' and 'Acknowledgement of Risk' form certifying that all crew members are water confident and listing all the crew members by name must be signed by EACH individual crew member and handed to the Race Organiser before the crew competes in its first race. Only those named on the crew list will be allowed to compete, additions can be made during the day for newcomers etc. Failure to complete the Crew List correctly and in full may invalidate the insurance cover provided for crews.

**Crew Managers Meeting** - A Crew Managers meeting will usually be held 30 minutes before the first race of the day and it is imperative that ALL CREWS are represented, irrespective of their first race time or whether they have competed in the event before, as this is also a Safety Briefing. The exact time will be notified to the Crew Manager with the final Race Schedule. Crew Managers or their representatives, should check in with Race Control as soon as they arrive and also again once their complete team is on site and hand in all necessary paperwork before their first race.

## **Event and Race Organisers**

**NewWave Events** is the Race Organisers for the day and all questions relating to the dragon boat racing element of the programme should be directed to them. All questions relating to the set-up and organisation of the event should be directed to Mr Simon Owen or Mr Nick Bishop, both members of the Rotary Club of Gloucester Severn, who are the Event Organisers.

**Boat Helms (Steerers)** - All crews will be allocated a Helm for each race by the Chief Boat Marshall. The Helm will automatically become the Boat Captain once the crew is ready for loading and all crew members should take instruction from the Helm and NOT their own Crew Manager whilst racing.

**Qualifications** - All Helms/Steerers and Race Officials will be provided by the Race Organisers and are fully trained and qualified for this type of event with majority of them being registered with the British Dragon Boat Racing Association (BDA).

## **Safety on the Water**

**Fit to Race** - The safety of a Dragon Boat Crew on the water is of prime concern to everyone associated with the event, not least the crew itself, who have a responsibility to conduct themselves properly, in both a competitive and social sense. Crew Managers are to ensure that their crews are fully briefed on the contents of the BDA 'Safety on the Water' guide, a copy of which is enclosed in this Crew Managers Pack.

**Crew Checking** - All crews will be checked by the Chief Boat Marshall, before they embark, to ensure that they are 'Fit to Race'. If a crew or competitor is deemed not to be 'Fit to Race', they will not be allowed to race and may be disqualified for the remainder of the competition.

**Alcohol & Drugs** – Alcohol/Drugs and water sports **DO NOT MIX**. It is the Crew Managers responsibility to ensure that all their crew members are advised that any competitor and/or whole crew deemed to be unfit to Race due to alcohol and/or drugs will be disqualified from the competition. This is for your own safety.

**Water Safety Cover** – Safety boat(s) staffed by RYA qualified personnel will be on the water during races except where the venue does not allow for this – in this instance we will supply qualified lifesavers on land and/or in canoes.

**First Aid Cover** – A professional paramedic will be on site at all times during the event. Also several of the Race Organisers staff are trained to deal with minor first aid incidents.

**Dress** - It is recommended that all competitors wear shorts, T-shirt and trainers for racing, and bring with them a warm top and waterproofs in case of inclement weather. Crew members are advised NOT to wear jeans or boots in the boats. We also suggest that everyone brings a towel and change of clothes, as competitors can expect to get damp from the splashes made by fellow paddlers during racing. **Footwear, NOT Flip Flops, must be worn at all times whilst racing**

**Valuables** – There is a risk of getting wet or possibly capsizing and for these reasons we recommend that all valuables i.e. wallet, phone, keys etc. are left in a safe place on land.

# **BRITISH DRAGON BOAT RACING ASSOCIATION**

## **GUIDE TO SAFETY ON THE WATER**

This guide is primarily for those organising or competing in the sport of Dragon Boat Racing. It covers their responsibilities when participating in a dragon boat event and should therefore be used as a general guide to '**Safety on the Water**' in a competitive situation.

### **THE CONDITIONS**

Because of the size and design of the Dragon Boat, and the water conditions in which racing takes place, that is placid water, dragon boating is inherently safe and a capsize especially in such conditions, unless the crew is at fault, is a rarity.

However, in any water sport, because of the environment itself, there is always an element of danger. Add to this the folly and impatience of human nature and the ingredients for an accident may eventually come together to the detriment of the sport as a whole. Dragon Boat Racing 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; to be safety conscious - not safety extreme - and to ensure that dragon boating is conducted in a responsible manner.

In adverse weather conditions and when there are strong winds, Dragon Boats can be swamped with water and have been known to capsize, especially when turning sideways on to the prevailing wind or wave pattern. The inexperience of the crew in such circumstances can be a major factor in a boat capsizing.

In all water conditions, good or bad, the key to safety is the application of good old **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 another crew in the water from a capsized boat cannot easily be seen! Crews that cause another boat to capsize when racing, or who ram another boat during a race, will be disqualified from the event.

### **WHO IS RESPONSIBLE**

Dragon Boat Racing is a 'team sport', each boat can carry a crew of up to 11 persons. It is not unusual for over 100 competitors to be on the water in one race. The safety of this number of competitors at any one time is the concern of many people but primarily the **Event Organiser** and the **Chief Official**. However, '**Safety on the Water**' is also the concern of every **Crew Member**.

## **THE RESPONSIBILITIES**

The broad areas of responsibility for safety are:-

**The Event Organiser.** It is the Event Organiser's responsibility to ensure that adequate rescue boats, rescue personnel and Personal Flotation Aids (PFAs) are obtained for the event; that First Aid cover is provided off the water; that changing facilities and toilets are provided and that all temporary structures comply with health and safety regulations. The Event Organiser shall ensure that Crews are sent basic information on all safety matters appertaining to the competition.

**The Chief Official.** It is the Chief Official's responsibility to ensure that during the racing, all rescue boats are in place and briefed; that in all conditions competitors wear PFAs and that all weak swimmers make themselves known to their helm before they get in the boat; and that all the safety procedures laid down by the Organisers are complied with.

**The Crew Manager.** It is the Crew Manager's responsibility to ensure that all the crew members can swim to the required standard; that any weak swimmers are noted on their Crew List; that the Crew List is completed and lodged with Race Control; that the crew is briefed on the Racing Rules and 'Safety on the Water' and that at all times they are 'fit to race'. This means that it is the Crew Manager's responsibility to ensure that 'socialising' does not adversely affect the safety and performance of the crew on the water.

**The Crew Members.** It is the responsibility of the individual crew members to ensure that when ***they are on the water***, that they are adequately dressed for the weather conditions and comply with all instructions given to them. Dragon Boating is a social sport too, so the safety of the whole crew must not be jeopardised through the consumption of alcohol or drugs; or thoughtlessness or horseplay by individual crew members.

**The Helm (Boat Steerer).** The Helm is the **Boat Captain**. It is the Helm's responsibility to make the final check to ensure that the boat is water worthy and in racing condition. The Helm shall ensure that all crew members are correctly briefed on boat handling and capsize drills and that they are suitably dressed for the weather conditions and not wearing anything that may impede their ability to exit the boat or swim, in the event of a capsize or boat swamping. **When on the water** the Helm shall ensure that collisions with other craft are avoided. In the event of a Crew capsizing, the Helm shall ensure that the capsize drills are correctly carried out and that all crew members are accounted for and rescued

**The Safety Officer.** It is the Event Safety Officer's responsibility to ensure that all Officials and Crew Managers are aware of, and briefed regarding '**Safety on the Water**' and **any notifiable diseases, for example Weil's disease**. The Safety Officer is responsible for ensuring that the Chief Boat Marshall is made aware of any known weak swimmers or competitors with medical conditions that may affect their ability to race. The Safety Officer is responsible for producing a safety plan for the competition, to include a water circulation system for crews going to the start or 'warming up'. In most regattas the Safety Officer and Chief Boat Marshall or Chief Official will be the same person.

**The Chief Boat Marshall.** The Chief Boat Marshall shall determine if a crew is 'fit to race' or not and will keep a record of the number of people embarked in each boat, in each race. The Chief Boat Marshall shall ensure that all boats and equipment are in good racing condition before the first race and that they remain in good racing condition throughout the competition.

**Swimming - The Standard Required.** 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 confident 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, boat shoes or similar footwear, **but NOT Flip Flops**) and wearing a PFA.

**Personal Floatation Aids (PFAs) - When to wear them.** Personal Floatation Aid (PFA), such as a Buoyancy Aid **MUST** be worn by all competitors whilst in a dragon boat. The Race Organisers will supply these.

## **SAFETY ON EMBARKATION**

**Boat Balance.** Before leaving the embarking area, the Helm should ensure that the boat is well balanced. That is, that each pair of racers are of similar weight or height and that, generally, the heavier pairs are seated in the boat's middle section. The Helm **must** know the number of people in the boat.

**The Buddy System.** The crew should be 'numbered off' from the front of the boat and made aware that they are each responsible for the person they are paired with (across the boat) and that in the event of a capsize or the boat being swamped and sinking, their first responsibility is to themselves then to ensure that their partner is safe and well.

This is called the 'buddy system' and it gives each person in the boat a specific responsibility for another. The 'Stroke Pair' (first pair – No.2 left and 3 right) in the boat are responsible for the Drummer (1) and the 'rear pair' (last pair) for the Helm.

### **Steadying the Boat**

A boat will feel 'tippy' especially if the crew is out of balance or moving about in an uncoordinated manner. To steady the boat in such circumstances (and when sideways on to the wind or wave pattern) the crew should be instructed by the Helm to slightly lean out over the side of the boat and place their paddle blades flat on the water, at arm's length.

With all of the paddles on the water in this manner the boat is effectively stabilised. This is called a paddle brace and the Helm's command should be '**Brace the Boat**'.

### **Stopping the Boat**

When maneuvering, turning or racing the boat it may be necessary to stop the boat suddenly, to avoid a collision with another boat or object. It is important that the crew reacts quickly but safely. **An unbalanced crew over-reacting can capsize their own boat!** The quickest way to stop a boat is for the crew to do a reverse paddle stroke, that is, everyone takes a backwards stroke with their paddle instead of a forward stroke.

The initial command should be '**Stop Paddling**' followed immediately by '**Brace the Boat**' if the 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 Helm to paddle backwards.

**In a race situation when a collision is imminent, the Helm must immediately tell the crew to 'Stop the Boat'.** Failure by the Crew to stop the boat in such circumstances will result in disqualification.

## **RESCUE BOATS**

The number of rescue boats that an Event Organiser provides will vary according to the number of boats in each race and conditions on the day. The chances of more than one boat capsizing in a race are extremely low and therefore, unless the weather conditions are extreme, it should not be necessary to have more than two safety boats in total at any one event.



Each boat should ideally be able to hold at least eight (8) passengers and should not carry more than two crew members, that is, the driver and an assistant to help with any rescues.

At least one rescue boat should be on the water for each race. The rescue boats should have a low freeboard and hand ropes on it, to allow a person to enter the boat from the water unaided. A throw line, kept on the boat, is also advised.

### **CAPSIZED DRAGON BOAT**

**What to Do.** In the event of a Dragon Boat capsizing each pair of paddlers should account for their buddies. The Helm should immediately ensure that all the crew are accounted for by calling out their numbers and noting the response. The crew must initially stay with the boat and leave it in the capsized position. When a boat has over-turned never swim underneath it, however in such circumstances it can be used as a floating platform, providing that the crew space themselves evenly around the boat. Alternatively, under the instructions of the Boat Captain the boat may be rolled back to the upright position and used to support the crew. In all situations the Helm 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 boats, with the Boat Helm remaining in the water until all members of the crew have been rescued.

**Recovery of Craft.** As soon as the boat is alongside the water's edge, the crew must again be accounted for on the land and any injuries dealt with immediately. If upturned, the boat may then be turned the right way up (in the water) and bailing out commenced. The boat should not be lifted 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 boat. Once the boat is almost empty of water it may be lifted on to the bank and checked for damage and all the boat's equipment accounted for.

**IN CONCLUSION.** Safety is the concern of every crew member and is largely a matter of COMMON SENSE - USE IT!

**The overall responsibility for the crew off the water is the Crew Manager's and on the water is the Boat Helm's – ACCEPT IT!**

**It is every competitor and official's responsibility to ensure that Dragon Boat Racing is conducted as SAFELY AS POSSIBLE - DO IT!**

# **BDA 'WARNING' INFORMATION LEAFLET**

## **LEPTOSPIROSIS and WEIL'S DISEASE**

It is stressed that Leptospirosis and Weil's disease are both rare but can be caught by anyone engaged in a water sport. The information in this leaflet is published on the basis that 'forewarned is forearmed'. ENJOY YOUR RACE BUT - BEWARE OF LEPTO SPIROSIS and WEIL'S DISEASE.

### **WHAT IS IT?**

Leptospirosis is an animal infection. After recovery the animal excretes the organisms in its urine. The bacteria survive for days or even weeks in moist conditions but only for a few hours in salt water. The infection is caught by direct contact with urine or a polluted environment. Bacteria enter through skin abrasions or via the eyes, nose or mouth.

### **THE ILLNESS**

The usual incubation period is 2 to 12 days. Usually a 'flu' like illness occurs which resolves itself in 2 to 3 weeks. There may be fever, severe headache, pains in the back and calf and prostration. A few cases develop jaundice when the condition is known as Weil's disease. Although death may occur in about 15% of the jaundiced patients, death without jaundice is virtually unknown. Antibiotics during the first few days help in limiting the infection. Many people recover without specific treatment.

### **WHAT TO DO**

If you think that you may have the infection go to your doctor and say that you participate in water sports and think that there may be risk of Leptospirosis. The doctor's diagnosis is by clinical suspicion. Blood tests can rarely confirm the illness in time to effect treatment. They may, however, subsequently confirm it.

The microbiologist at the local hospital is the best source of advice.

### **PREVENTION**

1. Cover all cuts and abrasions with waterproof plasters.
2. Always wear footwear to avoid cutting your feet.
3. Avoid capsize drills or swimming in suspect water.
4. Where at all possible, shower soon after Dragon Boating.
5. If in doubt, contact your doctor early.

### **THE LEVEL OF RISK**

On average each year, 9 water sports people contract Leptospirosis. The instances of infection are therefore very rare and its deterioration into Weil's disease even rarer. Weil's disease is, however, a very serious illness which must be diagnosed and treated swiftly.

## Combined Crew List and Acknowledgement of Risk Form (PART 1)

This acknowledgment of risk form (PART 1), crew list (PART 2) and any permission slips (PART 3) **MUST** be handed in to Race Control **BEFORE** the crew's first race of the competition. Please **DON'T** send it by email. By signing the Crew List (overleaf), all individuals agree to the conditions of the Acknowledgment of Risk Form below. A crew will not be permitted to race if a fully completed crew list has not been submitted.

Crew Name.....Representing.....

Crew Manager.....Email.....

### Please complete all parts:

YES

NO

- |    |   |                          |                            |
|----|---|--------------------------|----------------------------|
| 1. | I understand that this is a water-based activity and that, whilst all the normal and appropriate precautions for a water sport will be taken by the Organisers, such as the use of buoyancy aids, qualified staff and the provision of rescue craft, each Crew Member has a duty of care to themselves and each other whilst on the water         | <input type="checkbox"/> | <input type="checkbox"/>   |
| 2. | Dragon boating is a physical activity and I consider myself to be medically and Physically fit to take part, if in doubt I will consult the Event Medic   | <input type="checkbox"/> | <input type="checkbox"/>   |
| 3. | I confirm that I can swim and/or am confident in cold water conditions when dressed for racing and wearing a buoyancy aid. If I am in anyway unsure I will advise the Helm or Chief Boat Marshal before each race   | <input type="checkbox"/> | <input type="checkbox"/>   |
| 4. | I confirm that to the best of my knowledge, I do not have any present or previous medical conditions which may affect my ability to take part in Dragon Boat Racing. If in doubt, please ask the Event Medic<br><i>*(If NO, please notify the Chief Official of the condition, e.g. asthma, back problems, reoccurring injuries or pregnancy)</i> | <input type="checkbox"/> | * <input type="checkbox"/> |
| 5. | Photos taken at the event may be used in publicity and/or Social Media<br><i>*(Please notify the Event Organisers if you do not wish your photo to be used)</i>   | <input type="checkbox"/> | * <input type="checkbox"/> |
| 6. | I agree to follow all the instructions given by the Event Organisers, their Staff and Officials and to act in a responsible manner during the races, especially whilst on the water. Failure to do so may result in individuals and/or teams being removed from the competition   | <input type="checkbox"/> | <input type="checkbox"/>   |
| 7. | I am over 18 years of age. (Minimum age permitted is 16 years)<br><i>*(If NO, a permission slip and a signature is required from a parent or a legal guardian – fill in part 3)</i>   | <input type="checkbox"/> | * <input type="checkbox"/> |
| 8. | I accept that the Organisers will refuse participation of individuals and/or crews if in their opinion they are under the influence of alcohol and/or drugs or bring alcohol with them to the boat marshalling area and/or boats  | <input type="checkbox"/> | <input type="checkbox"/>   |
| 9. | I understand that, as this is a water sport, there is a risk of getting wet or possibly capsizing and for these reasons I will not have on my person any valuables i.e. wallet, mobile phone, keys etc.   | <input type="checkbox"/> | <input type="checkbox"/>   |

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### Crew Managers Declaration

I certify that the crew members named overleaf are the only people who will take part in the races. No others will be substituted without them being added to this list. I accept that an incorrect crew list may invalidate my crew's public liability insurance cover.

Signature

Date

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## Crew List (PART 2)

Member ..... Signed .....

Member ..... Signed .....

Member ..... Signed .....

Member ..... Signed .....

Member ..... Signed.....

Member ..... Signed .....

Member ..... Signed.....

Member ..... Signed.....

Member ..... Signed.....

Member ..... Signed .....

Member ..... Signed.....

Member ..... Signed .....

Member ..... Signed.....

Member ..... Signed.....

Member ..... Signed.....

Member ..... Signed.....

Member ..... Signed.....

Member ..... Signed.....

Member ..... Signed.....

**By signing this form, we do not release the Event Organiser from any obligations towards us nor does the signing affect our statutory legal rights.**

## Permission slip (PART 3)

For over 16 and under 18-year-olds

I give my permission for (FULL NAME) \_\_\_\_\_

To take part in a Dragon Boat Race

On (DATE) \_\_\_\_\_

Comments / notes \_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_  
(Parent / Guardian)

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parent / Guardian's phone number (home) \_\_\_\_\_

Parent / Guardian's phone number (cell phone) \_\_\_\_\_



# **Gloucester Dragonboat Festival**

## **CREW INFORMATION SHEET**

The information requested below is required for the following two reasons:

- to give to the race commentator so that when you are racing they have some light-hearted background on your crew
- to assist us in making Press Releases and to give correct information on the crews to the media should they require it

Crew Name .....

Representing .....

Town .....

Crew Manager .....

Type of Business .....

1) Interesting information on Crew members.....



2) Race Strategy.....

3) Background on the Company .....

4) Any other interesting facts .....

No	Potential Hazard	Identified Party	Existing Control Measures	LR	CR	RR	Further Control Measures
<b>EVENT GENERAL</b>							
1	Leadership of event	All parties	<ul style="list-style-type: none"> <li>- Event Manager appointed to oversee leadership and co-ordination of event</li> <li>- Liaison with client &amp; venue to attain familiarity with event, structure &amp; venue</li> <li>- Liaison with local authorities, clubs and relevant associations</li> <li>- Take into consideration regular users of the area (e.g. Sailors, Anglers, Rowers, etc.)</li> </ul>				
2	Marshals/stewards	All parties	<ul style="list-style-type: none"> <li>- Selection and employment of events personnel with adequate skills</li> <li>- Staff briefing prior to event for familiarity</li> <li>- (noting expected turnout, event plans and emergency procedures if required)</li> </ul>				
3	Level of staff support	All parties	<ul style="list-style-type: none"> <li>- Up to date information requested from client on expected turnout at event to ensure correct staff and safety cover</li> <li>- Training of staff via pre-season training course to sport governing body standards, on-going event training and distribution of training booklets</li> </ul>				
4	General Set up of activity	Officials	<ul style="list-style-type: none"> <li>- Officials informed of correct lifting/ manual handling and setup procedures</li> <li>- Adequate numbers of staff</li> <li>- Use of trolleys and ramps where possible</li> <li>- Vehicle movement should not exceed 5mph, hazard lights should be used at all times and when in reverse a second person should be positioned behind the vehicle to direct the driver</li> </ul>	2	2	4	
5	Communications systems	All parties	<ul style="list-style-type: none"> <li>- Two way radios, mobile telephones &amp; PA system</li> <li>- Appointment of Event Safety Officer</li> </ul>				
6	Safeguarding: risks to children and young/vulnerable people	All parties	<ul style="list-style-type: none"> <li>- All <b>NewWave</b> Events staff to remain vigilant throughout the event and ensure they are aware of who to report anything to if required – safeguarding lead set by the client.</li> <li>- Under 16's are not permitted to take part in the activity and under 18s require a parent/guardian signature and consent form.</li> <li>- Staff and participants to be briefed on safeguarding protocols with assistance from the client.</li> <li>- <b>NewWave</b> Events' medical staff all hold enhanced DBS checks</li> <li>- <b>NewWave</b> Events will work with the client to ensure their safeguarding protocols are met.</li> </ul>	1	2	2	
<b>VENUE GENERAL</b>							
7	Condition of venue	All parties	<ul style="list-style-type: none"> <li>- Only use venues that meet minimum or above standard event requirements</li> <li>- Surface evaluation (visual inspection) completed prior to using facility</li> <li>- Officials informed to visually inspect area during the activity</li> <li>- Inspections to include the likes of nesting birds and this to be considered when mapping out the race course</li> </ul>	2	2	4	
8	Emergency procedures	All parties	<ul style="list-style-type: none"> <li>- Set up of area/unit on site</li> <li>- Communicate with venue personnel on current procedures</li> <li>- Notify emergency services of any incident that requires their assistance</li> <li>- Confirm access for emergency services is clear and suitable upon arrival</li> </ul>	1	4	4	
9	Litter hazards (i.e. broken glass)	All parties	<ul style="list-style-type: none"> <li>- Provision of litter bins onsite</li> <li>- Additional black sacks available from event control for teams</li> <li>- Staff to regularly inspect site during event</li> </ul>	1	1	1	
10	Noise nuisance from PA system, DB drums <a href="#">in</a> residential areas.	All parties	<ul style="list-style-type: none"> <li>- Control PA sound level and frequency of use</li> <li>- Where practical restrict the use of the PA and drums to the period of racing</li> <li>- Seek measures to reduce possible disturbance of drums</li> </ul>	1	1	1	
11	Uncontrolled crowds and people swimming/fishing in area.	All parties	<ul style="list-style-type: none"> <li>- Crowd barriers, bunting, signs, orange fencing erected where and if applicable</li> <li>- Areas marshalled periodically throughout event</li> <li>- Swimming not permitted in race area</li> <li>- Anglers to be advised of event and the risks on the day</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>- Stop event until crowds are controlled and/or swimmers removed from water and danger from anglers removed</li> </ul>
12	Management of <b>NewWave</b> side activities (where applicable)	All parties	<ul style="list-style-type: none"> <li>- Supervised and managed by appropriately qualified staff</li> <li>- Set up &amp; take down – ensuring adequate time is allocated before and after this activity</li> <li>- Manual handling training information provided during induction to all staff</li> <li>- Safety notices displayed if potential hazard</li> </ul>	1	4	4	



				<ul style="list-style-type: none"> <li>- Safety boat operators to identify any debris travelling down river and to stop racing until debris removed</li> <li>- If river level or flow considered a danger the event will be postponed or cancelled</li> <li>- Restricted access to alcohol. Must be fit to race. Safety Briefings</li> </ul>				
33	Illness and injury from alcohol related incidents	Participants			1	4	4	- Exclude participants who have been drinking alcohol to excess
34	Injuries from Anglers and their equipment	Participants and Officials			1	2	2	Tact and diplomacy
<b>COVID-19</b>								
35	Possibility of contracting COVID-19 at the dragon boat event	Participants and Officials	<ul style="list-style-type: none"> <li>- Event to take place outside in an open space where the risk of contracting COVID-19 is very low.</li> <li>- Social distancing and regular hand washing to be advised.</li> <li>- Boat Marshals and Helms will sanitise paddles, boats and any other necessary equipment throughout the day as required.</li> <li>- Hand sanitiser and cleaning materials will be readily available for staff and participants to use at both our boat marshalling area and event control.</li> <li>- <del>NewWave</del> Events will adhere to current government guidelines at the time of the event.</li> </ul>		2	1	2	<ul style="list-style-type: none"> <li>- The event will only run if it can run safely in accordance with the government guidelines for outdoor events at the time of the event.</li> </ul>
<b>Sources of Information utilised:</b> Feedback from management officials 2024 and previous years <b>Name:</b> <u>Lucy Morton (Executive Director)</u> <b>Signature:</b> 								
<b>Name:</b> <u>Alicja Mierzejewska (Executive Director)</u> <b>Signature:</b> 			<b>Expected Review date:</b> January 2026					

\*A rating scale is applied to the hazards by the Assessor in terms of firstly their likelihood rating (chances of hazard occurring) then their consequence rating (resulting scenario) to determine their overall risk rating.

\*All parties' hazard group refers to participants, officials, and spectators.

\* Risk Assessment is not valid until countersigned.