



# **Safety Management Policy**

**Version 3**

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## 1. Version History

Version	Date	Revision	Author
V1	13/08/17		
V2	06/09/19		Safety Committee
V3	2/2/2021		Safety Committee

## 2. Introduction and Scope

- 2.1** Dragon boating is an 'Assumed Risk Water Contact Sport' that may carry attendant risks. Participants should:
- Be aware of and accept these risks.
  - Be responsible for their own actions and involvement.
  - Fully understand that they have a duty of care towards other participants in the sport.
- 2.2** Each Dragon Boat team is responsible for knowing and adhering to Bay of Plenty Dragon Boat Club Inc and NZ Dragon Boat Association regulations, especially those applicable to water safety as documented in this Safety Management Policy.
- 2.3** There is the risk of personal injury from collision and the risk of drowning when dragon boat teams find themselves in the water. All risks are heightened in cold water, adverse weather condition and darkness. While contending with difficult weather conditions is part of the sport, safe enjoyment of the sport is the aim - personal safety must be paramount.
- 2.4** Before going out on the water each team is responsible for assessing the risks in the particular environment and in establishing the appropriate safety procedures to minimize those risks. Nothing in this document in any way limits an individual's responsibility for assessing his or her personal risks and for the outcome of his or her decisions and actions.
- 2.5** In all cases of accident involving injury or property damage, a representative of the team or event organizers shall notify the President and Committee of the Bay of Plenty Dragon Boat Club Inc in writing immediately.
- No Club member is to talk to the media. This is the responsibility of the Club President.
- 2.6** Additional safety requirements for training are set out in the Sweep Accreditation System and Guidelines.
- 2.7** Additional safety requirements for races are set out in the Rules of Racing.

## 3. Definitions

**Water venue:** Any body of water (including a river, lake, marina or harbour) where dragon boating training, practice or racing is performed.

**Team:** Comprises of a minimum of 15 financial individual members. The team members will have applied for membership to the Bay of Plenty Dragon Boat Club Inc in accordance the association's rules and will have paid their annual membership fee.

**PFD:** Personal flotation device, such as a life jacket or life vest.

**Safety Committee:** Appointed Team Safety Officers

## 4. Responsibility for Safety

- 4.1** The Bay of Plenty Dragon Boat Club Inc committee recognises that safety is paramount to the success of the sport and protection of its members and must be considered in all activities.

Bay of Plenty Dragon Boat Club Inc has appointed a “Safety Committee” who shall ensure that an appropriate safety program is implemented in accordance with this Safety Management Policy.

The Safety Committee is responsible for managing (i.e. logging and minimising) any foreseeable hazards (see [Hazards](#)) and managing risks (see [Risk Management](#)) and manage the follow up of incident reports at the monthly BOPDBC Committee meeting.

**4.2** The sweep is responsible for the team whilst in the boat. The Safety Committee will review the sweeps procedures and ensure safety information is being shared, updated regularly and reviewed annually.

**4.3** The team captain, the sweep and/or the team safety officer shall:

- Familiarise themselves with the safety measures described within this document.
- Coordinate a swim test to prove the capability of their team (see [App 1 – Swim Test Log](#)).
- Register members completion of safety drills (see App 10 [Drills Register.pdf](#) )
- Ensure Next of Kin details within the online registration are kept up to date and are always on hand at training and events in the event of an emergency so NOK can be immediately contacted.
- Ensure the additional NOK and Health Details form [App 11](#) is completed by each member, and kept in the shed for emergency use only.
- Ensure that the regional safety rules (see [App 2: Acknowledgement of risk and Waiver Terms and Conditions](#) and [App 3: Acknowledge of Risk and NOK Form for Events and Away Teams](#) have been read and understood by each individual team member.
- Ensure team members are dressed appropriately for the conditions.

**4.4** Each member of a team shall:

- Ensure they are familiar with the Bay of Plenty Dragon Boat Safety Management Policy.
- Always follow the instructions of the sweep when on the boat.
- Report any health or safety concerns to the sweep or safety officer.
- Ensure they act safely and without risk of injury to themselves or other dragon boaters.
- Ensure they use safety devices when required and follow the appropriate procedures and instructions.
- Remain familiar with and actively participate in safe practices, hazard and accident reporting.
- Dress appropriately for the conditions ie. Thermals to be worn during winter, jeans and heavy cotton hoodies not to be worn in the boat.
- Eliminate or minimise hazards that can be easily fixed.
- Notify the “Safety Committee” (see above) of any hazards that require more substantial management by logging on [App 9: Incident/Accident Register](#)

## 5. Operations

The following rules shall be observed by any Dragon Boat team training or racing under Bay of Plenty Dragon Boat Club Inc’s jurisdiction.

- 5.1** Water events should be coordinated with those of other local water users to minimize clashes of interest and the possibility of additional water hazards arising.
- 5.2** Each person in the boat must:
- Be able to swim from any point in the race or practice course to safety (and ideally at least 50m) in light clothing.
  - Be sufficiently at ease in the water not to panic.
  - Must wear a life jacket/PFD.

*Note Maritime NZ Officer Circular 91 (see App 5: Part 91 Maritime Rules) "Matching PFDs to the Activity" describes how NZS5823, allows the use of a PFD which best suits the type of activity. So for a Dragon Boat, which could trap a paddler underneath in a capsize situation, a **Type 403 buoyancy vest** provides adequate floatation while allowing the wearer to escape. Inflatable jackets are often the most comfortable.*

- 5.3** Sweep must be a NZDBA Accredited Sweep or in the Novice program and operate under the Safety Procedures Guidelines as outlined in the [NZDBA Sweep Accreditation System and Guidelines](#).
- 5.4** Paddling before sunrise and after sunset is only permitted when the sweep has been endorsed to do so, and should not be practised without bright navigational lights, with paddlers wearing headlights and the sweep with a torch. Wearing of high visibility jacket or vest is also advised. Extra care should be taken to assess the weather conditions and area to paddle particularly where there are other vessels using the waters at the same time. An incident such as capsizing after sunset is difficult to deal with in darkening conditions.
- 5.5** Sweeps shall ensure that those in their charge are informed of safety procedures and abide by them. Sweeps should be aware of the forecast weather and should evaluate the environmental conditions before deciding, in consideration of the teams' capabilities and limitations, whether it is safe for the team to go out on the water.
- 5.6** Teams should provide adequate instruction in watermanship and paddling technique, plus adequate supervision by coaches and experienced paddlers to ensure that no person boating with the team puts themselves at risk when on the water. This applies particularly to participants under the age of 18. All active members should be instructed in, and practise capsize situations and accident drills from time to time.
- 5.7** Teams must come to the assistance of any other team that capsizes. If the support boat is in attendance, teams should still check to see if assistance is required and what hazards they need to manage as a result. If the support boat is unaware, the team must alert the support boat first. If the teams are training independently, they must assist with any paddlers in distress and help tow the boat in. Always make sure you keep your own boat safe before deciding to attend another boat. It is very dangerous if too many paddlers start to hang onto your boat especially if they are in panic mode.
- 5.8** Teams should have more than one member trained in first aid procedures. In particular it is highly desirable that the Safety Officers, Safety Boat Driver and all regular club coaches should be so trained. First Aid holder's names/photos will be posted on the shed notice board. Sweeps should make themselves aware of who is a First Aider before heading out on the water.
- 5.9** When team training

- Teams must book training times with BOPDBC. If an ad hoc session is planned (outside booked training sessions) then advise the Safety coordinator and President by txt/phone as phone numbers in APP 6.

- Sweeps must be accredited as per the NZDBA Sweep Accreditation and Guidelines.
- Carry VHF radio and/or a mobile phone on the boat and know how to use them
- Carry 2x or more large bailers, at least 2 fixed to the boat in case of capsize
- Carry a Tow rope and know how to use it
- No more than 5 novice paddlers on full standard boat
- All paddlers are full members of the BOPDBC or registered on the Club website as a new paddler with NOK details
- Minimum of 6 competent paddlers crew in a 10 man, 10 in a 20 man boat
- make a detailed assessment of water and weather conditions before deciding to proceed.
- Will not go out when there is lightning, low visibility or waterspouts active

## 6. Operation of Support boats

- 6.1** When a support boat is in operation drivers must have minimum of RYA Support Boat Operators certificate or Day Skipper certificate, VHF Radio Certificate and first aid certificate.

## 7. Emergency Communication

- 7.1** A list of vital telephone numbers should be displayed prominently in every water venue (see [App 6: Emergency Contact Information – Sulphur Point](#) and [App 7: Emergency Contact Information – Tauranga Bridge Marina](#) to include:

- Doctor/Ambulance/Police/Fire Department.
- The nearest medical centre or doctor's rooms.
- Local hospital casualty department.
- Coastguard.

Emergency communication from the water should also be considered, whether by VHF radio or cellular phone.

## 8. Hazards

- 8.1** Hazards can include other boats, swift currents, spring run-offs, bridges, weirs, shoals, partially sunken logs, sand bars, rocky shores or steep walls or banks that make getting out of the water difficult or impossible in an emergency, and recreational and commercial traffic including float planes.

Attention should also be drawn to any variation in normal procedures that may be necessary due to the state of the tide or stream, high wind or other weather conditions. It is intended that local codes of practice will emphasize that safety is paramount.

## 9. Risk Management

- 9.1** Before each Dragon Boat season, Bay of Plenty Dragon Boat Club Inc Safety Officer/Safety Committee shall review the level of risks associated with each

major activity undertaken. For example, they will review all the known risks (from the previous years' experience) relating to training sessions on the harbour.

- 9.2** Each risk shall be quantified in terms of the likelihood of a bad outcome (ranging from “almost incredible” to “almost certain”), and then in terms of the consequence (from “insignificant” to “catastrophic”). Bay of Plenty Dragon Boat Club Inc’s Committee shall define which combination of parameters is acceptable, and which risk must be ‘treated’ until they become acceptable. Refer to [App 8: Risk Management](#) for definitions, and acceptable levels.
- 9.3** An important risk management process that applies to all aspects of dragon boat operations is to ask “what if...” a certain situation arises – what might the consequences be and how can such consequences be prevented? If the consequences could be serious even if the likelihood of a situation arising is considered remote, the situation should be avoided or precautions taken to be able to mitigate the consequences.
- 9.4** A vital component of assessing the possible consequences of a situation or incident and of taking appropriate avoidance measures or precautions is the coldness of the water. Submersion in cold water is extremely dangerous, causing a swimmer to lose heat far more rapidly than exposure to cold air. Depending on the coldness of the water, loss of muscle function and mental confusion can occur within minutes. See the paragraphs below on Cold Weather and Water.

## 10. Safety Equipment

- 10.1** Safety and first aid equipment shall be readily available at every venue, and will include:
- First aid kit (to be fully stocked and regularly checked).
  - Thermal blankets/exposure bags.
  - Throw bag and line.
  - Personal Flotation Devices (PFD).
- 10.2** All races should also be supplemented by contracting a First Aid supplier, such as St John Ambulance, or qualified First Aid responder.
- 10.3** Teams should ensure that all equipment used for dragon boating and coaching is safe and maintained in good order. Every dragon boat should have:
- Life jackets of appropriate size for each individual in the boat.
  - At least 2 large bailers.
  - Sweep to carry hand-held VHF/UHF if outside normal training areas
  - Lights when paddling in reduced light.
- 10.4** The Club committee are responsible to ensure that adequate maintenance and repair is carried out to ensure all club assets are safe to be used for their intended purposes

## 11. Boat Transportation and Storage

- 11.1** A 20 seat dragon boat is typically 12.5m long, 1.2m wide, and weighs at least 250kg.
- For long distance trips, use only closed container or trailers specifically equipped to support a dragon boat.
  - The trailer or container must support the weight of the boat every 4m, preferably directly above the Bulkheads.
  - Remove the Head and Tail before transportation.
  - Remove all loose equipment in the boat during transportation.

- Use at least two lateral fastening straps to secure the boat on the trailer.
  - Provide two additional diagonal fastenings on both sides to prevent the boat sliding during acceleration or braking.
  - Any parts of the boat which overhang the outer shape of the trailer shall be marked (flagged) in accordance with the traffic rules.
- 11.2**
- Support the boat(s) on shelves or racks suitable for the weight of the boat.
  - Teams should ensure that all “boat winch” users will have the appropriate training and their names are recorded in the log book.

## 12. Cold Weather/Water and Hypothermia

Preparation and prevention are essential in protecting against the effects of the cold-water environment.

- 12.1** All persons should wear protective clothing appropriate for the conditions and their activity, and as far as possible commensurate with the needs of the paddling motion and activity, with the objective being to keep the body dry and to insulate against heat loss.

Long trousers/jeans are not permitted in the boats (as they restrict swimming) – long thermal paddling pants, compression pants, bike shorts, or wetsuits are most appropriate.

- 12.2** When the water temperature is at 10 degrees Celsius or below, or otherwise when the environmental conditions may warrant, special safety precautions, proposed by the Safety Committee or Sweep, should be considered. Possibilities for additional safety precautions include:

- Allowing team to go out on the water, where appropriate, only if attended by a support craft.
- Not allowing team to go out on the water.

- 12.3** Alcohol inhibits the body’s ability to cope with the cold. No alcohol is to be consumed by any team member within the 8 hours before the use of a Dragon Boat at any time.

## 13. Hot Weather and Dehydration

- 13.1** As with cold weather, preparation and prevention are important in protecting against the effects of heat.

- All persons should wear protective clothing appropriate for the conditions and their activity.
- Use of sun block with high SPF.
- Drink plenty of water before, during and after exposure to hot weather.
- Address any symptoms of heat stress immediately.

## 14. Off-site boating (training camps)

- 14.1** If a team conducts a dragon boating activity at a location away from the team premises the same safety issues set out in this Guideline need to be addressed afresh.

- 14.2** An adequate number of L2 & L3 sweeps and coaches should accompany the team(s) to provide supervision and meet any safety needs as determined by the event organiser.

**14.3** Information should be obtained about local water conditions and hazards, traffic patterns, vital telephone numbers and local safety and rescue arrangements in the case of accident.

If using the facilities of another team this information should be readily available and should be studied. Local equipment, coach/support boats, safety and first aid equipment should also be assessed for its condition and adequacy.

**14.4** If the location is remote from another club, this information should be obtained from local residents and from a visual inspection before teams take to the water. In addition, the team should bring or obtain its own safety and first aid equipment to address its safety needs such as PFD's, medical supplies and support boats. Particular care must be taken about weather and water conditions when paddling on unfamiliar water.

**14.5** It is prudent for all participants attending events taking place outside their province to obtain travel medical insurance coverage.

## **15. Interpretation**

**15.1** Words importing masculine gender shall import feminine gender.

**15.2** "Rules" means the Rules of Bay of Plenty Dragon Boat Club Inc.

**15.3** It is not the intent of the Bay of Plenty Dragon Boat Club Inc for this Safety Management Policy to be interpreted for loop holes so that teams can bend the safety rules. If there is conflicting information in this Policy, please notify the author or the Chairperson so it can be amended to read with clarity.

## App 1: Swim Test Log

<b>Email to:</b>	<b>Bopdragonboatclub@yahoo.co.nz</b>	<b>Association:</b>	BOP Dragon Boat Club
<b>Email from:</b>		<b>Team / School:</b>	

Team manager: please email [bopdragonboatclub@yahoo.co.nz](mailto:bopdragonboatclub@yahoo.co.nz) within one month of your first team training; if new members join, please update this form and re-submit it and keep a copy yourself.

	<b>Team Member Name</b>	<b>Date of Test</b>	<b>Pass / Fail</b>
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## App 2: Acknowledgement of Risk and Waiver Terms and Conditions

The BOP Dragon Boat Club Inc (The Club) would like you to read the following carefully. It concerns your safety and the safety of others taking part in The Clubs dragon boat activity. Once you have read it you will be asked to sign a copy that you have read and understood it.

**Risks.** We will take all reasonable steps to provide you with the level of care and assurances of safety appropriate to the dragon boat activities that you will take part in. However, you should be aware that such activities are conducted on various types of water from shallow park lakes and rivers to large open water, such as harbours, inland lakes and reservoirs. The activities take place in a variety of weather conditions too, which may affect the suitability of the water on which your dragon boat activity is being conducted, therefore, you are advised that certain inherent risks, associated with any type of water activity, remain which cannot be eliminated without destroying the unique character of dragon boating. Amongst other things, some of these risks can contribute to:-

- a loss or damage to your personal clothing or equipment.
- feelings of discomfort, fear and apprehension or even accidental injury,
- illness or trauma which in extreme but thankfully very rare cases, can be serious.

The level of real (as opposed to apparent or perceived) risk associated with participating in dragon boat activities are very low but the type of risk may be something with which you are not familiar. The level of risk associated with dragon boating is generally no greater than that associated with, for example, a normal adult undertaking recreational activities appropriate to their own physical ability, based on general fitness, age etc.

**Swimming Ability.** To take part in any dragon boat activity you must be confident when floating in cold water and wearing a Personal Flotation Device (PFD) such as an approved buoyancy aid. Ideally, you should be able to swim at least 50 metres, unaided and without a PFD.

There are a number of other things associated with dragon boat activities that you should be aware of. These include but may not be limited to:

**Physical Effort.** All dragon boat activities involve physical effort, which at times may be more than you are used to. This may involve stamina or physical strength and paddling a dragon boat may put a greater strain on joints and muscles than you normally experience. If you have any medical conditions, injuries or medication, past or present, which may in certain circumstances adversely affect your ability to undertake dragon boat activities, then you should make this known to us before the activity takes place (*for recording in the Club's Medical Record Book*).

**Environmental Risks and Hazards.** These may include factors such as lightning and storm conditions, although more common would be adverse weather and cold water conditions or a sudden change in the weather and wind conditions when an activity is taking place. In such conditions dragon boats can be swamped by waves or in extreme conditions, capsize.

Therefore, before taking to the water you should be aware of these possible dangers and ensure that you have been fully briefed and understand the 'buddy' system used by dragon boat crew members, to account for and aid each other, in the event of a boat being swamped or capsized. **Such situations can become stressful for some people, especially in rough and cold water conditions. If you have an aversion to such water conditions you should let that be known before taking part in a dragon boat activity where the water conditions may be adverse.**

**Slips and Trips.** These are the commonest types of accident throughout society and taking part in a dragon boat activity is no exception. As an organisation, we will endeavour to ensure that the consequences of such an accident are not serious but you should be aware that the likelihood of falling over or slipping on a wet surface, is likely to be greater than that you are used to. Moreover, given the nature of the environment in which dragon boat activities take place, more serious incidents can occur.

**Responsibilities.** The Club has clear obligations and responsibilities and these are taken very seriously. However, we expect every participant taking part in our dragon boat activities to contribute to their own, and the safety of the other members in a dragon boat crew, by following the instructions given, from time to time, by our staff (*Club, Coaches, Instructors and Officials*) and particularly by the Sweep, when you are part of a dragon boat crew on the water.

#### **Acknowledgement.**

1. I recognise that taking part in a dragon boat activity or event may require an attitude and approach which is different from other activities that I have been involved with.

2. I acknowledge and accept that the nature of the risks may also be different to those with which I am familiar and that certain risks remain.

3. I understand and accept that I have a responsibility for my own safety whilst taking part in a dragon boat activity and a duty of care, whilst on the water, towards the other members of a dragon boat crew of which I am a member.

**TERMS AND CONDITIONS OF PARTICIPATION AS A TEAM MEMBER IN THE BOP DRAGON BOAT  
REGATTAS AND ASSOCIATED EVENTS.**

**IT IS THE SWEEP, TEAM SAFETY OFFICERS AND TEAM MANAGERS  
RESPONSIBILITY TO ENSURE THE SAFETY MANAGEMENT POLICY IS KNOWN  
AND UNDERSTOOD BY EACH INDIVIDUAL TEAM MEMBER.**

DRAGON BOAT TEAM MEMBERS WILL ADHERE TO THE SAFETY MANAGEMENT POLICY  
WHILST PARTICIPATING IN THE SPORT.

DRAGON BOAT TEAM MEMBERS WILL PARTICIPATE AT THEIR SOLE RISK. NO  
ORGANISER, SPONSOR, OTHER PERSON, OR ORGANISATION ASSOCIATED IN ANY WAY  
WITH THE SPORT, WILL BE LIABLE IN ANY WAY OR ACCEPT ANY RESPONSIBILITY FOR  
ANY INJURY, LOSS, DAMAGE OR EXPENSE SUFFERED OR INCURRED BY ANY DRAGON  
BOAT TEAM MEMBER DURING DRAGON BOAT TRAINING OR RACING OR IN ANY OTHER  
WAY IN CONNECTION WITH THE PARTICIPATION OF THAT PERSON AS A TEAM MEMBER.

**I have read and understand the terms and conditions set out above, and as a  
condition of and in consideration for my entry and participation in races as a  
Dragon Boat Team Member I hereby**

- (i) accept and agree to be bound by and observe the terms and  
conditions set out above and**
- (ii) waive any claim or claims I may otherwise have against any one or  
more of the persons specified in the above, in respect of any injury,  
loss, damage or expense suffered or incurred by me during Dragon  
Boat training or racing or in any other way in connection with my  
participation in the sport as a Dragon Boat Team Member,**
- (iii) I am 12 years of age or older & I confirm I am able to swim at least  
50m in clothing and will wear a life jacket.**

ALL TEAM MEMBERS MUST SIGN TO ACKNOWLEDGE THEY HAVE READ AND  
UNDERSTAND THE SAFETY MANAGEMENT POLICY BEFORE STARTING WATER BASED  
TRAINING

# App 3: Acknowledge of Risk and NOK Form for Training, Events and Away Teams

**TEAM NAME** \_\_\_\_\_

Team manager to ensure this form is kept up to date and is always on hand at training and events. A copy is to be given on each race day to the event manager of the day with squad of the day highlighted.

**I have read and accept the Safety Management Policy and I verify that I can swim 50m.**

	<b>Team member name</b>	<b>Team member signature</b>	<b>Next of Kin Name</b>	<b>Relationship</b>	<b>NOK Phone</b>
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## App 4: Training Circuit – Tauranga Harbour



## App 4: Training Circuit – Tauranga Harbour

## App 5: Part 91 Maritime Rules

**Note:** Maritime laws can be interpreted in many ways, for the sake of clarity; the Bay of Plenty Dragon Boat Club Inc rule in regards to PFDs is *they must be worn by each participant during both training and racing*.

### 91.4 Personal flotation devices

- (1) No person in charge of a recreational craft may use it unless there are on board at the time of use, and in a readily accessible location, sufficient personal flotation devices of an appropriate size for each person on board.
- (2) Rule 91.4(1) and (6) **shall not apply to** -
  - (a) any surfboard or similar unpowered craft; and
  - (b) any sailboarder or windsurfer, if a wetsuit is worn at all times; and
  - (c) a diver on a boat of 6 metres or less in length overall that is used for recreational diving within 5 miles of shore, if a full body dive suit is worn at all times; and
  - (d) a person training for or participating in a sporting event, if the training or the event is supervised in accordance with the safety system of a national sporting organisation approved by the Director;** and
  - (e) a member of a visiting foreign water sports team, if the person carries or wears a personal flotation device that is approved by the competent authority for use in that person's country of residence.
- (3) The Director may approve a national sporting organisation for the purposes of rule 91.4(2)(d) if that organisation has in place a safety system that the Director is satisfied provides an equivalent level of safety to the carriage or wearing of personal flotation devices.
- (4) Subject to rule 91.4(5), rule 91.4(1) shall not apply in respect of any sporting event, training activity or ceremonial event if a support vessel that is capable of providing adequate assistance in the event of an emergency remains in the immediate vicinity of the recreational craft and the recreational craft or support vessel or both carry personal flotation devices or buoyancy aids of an appropriate size for each person on board the recreational craft.

In this rule buoyancy aid means -

- (a) a buoyancy aid as defined in NZ Standard 5823:1989 or NZ Standard 5823:2001;1 or
  - (b) a buoyancy aid that the Director is satisfied substantially complies with the standard prescribed in paragraph (a) and that provides a minimum of 53 newtons of buoyancy.
- (5) Rule 91.4(1) and (6) shall not apply in respect of any sporting event, training activity, ceremonial event, or other organised recreational activity if the regional council with jurisdiction for the applicable region has granted an exemption in writing. A regional council may grant an exemption for a specified period if the regional council is satisfied that adequate safety precautions are made for rescuing any person participating in the event or activity.
  - (6) Despite rule 91.4(4), no person in charge of a recreational craft may use that craft in circumstances where tides, river flows, visibility, rough seas, adverse weather, emergencies or other situations cause danger or a risk to the safety of persons on board, unless every person on board is wearing a properly secured personal flotation device of an appropriate size for that person.

1 NZS 5823:1989 and NZS 5823:2001 define a buoyancy aid as any device designed to assist a person to remain afloat in water until rescue is affected. Any type of buoyancy aid categorised in the Standard meets the requirements of this rule.

## App 6: Emergency Contact Information – Sulphur Point/Tauranga Bridge Marina

<b>Police/Ambulance/Fire Brigade</b>		Dial 111
<b>BOPDBC Safety Committee</b>	Shelley Bielawski - Bay Dragons & Club Committee	027 202 6041
	Wendy Steere – The Free Dragons & Club Committee	027 380 8630
	Claire Hendy - Boobops	022 699 0060
	Dave Horgan - Dragon Flyers	027 555 2308
<b>Closest Doctor/Medical Centre</b>	Accident & Healthcare 19 2 <sup>nd</sup> Ave	(07) 577 0010
<b>Closest Hospital/Casualty</b>	Tauranga Hospital 829 Cameron Road	(07) 579 8000
<b>Closest Telephone – Pier</b>	Sulphur Point	<a href="tel:07-578-8747">07-578 8747</a>
<b>Coast Guard</b>	Tauranga Volunteer Coastguard Assn 72 Keith Allen Drive	(07) 578 5579
<b>Harbourmaster</b>	24hr ER Duty Officer	Maritime NZ: 0508 222 433. If your call is an emergency then dial .111.
<b>Tauranga Marina</b>	Tauranga Bridge Marina	(07) 575 8264
<b>AED(Automated External Defibrillators) Location</b>	Tauranga Marina Society-Wall of Office – Opposite Pier F, 45 Keith Allen Drive, Tauranga 3110	Phone 111 combination for cabinet from Ambulance Comms Available 24/7
<b>Club President</b>	Brooke Hargreaves	022 0782 308

## App 7: Risk Management Policy for local Regattas

Refer to attached risk Management Policy [Risk Management Regattas.docx](#)

## App 8: Risk Management – Probability, Consequence and Treatment

### Probability

For each identified hazard provide a qualitative or, if possible a quantitative assessment of the likelihood of occurrence, based on these criteria. Consider how often an “undesirable outcome” would occur per festival, regatta or training night.

Score	Scale	Description
0.1	Rare	The incident may only occur in exceptional circumstances
0.2	Unlikely	The incident could occur at some time
0.3	Possible	The incident will probably occur at some time
0.6	Likely	The incident will probably occur in most circumstances
1.0	Almost Certain	The incident is expected to occur in more circumstances

### Consequence

Score	Scale	Injury
1	Minimal	Bruises and scrapes
10	Minor	Contusions and sprains
100	Moderate	Blood, broken bones
1000	Major	Hospitalisation
10000	Catastrophic	Death or permanent disability

## Acceptability

Once probability and consequence are assessed, the degree of risk acceptability can be determined using the acceptability table below.

Likelihood	Consequences				
	Minimal 1	Minor 10	Moderate 100	Major 1000	Catastrophic 1000
0.1 Rare	0.1	1	10	100	1000
0.2 Unlikely	0.2	2	20	200	2000
0.3 Possible	0.3	3	30	300	3000
0.6 Likely	0.6	6	60	600	6000
1 Almost Certain	1	10	100	1000	10000

### Legend:

**D**: Acceptable

Risks that score lower than 50 are considered low priority and are tolerated without further work.

**B**: Undesirable but acceptable with explicit Board approval.

**C**: Acceptable with Board approval.

Risks that score 50-500 are considered medium priority. They need to be dealt with to reduce either the likelihood or impact as far as possible.

**A**: Unacceptable.

Risks that score over 500 are high priority. They must either be eliminated or otherwise reduced regardless of cost or implications.

## App 9: Incident/Accident Register

### Incident/Accident Register

<b>Name of Person Reporting Accident:</b>	<b>Role of Person Reporting Accident:</b>
<b>Name or Injured Person:</b>	<b>Residential Address (of injured person):</b>
<b>Sex:</b>	<b>Time and date of accident:</b>
<input type="checkbox"/> M <input type="checkbox"/> F	
<b>Treatment of Injury:</b>	<b>The injured person is a:</b>
<input type="checkbox"/> None <input type="checkbox"/> First Aid (First Aid Supplier onsite) <input type="checkbox"/> Hospitalisation <input type="checkbox"/> Other _____	<input type="checkbox"/> Paddler <input type="checkbox"/> Spectator <input type="checkbox"/> Marshall <input type="checkbox"/> Other _____
<b>What <u>caused</u> the accident?</b>	<b>Describe the injury: (include where on the body)</b>
<b>Where and how did the accident happen?</b>	<b>Can something be done so this doesn't happen again?</b>
	<input type="checkbox"/> Yes <input type="checkbox"/> No What:
Signed: _____ (person reporting accident) Date: _____	
<b>Time and Date Received?</b>	<b>Risk Minimised?</b>
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not possible/applicable How:

Signed: \_\_\_\_\_ (Club President)



## App: 11 – NOK and Health Details

### Emergency contact and health details

As you will be taking part in physical activity with the Bay of Plenty Dragon Boat club, it is necessary to have the details of who to contact in an emergency, and also may be useful to have information about any pre-existing health conditions to give to medical personnel in the event of a medical emergency when you may not be able to give the information yourself. Please fill in the form below as completely as possible, place in a sealed envelope with your name on the front and hand to your coach or team captain. The information contained will be kept securely, treated as confidential and only revealed to relevant personnel for your safety.

Please note that it is your responsibility to inform us of any changes in your medical or physical condition.

**EMERGENCY CONTACT** (you may add more than one if you like)

**Name:** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Telephone (h)** \_\_\_\_\_ **Telephone (w)** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Telephone (h)** \_\_\_\_\_ **Telephone (w)** \_\_\_\_\_

**DO YOU HAVE, OR HAVE YOU HAD, ANY OF THE FOLLOWING CONDITIONS?**

**CIRCLE EITHER YES OR NO**

**Y N** Heart problems/disease    **Y N** Asthma    **Y N** High cholesterol    **Y N** Diabetes    **Y N** Stroke

**Y N** Epilepsy    **Y N** Family history of heart disease or stroke    **Y N** Osteoporosis    **Y N** High or low blood pressure

**Y N** Dizziness

**Y N** Any other conditions? Please describe

**DO YOU HAVE ANY ALLERGIES? (food, medication, insect bites/stings) Y N**

If Yes please give details

**ARE YOU CURRENTLY TAKING ANY REGULAR MEDICATION/S?**

**Y N** please list

I, (full name) \_\_\_\_\_ undertake to complete a new health questionnaire in the event of any change in my medical status during the course of this year. I understand that it is my responsibility to advise the coaches at Bay of Plenty Dragon Boat Club of any medical/physical conditions that may prevent me from exercising, and that I participate in this exercise at my own risk.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_