



OUR MISSION

To connect people with dragon boating across Australia.

✉ admin@dbwa.net.au
🌐 www.dragonboatingwa.asn.au
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ISSUE	DESCRIPTION	DATE	REVIEWED	APPROVED
Previous	Event Sanctioning Policy	Oct 2022	DBWA	Nov 2022
Current	Formatted	Sep 2023	DBWA	Sept 2023
Review		2026		

DBWA EVENT SANCTION POLICY

SCOPE

The purpose of the Sanctioning Policy is to provide clarity, support and guidance to Clubs when hosting events, ensuring:

- Risks are adequately assessed,
- Safety requirements are in place to eliminate or mitigate risks;
- The event conforms to DBWA's aims, objectives and values;
- Where required, the event is covered by the scope of DBWA's insurance; and if not
- Adequate insurance coverage is obtained.

DEFINITIONS

"AusDBF" is the Australian Dragon Boat Federation.

"Club" is a Club member as per the DBWA constitution.

"Corporate" means a company, business, organization or association other than a DBWA Club.

"DBWA" means Dragon Boating WA incorporated.

"Dragon Pass participant" is a person who is registered with DBWA under the Dragon Pass Program and is not a financial member of DBWA.

"Member" is a person who is an Ordinary Member as per the DBWA constitution.

"PFD" means Personal Floatation Device.

RATIONALE

Clubs must apply to DBWA using the [Event Sanctioning Form](#) and meet minimum requirements in order to have their event sanctioned.

The Club, and where applicable, the external organization are fully responsible for coordinating and managing the event. DBWA's roles are set out in "Scope" above.

Events that are sanctioned by DBWA will have various forms of temporary insurance coverage for the event or the Club or Member(s) organizing the event.



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RISK and SAFETY

All DBWA sanctioned events have to comply with and use the;

- [DBWA Safety Manual](#) and [AusDBF Safety Handbook](#);
- [DBWA Risk Assessment \(example\)](#); and
- [DBWA Event Weather Policy](#)

The minimum age for athletes in a dragon boat is 10 years. A specific risk assessment must be undertaken for young athletes, those with any disability or medical conditions. The organizers of the event must ensure there is an adequate number of support rescue boats at the event.

INSURANCE

Details on DBWA's coverage can be found online at [Dragon Boat Federation \(vinsurancegroup.com\)](#).

DBWA's insurance has a list of types of events that are not covered and DBWA will not sanction these types of events. Where there is inadequate or no insurance the event will not be sanctioned by DBWA.

Where the Event Organizers have elected not to use DBWA's insurance they are responsible for providing Public and Personal Liability insurance in a sum not less than \$20M which covers the activities being undertaken and the event.

CODE of BEHAVIOUR

All people involved in organising or participating in a DBWA sanctioned event must agree to and comply with the [AusDBF Code of Behaviour](#).

EVENTS

Clubs or the Event Organizers must apply for sanctioning for all events that are outside of normal Club dragon boating activities using the [Event Sanctioning Form](#).

Events that do not need sanctioning are, including but not limited to, Club training, Club meetings, Club Wind-up or Presentation, attendance at Grand Prix regattas or WA State Championships etc.

Clubs and Event Organizers must apply for sanctioning where the event involves the general public or an external organisation, including but not limited to, Come and Try days, Corporate regattas or team building events, School Physical Education sessions, display of a dragon boat at a shopping centre etc.

Come and Try days, or similar where the general public is involved must be sanctioned and participants registered by the Club using the [Participant Waiver Form](#). Alternatively, Dragon Pass [Get Involved -](#)



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[Dragon Boating WA](#) can be used, though not recommended as it will increase Club membership on RevSport and if Club membership increases above 99 members additional RevSport fees will apply.

Corporate Events, Corporate team building days, or similar, must be sanctioned by DBWA.

The [DBWA Group Waiver Form](#) is to be used and participants registered by the Club for the event plus a maximum of four (4) training sessions.

If training for the event is planned to be greater than four (4) sessions, then the participants are required to be registered on Revolutionise Sport as a Social Member and the Club can determine the cost.

Dragon Pass cannot be used for Corporate events, Corporate team building days, or similar.

The Event Organisers are to provide DBWA a Certificate of Currency for Public and Personal Liability insurance that complies with the requirements of Clause Insurance above.

OTHER APPROVALS

Clubs and Event Organizers must obtain all other approvals necessary to hold the event. It is recommended that you contact your local government to see if there are any additional requirements to hold the event.

TERMS and CONDITIONS

All participants in DBWA Sanctioned events must read, agree to and accept “terms and Conditions” either;

- Individually [Participant Waiver Form](#); or
- As a group, [Group Participant Waiver Form](#).

DBWA COMPETITION REGULATIONS and RACING RULES

[DBWA Rules of Racing](#), these rules can be used for events with dragon boat racing involved, where a rule is not being used or varied, this can be stipulated in the event information.

PERSONAL FLOATATION DEVICES (PFD)

At DBWA sanctioned events the following must wear a Personal Floatation Device (PFD) when within three (3) metres of the water:

- Anyone who cannot swim 50 m or is a poor swimmer.
- If a DBWA Member, anyone who has not successfully completed the 50 m annual swim test.
- All competitors under 18 years of age.
- Officials and Volunteers on the Judge or Rescue boats.
- All Sweeps and Drummers.



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In addition to the above, the Organising Committee or Event Organizers must evaluate the need for all participants to wear PFD, taking into consideration the water and adjoining land being used for the event.

PFD should be used when;

- The waterway is more than 100 m wide; or
- The water is cold and could result in hyperthermia; or
- The water is fast moving and could disperse paddlers and equipment over a large area; or
- The finish line or turn around point is more than two (2) kilometres from the start line; or
- There are insufficient shoreline areas where a dragon boat can safely be retrieved and reloaded, or
- The event is using Small (10's) Boats or
- There are large public vessels which can make high wake.

APPLICATION

The [Event Sanctioning Form](#) must be lodged to DBWA with supporting documentation including the Risk Assessment. Information should be provided a minimum of 28 days prior to the event.

APPROVAL

The application will be considered based on information supplied and DBWA reserves the right to seek additional information or documentation.

DBWA may approve, part approve, place conditions on or decline the application. DBWA, at their discretion, may withdraw the approval at any time. DBWA's decision is final and not subject to appeal.

AT THE EVENT

The organisers must comply with all conditions, approvals, policies, regulations and guidelines relevant to the type of event being held.

The organisers must report any injury, near misses or collisions to DBWA using the SAFE365 App within 24 hours of the occurrence.

If an event is found to be in breach of sanctioning requirements, DBWA reserves the right to investigate and penalize the organisers. Penalties will be determined by DBWA.

POST EVENT

Within one (1) month of completion of the event the Club or Event Organizers will advise DBWA:

- Provide the number of participants for the event.
- Any incidents or injury that has had or may have any insurance claim or query.