Event Sanctioning Application

To be read in conjunction with DBWA Safety Manual and DBWA policies available at [dragonboatingwa.asn.au](https://www.dragonboatingwa.asn.au/). Applications must be submitted to DBWA 21 days prior to the event.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Event organiser\* |  | | | | |
| Event partner/s (if any) |  | | | | |
| Event name |  | | | | |
| Event date |  | | No of days | |  |
| Venue |  | | | | |
| Contact person |  | | | | |
| Email |  | | | | |
| Mobile phone no |  | | | | |
| WWC requirements met, if needed | Yes |  | No |  | |

\* DBWA and/or member Clubs.

**Event type and approximate no of participants**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **No of participants** | **Event type** | **No of participants** |
| Club event |  | Come and Try |  |
| Corporate |  | Corporate/community |  |
| Schools |  | Festival |  |
| Other |  |  |  |

**Insurance**

Once an event is sanctioned, Clubs have access to $20 million in Public Liability insurance.

* For Corporate events, a fee of $15 is charged per participant. This does not include participants that are financial registered members of DBWA or are a volunteer or officials on the day.
* If corporate event participants have their own insurance, a Certificate of Currency is required with this application.
* Come and Try participants are covered by DBWA’s insurance. Clubs are encouraged to register Come and Try participants in the Dragon Pass Program.

**Risk Assessment**

The Event Organisers shall complete a risk assessment for the event and location to ensure that hazards have been identified and reasonably practicable measures put in place to eliminate or reduce the likelihood of exposure to a safe level. The risk assessment should be forwarded with the application to DBWA. A template is available at <https://www.dragonboatingwa.asn.au/documents/regattas-and-events/>

### Participant Waivers

All participants who are not members of DBWA must sign the DBWA-approved waiver. Use of an unapproved waiver violates the Sanctioning Agreement and may jeopardise insurance coverage.

Forms for single and group participants are available at <https://www.dragonboatingwa.asn.au/documents/regattas-and-events/>

**DBWA Recognition**

DBWA must be acknowledged as the sanctioning body for the event. This recognition should include the relevant DBWA logo on registration and other promotional materials.

**COVID 19**

COVID Event Plans, Checklists and Guidelines remain important to reduce the potential risk and spread of COVID-19. COVID Event Plans help mitigate the risk of COVID-19 and provide extra confidence to patrons and staff attending the event.

While they are not mandatory for event organisers to complete, they are still encouraged, so organisers can play their part in minimising the risk of spreading COVID-19 and protecting their staff and attendees.

As a DBWA requirement please review the COVID 19 guidelines below.

<https://www.wa.gov.au/government/document-collections/covid-19-coronavirus-events>

**Medical requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **The Event Organiser will ensure all medical and safety requirements will be met including:** | | | | |
| Trained medical support (min qualified first aid certification or higher). | Yes |  | No |  |
| Onsite provision of first aid room, tent or similar. | Yes |  | No |  |
| Stocked first aid kit. | Yes |  | No |  |
| Ice or cooling gel packs for injuries. | Yes |  | No |  |
| Emergency contacts for the nearest hospital, doctor, dentist, ambulance. | Yes |  | No |  |
| Telephone for emergency use. | Yes |  | No |  |
| Name of the organisation providing medical support (if applicable). |  | | | |
| Contact Name and phone number. |  | | | |

**Event Organiser sign-off**

|  |  |
| --- | --- |
| The person whose name is listed below is an authorised signatory of the Event Organiser and all details provided in this application are true and correct. | |
| **Name:** | **Office bearer/position:** |
| **Signature:** | **Date:** |

**DBWA approval**

Sanctioning approval is provided based on the information provided within this application is true and correct, special event insurance has been arranged (if applicable), and all events will be conducted in accordance with the regulations of the Government of Western Australia and the policies of Dragon Boating WA.

|  |  |
| --- | --- |
| **Name:** | **Office bearer/position:** |
| **Signature:** | **Date:** |

**Fees**

|  |  |
| --- | --- |
| Administration use only | |
| **Fee charged Yes / No** | **Date of Meeting:** |