

Safety Management Plan

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Issued by NZDBA BoM		Revision Date 05 / 10 / 2027

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New Zealand Dragon Boat Association

1. Introduction & Scope

Dragonboat Racing is an ‘Assumed Risk Water Contact Sport’ that may carry attendant risks, where participants should:

- Be aware of and accept these risks.
- Be responsible for their own actions and involvement.
- Fully understand they have a duty of care towards themselves and others.

Within New Zealand, there are several Regional Sporting Organisations (RSO) affiliated to the New Zealand Dragon Boat Association (NZDBA) including:

- [Auckland](#) Dragon Boat Association
- [Waikato](#) Dragon Boating and Waka Ama Association
- [Eastern Region](#) Dragon Boat Association
- [Central Region](#) Dragon Boat Association
- [Aoraki](#) Dragon Boat Association

Each affiliated RSO, Club, or Team is required to implement this Safety Management Plan to the fullest extent that is ‘reasonably practicable’.

If full implementation is not reasonably practicable, the RSO, Club, or Team must conduct its own Risk Assessment, guided by the principles of this Safety Management Plan. The Risk Assessment must identify and evaluate hazards and determine the most effective and ‘reasonably practicable’ measures to manage the associated risks and safety of its participants.

With all water sports, there is a risk of personal injury, drowning, and collision with other dragon boats, vessels, structures, and objects during water activities. Such risks include exposure to cold water, adverse weather conditions, and darkness. While contending with difficult weather conditions, this is also part of the sport and the enjoyment; however, personal safety must be paramount at all times.

Before launching a dragon boat on the water, the Sweep / Coach must conduct a Risk Assessment to establish the appropriate safety procedures to minimise those risks. Nothing in this document in any way limits an individual’s responsibility for assessing their personal risks and the consequences of their decisions and actions if they wish not to participate.

2. Responsibility for Safety

The NZDBA is demonstrating its “Duty of Care,” as far as reasonably practicable, to provide an environment that eliminates or minimizes incidents of risk, personal injury, or property damage. The NZDBA will comply with all relevant legislation, which includes the Health & Safety at Work Act 2015, Maritime Transport Act 1994 and other relevant codes of practice and safe operating procedures.

Every participant must take reasonable care of their own health & safety and ensure that their actions do not cause harm to themselves or others. Participants must comply with any reasonable instructions, policies, or procedures on how to act in a safe and healthy manner. They must advise the Team Manager / Coach if you have a health and safety concern, and

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raise a health and safety concern and other improved solutions.

The NZDBA Board

NZDBA recognises that health & safety is paramount to the success of dragon boat racing within New Zealand and to protect its members, with all activities considered.

In all cases where an incident resulted in an injury or severe property damage, the affiliated club/team involved must report the incident / event to their affiliated RSO immediately.

Based on the severity of the injury of the participant or the event, the respective RSO must advise the NZDBA immediately. secretary@nzdba.co.nz and safety@nzdba.co.nz

Refer to NZDBA Appendix 2 & 3 for reporting Near Miss / Incidents

Media Enquiry

In the event a media enquiry is requested, the respective Club Chairperson and RSO Chairperson will draft a statement and provide to the NZDBA for release.

The respective RSO and Club / Teams must always adhere to the following documents.

- [NZDBA Sweep Accreditation System and Guidelines](#)
- [NZDBA Rules of Racing](#)
- [NZDBA Lifejacket Policies.](#)

RSO and Club / Team Responsibilities

It is paramount that each RSO and affiliated Club / Team is responsible for the safety of their members when participating in on/off-water activities.

- The RSO and Club / Teams must be familiar with this NZDBA Safety Management Plan .
- Ensure all participants / members act in a safe manner and without risk of injury to themselves, others, or property damage.
- Eliminate or minimise hazards that can be easily remedied.
- RSO appoints a “Safety Officer(s)” for the purposes described below and engages with the NZDBA Health & Safety Director..
- The Club appoints a “Safety Officer(s)” for the purposes described below and engages with the RSO Safety Officer.

RSO “Safety Officer” Responsibilities

- Ensure affiliated Club / Teams implement and adhere to the NZDBA Policies and Practices and this Safety Management Plan.
- Records affiliated Club / Teams incidents and takes remedial actions when required by the RSO and advises the NZDBA of the incident (Appendix 2).
- Provides training to their affiliated Club / Teams when / if required.

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- Ensure all equipment is inspected and safe to use/operate.

Club “Safety Officer” Responsibilities

- Implement the NZDBA Policies and Practices.
- Records incidents and advises the RSO “Safety Officer(s)”.
- Provides relevant training to their members and engages the RSO “Safety Officer(s)”, if / when required.
- Ensure all equipment is inspected and safe to use/operate.
- Maintains the First aid kit.

Sweep Responsibilities

The Sweep is responsible for the safety of their members / team whilst in the boat.

- Hold a current NZDBA Sweep Accreditation, and operate under the NZDBA Sweep Accreditation Scheme and Guidelines
- Operates under the NZDBA Personal Flotation Device Policy (aka Lifejacket Policy) particularly to ensure all participants on their boats are fitted with a PFD before departure.

Coach Responsibilities

- Treat all participants with respect and provide adequate instruction in watermanship and paddling technique, plus adequate supervision to inexperienced paddlers to ensure that no person in the boat is at risk when on the water.
- This applies particularly to participants under the age of 18.
- Ensures all active participants learn capsize procedures and accident drills and ensure participants are dressed appropriately for the conditions.

Team Manager, Safety Officer, or Captain Responsibilities

- Familiarise themselves with the safety measures described in this Safety Management Plan.
- Ensure the team is registered and trained.
- Ensure participants Next of Kin details are recorded, up to date, and are available at training and events / regattas.
- Ensure participants are dressed appropriately for the conditions.

Other Teams’ Responsibilities – Capsize Assurances

- Any other Teams on the water at the time of the capsize must come to the assistance, with the priority to assist with any participants in distress.
- Assist with towing the capsized boat if this is the safest option, or alternatively

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right it in place, bail the water, and paddle it back to land.

Each participant / paddler shall

- All participants must demonstrate the ability to swim a minimum distance of 50 metres from the nearest shoreline while wearing light clothing.
- Where applicable, confirmation of a swim test may be required.
- Participants who are unable to meet this requirement are required to wear an approved personal flotation device (PFD) at all times.
- Dress appropriately for the activities and conditions. (thermals for winter, jeans, and heavy cotton hoodies not to be worn).
- Always follow the instructions of the Sweep / Captain in the boat.
- Report any health or safety concerns to the Sweep or Coach.
- Must wear an appropriately sized and fitted Personal Flotation Device on the water.
- Be sufficiently confident and at ease in the water.

3. Safety Equipment

Safety Equipment (First Aid) shall be readily available at every venue, and must be current, regularly inspected, and maintained by RSO / Club Safety Officer.

There is a heightened risk when activities occur on the harbour or open water due to the weather conditions, participant experience, or an increase in other craft and vessels in the surrounding area that may affect the dragon boat or the Sweep.

Harbour / Open Water Activities require the following

- Throw bag and line for support boat assistance, kept in the dragon boat.
- Strapping around the rollick to help an overboard person return onboard.
- Large Bailers (minimum 2) that are fixed to the boat in case of capsiz.
- Sweep carries a hand-held VHF if outside normal training areas and a mobile phone in a watertight bag.
- Sufficient lighting displayed on the boat when paddling in reduced light/darkness.

The RSO, Club / Teams must ensure that all safety equipment is maintained, tested, and in good order; any defects are reported to the "Club Safety" person and repaired.

4. Safety Operations

The following rules shall be followed by all Dragon Boat Clubs / Teams during their training or racing, as described in the NZDBA Policies and Practices.

- Water events/regattas should be coordinated by the relevant organisations, councils,

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and other water users to minimise potential activity clashes or the possibility of additional water hazards arising.

Day Time Paddling

All Clubs / Teams must have a Level 2+ Sweep or be in the Novice program and operate under the Safety Procedures Guidelines ([NZDBA Sweep Accreditation Scheme and Guidelines](#)).

- Carry a communication device (x2 for open water activity) in waterproof cases.
- Carry 2 or more large balers, at least 2 fixed to the boat in case of capsize.
- Keep within the designated training area, as instructed by the RSO and Club / Team “Safety Officer(s).”
- Sweeps must evaluate the weather forecast, environmental conditions, and the participants ' experience, capabilities, and limitations, before water entry.
- Teams must not go out during lightning, low visibility, or active waterspouts. If these do occur, the teams must return to the closest land and re-evaluate the risk before returning to the water.
- Teams must not go out when the risk and likelihood of a capsize are likely or high.
- Teams should have more than one member who is First Aid trained. It is highly desirable that the Club / Team Safety Officer and Coach be trained.
- A support boat is required when a Risk Assessment is conducted with a High Risk Rating, when going outside the designated training area, or Harbour / Open Water Activities.

Night-time Paddling

For paddling at night before sunrise and after sunset, there is additional risk where visibility of dragon boats and other craft and vessels on the water is low.

Paddling is only permitted when the Sweep has been endorsed to do so by the relevant RSO Sweep Coordinated ([NZDBA Sweep Accreditation Scheme and Guidelines](#)).

The Sweep should wear a high visibility jacket or vest and take extra attention to the weather conditions, designated areas, and other vessels at the same time, as a capsize after sunset is difficult to manage in dark conditions.

To mitigate the risks (between sunset and sunrise hours) :

- Decide on your planned routes including the training plan, departure, and return times. Share the details with someone on shore who can monitor your return.
- A support boat should be present in a Harbour or Open Water. However, if this is not possible, the Club / Team must request a dispensation from the RSO Safety Officer / Sweep Coordinator, who may endorse or decline the activity. If endorsed, the guidelines will be coordinated:
- The Sweep must be NZDBA Accredited Level 3 or above and have knowledge of the navigation routes of other vessels and stay within 50m of the shore while displaying navigation lights.
- All participants MUST wear a lifejacket at all times and be able to swim at least 50 metres.

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- If an event/regatta is held at nighttime, the RSO Safety Officer / Sweep Coordinator and submit a Risk Management Plan to the NZDBA for review.
- Lighting of dragon boats, as per NZ Maritime Rules (2016), Part 22, Section 2 (25) applies to boats powered by sail, or oar:
 1. A sailing vessel underway must exhibit:
 - a. Sidelights (red on port, green on starboard); and
 - b. A stern light (white), a sailing vessel of less than 20 metres in length may combine the sidelights and stern light into 1 tri coloured lantern carried at or near the top of the mast where it can best be seen.
 2. b. A vessel under oars may exhibit the lights prescribed in this rule for sailing vessels, BUT if it does not do so, it must have ready an electric torch or lighted lantern showing a white light which must be exhibited in sufficient time to prevent collision. As the Sweep is the tallest part of a dragon boat, a head torch can be worn facing backwards to be a stern light.
- iii. Lighting for support boats NZ Maritime Rules (2016), Part 22, section 2 (23) applies to power-driven vessels underway:
 1. Subject to 22.23(3), a power-driven vessel underway must exhibit –
 - a. A masthead light (white) forward; and
 - c. Sidelights (red on port, green on starboard); and
 - d. A stern light (white)
 2. Instead of exhibiting the lights prescribed in 22.23(1) power-driven vessel –
 - a. Of less than 7 metres in length, whose maximum speed does not exceed 7 knots, may exhibit an all-round light and must, if practicable, exhibit sidelights.

5. Capsize Procedures and Roles

Dragon Boats are made of fibreglass and will not sink, and will float just below the surface. They can be used as a life preserver to support panicking or injured participants / paddlers (using water bailers can lessen the water load and help raise the boats).

- During the capsize, let your body go with the boat movement. If you are on the high side, try to throw yourself clear of your partner and let your paddle go.
- If you move up under the boat, rise until you can catch a breath in the air pocket, then duck down and come up beside the boat.
- As soon as you surface, check if your buddy is present (the person sitting next to you). The closest pair to the drummer and sweep form a trio. If not, let the sweep know immediately.
- **STAY WITH THE BOAT- DO NOT SWIM TO SHORE**
- Unless instructed to by the Rescue Crew (if available), **DO NOT SWIM FOR YOUR PADDLES**, as the Rescue Crew will collect these. Keep calm and quiet.
- Avoid scrambling onto the sides of the boat as this makes it roll / spin over. Spread evenly around both sides of the boat and hold on to the gunwale, top edge. Do not swim over the top as this may cause it to roll / spin over. If the boat

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is upside down, do not roll it until the sweep gives the instruction.

Crew Action

The Sweep will take control of the dragon boat (if not the Crew Captain takes command) and will instruct the crew / team with a set of orders as follows:

- Call for silence, and “number off” starting with the caller then number 1 >.
- Seat buddies will advise the sweep of injured, distressed, poor swimmers or missing paddlers by raising the paddle or hand.
- If a person is missing, the sweep will direct a confident swimmer to search while 2 other paddlers watch the searcher.
- The crew will move towards the centre of the boat and huddle together for warmth.
- Once everyone is accounted for, each person can SLOWLY roll the boat upright, and the Sweep will advise the closest to land/shore point.
- The team will be directed to swim to shore and call for rescue assistance and a tow boat, if required.

Inflatable Rescue Boats (IRB)

The use of an IRB is determined by a safety Risk Assessment and, while not always required, may be deployed as an optional rescue measure to support the safe recovery of participants if conditions warrant. An IRB is a vital safety resource when available, particularly in challenging water or weather conditions, as it can provide timely assistance to participants in the water or to a Dragon Boat in difficulty.

However, its use is not universal, and in some areas restrictions apply, for example, on lakes where council permission is required to operate a powered craft. These factors must be considered during planning and risk assessments to ensure that appropriate rescue measures are in place for the location and conditions.

When in operation, the IRB plays a critical role in assisting with rescues, approaching the Dragon Boat from the leeward side (sheltered from the wind) and securing alongside with care to avoid contact with participants. This manoeuvre, particularly in rough or adverse conditions, requires skill, caution, and effective coordination to ensure safety.

- The crew must keep quiet so the Sweep and IRB crew can communicate clearly.
- The IRB crew will identify the Sweep and ask for a status report; numbers in the boat, any missing, distressed, or injured persons or in distress will be taken first.
- Missing Persons, the IRB crew will take over the search with 2 paddlers keeping watch, as the IRB driver will start directing/ferrying the rest of the crew to shore.

Operation of Support boats

When a support boat is in operation, IRB boat drivers must;

- Be deemed competent and experienced to operate an IRB, as determined and

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documented by the RSO or Club,

- This by the RSO / Club must be supported and provided as evidence of appropriate training, experience, and / or certification, by the RSO or Club
- and / or,
- Day Skipper certificate, VHF Radio Certificate, and first aid certificate.

6. Emergency Communication

If when / required based on a Risk Assessment, a list of vital telephone numbers should be ideally be displayed prominently at every water venue, showing:

- Ambulance / Police / Fire, Medical Centre, Hospital and Coastguard.
- Emergency communication considered, via VHF radio or cellular phone.
- Emergency Numbers as paddlers from overseas may not be familiar within New Zealand.
- Refer to local Harbourmaster in regions for emergency VHS channel numbers.

7. Hazards

Hazards can include other boats, craft, vessels (commercial), swift currents, spring run-offs, bridges, weirs, shoals, partially sunken logs, submerged objects, sand bars, rocky shores or steep walls or banks that make getting out of the water difficult or impossible in an emergency.

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 emphasise that safety is paramount.

All Level 2+ Sweeps must operate under the Safety Procedures Guidelines ([NZDBA Sweep Accreditation Scheme and Guidelines](#)) to determine the relevant risks and appropriate actions.

8. Risk Management

Before each Dragon Boat season starts, the RSO Safety Officer(s) shall review the level of risks associated with their operating and training regions. This must include the review of all the known risks from previous years relating to all water activities.

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”).

Each RSO Committee shall define which combination of parameters is acceptable, and which risk must be ‘treated’ until they become acceptable ([Appendix 5 Risk Management – Probability, Consequence and Treatment](#)).

An important Risk Management process that applies to all aspects of dragon boat operations is to ask,

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- “What could go wrong?”
- “What might be the consequences?”
- “How can they 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.

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, and depending on the coldness of the water, loss of muscle function and mental confusion can occur within minutes.

9. Cold Weather / Water and Hypothermia

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

- All participants should wear protective clothing appropriate for the conditions and their activity and not hinder or restrict the paddler's motion to keep the body dry and to insulate against heat loss.
- Long trousers/jeans are not permitted, as they restrict swimming; however, long thermal paddling pants, compression pants, bike shorts, or wetsuits are appropriate.
- When the water temperature is at 10 degrees Celsius or below, or otherwise when the environmental conditions warrant, this may warrant special safety precautions proposed by the RSO or Club Safety Officer, or Sweep.
- These special safety precautions should include:
 - Not allowing the team to go out on the water.
 - Allowing the team to go out on the water, where appropriate, and only if a IRB is required and support is in attendance.
 - No Alcohol shall be consumed by any participant in the 8 hours before using a Dragon Boat, especially in cold conditions, because alcohol inhibits the body's ability to cope with the cold.

10. Hot Weather and Dehydration

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

- All participants/persons should wear protective clothing that is appropriate for the

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conditions and their activity.

- Use of sunblock with a high SPF Rating.
- Consume plenty of water before, during, and after exposure to hot weather.
- Address any symptoms of heat stress immediately.

11. Off-site boating (event/training camps)

If an affiliated Club / Team conducts a dragon boating activity at a separate location from their regular location, the same safety practices must be followed and adhered to in this Guideline, as follows.

- Advise the RSO Safety Officer and provide a Safety Management Plan of the activity.
- Ensure adequate L2 & L3 sweeps, and coaches are in attendance to provide supervision and meet any safety needs as determined by the Event / Club organiser.
- The event information should address the local water conditions (tides), known hazards, other craft patterns, local Coastguard (if required), and rescue arrangements in case of an accident.
- If using the facilities of another Club / Team, then such information must be shared and readily available. Care must be taken about weather and water conditions when paddling on unfamiliar water.
- It is prudent for all participants attending events taking place outside their province to obtain travel medical insurance coverage.

12: Child Protection

The NZDBA is committed to protecting children and young people in dragon boating and ensuring they are safe from abuse, neglect, or exploitation. The **NZDBA Child Protection Policy** is a mandatory part of this Safety Management Plan and applies to all affiliated RSOs, Clubs, and Teams.

The policy is built around **four cornerstones**:

- Recognise – identify signs of abuse, neglect, or unsafe situations.
- Respond – act appropriately and ensure the child is supported.
- Report – escalate concerns to the Child Safeguarding Representative (CSR), NZ Police, or Oranga Tamariki.
- Record – keep accurate, factual records of incidents or concerns.

Key Principles

- The child's survival, development, best interests, non-discrimination, and participation are paramount.

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- All adults working with school-aged children in NZDBA programmes must be police vetted through the NZ Police Vetting Service and the NZDBA Child Protection Policy.
- Children in NZDBA programmes must always be secure from the fear of abuse. Direct, unmonitored communication (calls, emails, visits, messages) with children is not permitted without approval from the relevant RSO or regional School Sport body NZDBA Child Protection Policy.

Child Privacy and Dignity

- NZDBA will not share last names or identifying information about children.
- Geotagged photos or posts that reveal a child's location are prohibited.
- Children must always be portrayed with dignity and respect in images and communications.
- Informed consent from parents/guardians must be obtained for the use of children's images or stories NZDBA Child Protection Policy.

Application

This policy must be applied by:

- **Coaches, Sweeps, Team Managers, Officials, and Volunteers** – all must act in accordance with this policy when interacting with children and young people.
- **RSOs and Clubs** – must ensure implementation, staff/volunteer vetting, and training on child safeguarding practices.

Failure to comply with this policy may result in disciplinary action, withdrawal of accreditation, and/or referral to statutory agencies.

Appendix 1 – Acknowledgement of Risk and Waiver Terms

Conditions

The NZDBA requires the following information to be carefully read, as it concerns the safety of our members who are participating in our sport.

This information may be used by RSO and the affiliated Clubs / Teams for their members.

Risks

We will take all reasonably practicable steps to provide the appropriate level of care, assurance, and safety during all dragon boat activities. Such activities are conducted on various types of water from shallow park lakes, rivers, open water harbours, inland lakes, and reservoirs.

These activities take place in a variety of weather conditions, 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 cannot be eliminated without

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destroying the unique character of dragon boating.

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.

Some of these risks can contribute to:

- Loss or damage to your clothing or equipment
- Feelings of discomfort, fear, anxiety, and apprehension, or even an accidental/incident
- Illness or trauma that is extreme and serious but can be very rare.

Swimming Ability

To participate in any dragon boat activity, you must be confident when floating, treading water and swimming in cold water, while wearing a Personal Flotation Device (PFD) or approved buoyancy aid. Ideally, you should be able to swim at least 50 metres, unaided and without a PFD while wearing clothes normally worn during training (refer to NZDBA Life Jacket Policy).

Physical Effort

All dragon boat activities involve physical effort of the participant, which at times may be more than you are commonly 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 advise the Club / Team Manager or Coach before undertaking the activity.

Environmental Risks and Hazards

These may include factors such as cold water or sudden changes in the weather, gusts of wind or lightning, and storm conditions. In such conditions, dragon boats can be swamped by waves and, in extreme conditions, may potentially capsize. Before entering the water, a Risk Assessment should be conducted by the Coach and Sweep of the possible dangers of the activity and participants' experience (paddlers/sweeps), and the team should be fully briefed and understand the 'seating buddy' system in the event of the boat being swamped or capsized.

Such situations can become stressful for some people, especially in rough and cold-water conditions. If a participant is in adverse water conditions, they must advise the Coach / Team Manager before taking part in a dragon boat activity.

Slips and Trips

These are the most common types of incidents that occur in society, and are no exception the dragon boat activity. The RSO and Club / Team will endeavour to ensure that the consequences of such incidents are not serious; however, the likelihood of falling over or slipping on a wet surface is likely to be greater than what you are used to.

Responsibilities

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The RSO and Club / Team have clear obligations and responsibilities that such incidents are taken seriously. However, the NZDBA expects every participant taking part in the dragon boat activities will contribute to their safety and that of other members in a dragon boat crew. By following the instructions provided by the Coach, Sweep, or experienced participants, such incidents will be preventable.

Acknowledgement

I recognise that participating in a dragon boat activity or event may require an attitude and approach that is different from other activities that I have been involved with. I acknowledge and accept that the nature of the risks may also be different from those with which I am commonly familiar and that certain risks remain.

I understand and accept that I have a responsibility for my 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. I understand that during dragon boat activities, I listen to the instructions of the Sweep / Team Manager or Boat Captain.

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Terms & Conditions of Participation as a Team Member in the Dragon Boat Regattas & Associated Events.

Everyone is responsible for their safety, and all members, whether participants, committee members, or volunteers must:

- Ensure they are familiar with the NZDBA Safety Management Plan .
- Ensure they act safely and without risk of injury to themselves or other dragon boaters.
- Eliminate or minimise hazards that can be easily fixed.
- Notify their RSO / Club Safety Officer of any hazards that require more substantial management by logging an incident with their respective RSO / Clubs / Teams.

Participants should:

- Be aware of and accept these risks.
- Be responsible for their actions and involvement.
- Fully understand that they have a duty of care towards other participants in the sport.

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, and I confirm I can swim at least 50 metres in clothing and will wear a life jacket at all times during on-water activities.

**SIGN TO ACKNOWLEDGE THEY HAVE READ AND UNDERSTAND THE SAFETY
MANAGEMENT PLAN BEFORE STARTING WATER-BASED TRAINING / EVENT**

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Appendix 2 – Reporting Near Miss / Incidents Flowchart Procedure

Record all Incident & Events into RevSport - Advise the NZDBA Secretary & Health & Safety Director

Clubs / Teams Responsibilities of reporting Near Miss & Incidents

Near Miss Incident Occurs

A near miss is an unplanned event that could have resulted in injury, illness, or damage, but did not:

Sustain Injury a person(s) and / or damage any property.

The potential for injury or damage, which may result in injury, damage, or mental wellbeing.

Report to their Regional Sporting Organisation

Incident / Event Occurs

An unplanned incident event that has caused:

Injury to a person(s, and / or damaged property or disrupt normal operations.

Incidents can range in severity from near misses, slips, trip and falls, strains, bruising, broken bones, loss of limb to fatal accidents or mental wellbeing.

Report to their Regional Sporting Organisation

Regional Sporting Organisations (RSO) Responsibility

RSO Committee records the Near Miss Incident and determines. What is the potential of the Near Miss, by referring to their Risk Register and Rating?
Take No Action, or
Take Action and implement Controls.
Record Near Incident in the electronic database.

RSO Committee records the Incident and determines. Refer to their Risk Register and determine the Rating. Refer to the Health and Safety at Work Act 2015 and the Maritime Transport Act 1994, to determine if the incident / event is notifiable. Record the incident & event into RevSport
If notifiable advise the NZDBA immediately, via email to the NZDBA Secretary and NZDBA Health & Safety Director.

No further Action

The RSO Committee will.
Investigate the cause of the incident/event.
Provide an update and investigation of the findings to the NZDBA.
Work with the Health & Safety Director, determine appropriate Control Measures to minimise / eliminate future events.
Record Near Incident / Event in electronic database.

Update the NZDBA Board of Management .

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Appendix 3 – Acknowledge of Risk, Next of Kin Form for Visiting Teams, Events & Away Teams

Club/Team _____

The Team Manager is to ensure this form is kept up to date and is always on hand at training and events. A copy is provided on each race day to the Racing Event Manager. The participant has read and accepted the Safety Management Plan, and I verify that I can swim 50m.

	Team member name	Team member signature	Next of Kin Name	Relationship	NOK Phone
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

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Appendix 4 - Part 91 Maritime Rules

Note: Maritime laws can be interpreted in many ways, for the sake of clarity; the BOPDBC Inc rule in regard to PFDs is that 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.
- (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 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

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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 effected. Any type of buoyancy aid categorised in the Standard meets the requirements of this rule.

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Appendix 5 – Risk Management – Probability, Consequence and Treatment

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 at night.

Probability

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

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

Acceptability

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
1.0 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 circumstances based on the NZDBA approval.

C: Acceptable with NZDBA 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 safety implications.

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Appendix 6 – Incident Report must be completed (Follow Appendix 2)

Incident Report		
Particulars of incident:		
Date:	Time:	Location:
Type of incident (please circle below):		
Injury	Illness	Environmental
Notifiable Event		Other:
Reported by:		Phone:
Role in the event:		Email:
The injured person:		
Name:		Address:
Age:	Phone:	
Witness(s):		
Name:		Phone:
Name:		Phone:
Name:		Phone:
Describe the incident: <i>(space overleaf for diagram if needed)</i>		
Describe any illness or injury: <i>What part of the body is affected and how?</i>		
Describe any property damage: <i>What damage was caused and how?</i>		
Analysis: <i>What do you think caused or contributed to the incident?</i>		
Prevention: <i>What action has been taken to prevent a reoccurrence?</i>		
Have all preventative actions been reviewed by the RSO, Club / Team Committees, and implemented?		
Yes		No
Investigation Conducted:		Date completed:
Committee Member Sign:  (Ctrl) ▾		Date completed:
Treatment:		
A & E Hospital:		Doctor:
Type of treatment provided:		
Notify NZDBA Health & Safety Director		
Advised by email:		Date:

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Appendix 7 – NOK and Health Details

Next of Kin, Emergency Contact and Health Details

Taking part in dragon boat racing is a physical activity and it is necessary to have the details of who to contact in an emergency. It is also useful to have information about any pre-existing health conditions to give to medical personnel in the event of a medical emergency when the person is enabled to provide by themselves. The provided information will be kept securely, treated as confidential and only revealed to relevant personnel for the person(s).

NOTE: It is the person(s) responsibility to inform the relevant RSO / Club / Team of any changes in their medical or physical condition and after injury, where a member needs to provide evidence, they are cleared to return to the activities.

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

Name: Relationship

Telephone (cell) (h) (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, _____
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 RSO and Club / Team Committees of any medical / physical conditions that may prevent me from exercising, and that I participate in this exercise at my own risk.

Signed: _____

Date: _____ Phone: _____

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