



ARAFURA DRAGONS PADDLERS CLUB Inc.

RISK MANAGEMENT POLICY

2015 - 2017



ARAFURA DRAGONS PADDLERS CLUB Inc.

Risk Management Policy 2015-2017

CONTENTS

1. Notes
2. Policy Intent
3. Water Safety
4. Dragon Boats
5. Regatta-Race Director
6. Host Club
7. Race Committee
8. Penalties
9. Administration
10. Financial
11. Insurance
12. Reporting and Record Keeping
13. Coach and Sweep Qualifications
14. Membership Registration Details Form
15. Drugs
16. Alcohol
17. Sun Safety
18. Hydration
19. Pregnancy
20. First Aid
21. Policy Review
22. Acknowledgements

ATTACHMENT ONE: Accident/Incident Report Form
ATTACHMENT TWO: Achieving Positive Fluid Balance

ARAFURA DRAGONS PADDLERS CLUB Inc.

Risk Management Policy 2015-2017

1.0 NOTES

- Arafura Dragons Paddlers Club Inc. shall be referred to as ADPC
- Australian Dragon Boat Federation shall be referred to as AusDBF
- International Dragon Boat Federation shall be referred to as IDBF
- All reference to gender shall mean him or her; words in the singular include the plural and vice versa.
- St John's Ambulance or Red Cross can provide Senior First Aid Certificates

| 2.0 POLICY INTENT

2.1 The safety and well-being of members and participants shall be of paramount importance at all times within the activities of Arafura Dragons Paddlers Club (ADPC). The following policies shall be:

- Adhered to by all members;
- Reviewed on a regular basis by the ADPC Committee;
- Monitored by coaches and officials and any inadequacies reported to the ADPC Committee as soon as it becomes apparent.

2.2 Any accident or incident is to be recorded onto the ADPC .
Accident/Incident Report Form itemised as Attachment One to this Policy.

3.0 WATER SAFETY

3.01 All registered paddlers are to nominate swimming ability upon enrolment. The minimum standard is an ability to swim 50m. If a paddler is not able to meet the minimum standard then an approved Personal Floating Device (PFD) must be worn.

3.02 The Sweep shall be responsible for ensuring the water safety of persons under his/her care.

3.03 Club Coaches shall provide instruction on water safety drills and demonstrate capsize techniques.

3.04 Protective clothing shall be worn during the season when marine stingers are known to be present.

3.05 The Sweep is responsible for the dragon boat and inspection for seaworthiness before each event or training session

3.06 Under marine law the Sweep of a dragon boat is responsible for the navigation of the vessel

3.07 The Sweep is responsible for the safety of the boat and crew

3.08 In a dragon boat the maximum number of crew must not exceed the boat manufacturers specification.

3.09 In open water PFD's must be carried on board for each person.

- 3.10 Notice to the Lock Master must be provided whenever a training exercise or event is being carried out in open water.
- 3.11 For all training exercises in open water, it is the responsibility of the Sweep to ascertain local weather conditions and the tidal movements in the areas they plan to train that may affect the safety of their crew.
- 3.12 Sweeps are required to return to appropriate shelter and paddlers exit from boats when thunder occurs 15 seconds or less after a lightning flash.
- 3.13 During organised events, support boats shall comply with local marine regulations.
- 3.14 Personal Floatation Devices must comply with Australian Safety Standards
- 3.15 Dragon boats will not be used in the event of forecast cyclone warnings. Procedures to be followed will be in accordance to NT Emergency Services advice.

4.0 DRAGON BOATS

- 4.01 All dragon boats must comply with International Dragon Boat Federation (IDBF) Safety Standards.
- 4.02 Dragon boats must be cleaned regularly.
- 4.03 The dragon boat trailer must be adequately maintained, insured and registered.
- 4.04 In the event of cyclones dragon boats must be secured appropriately.

5.0 REGATTA - RACE DIRECTOR

- 5.01 It is the responsibility of the Race Director to ensure all aspects of safety both on water and off water are catered for by the Host Club and within the guidelines recommended by Australian Dragon Boat Federation (AusDBF).
- 5.02 The Race Director shall brief all competitors in all events to ensure that all boat crewmembers are aware of their responsibilities and are conversant with the rules and any significant navigation points associated with the course.

6.0 HOST CLUB

- 6.01 An application shall be made to the Dragon Boats Northern Territory (DBNT) to host a sanctioned regatta in accordance with AusDBF Rules, such application shall contain a proposal in writing to conduct an event and supply a choice of dates and an events programme including venue.
- 6.02 A Race Committee shall be formed to ensure regattas are run in accordance with AusDBF Rules.

7.0 RACE COMMITTEE

- 7.01 It is the responsibility of the Race Committee to ensure all safety aspects both on and off the water are fully operational and within the guidelines approved by AusDBF when conducting an AusDBF / IDBF regatta.
- 7.02 The Race committee shall ensure that sufficient support, (safety vessels) of an appropriate size are available for all events in accordance with AusDBF requirements and Aquatic Event or NT Permit guideline requirements.
- 7.03 The Race Committee shall make available sufficient PFD's for competitors in line with AusDBF requirements or Aquatic Event or NT Permit guidelines, for each event.

8.0 PENALTIES

- 8.01 Disqualification may occur for any offence against the rules of a regatta.
- 8.02 Penalties may occur for offences against officials including disqualification or loss of points.

9.0 ADMINISTRATION

- 9.01 ADPC Committee structure is in accordance with the Association Act NT
- 9.02 Formal meeting procedures are followed

10.0 FINANCIAL

- 10.01 The financial reporting requirements are to be in accordance to the NT Associations Act
- 10.02 An annual audit is conducted and tabled at the AGM with a copy sent to the Office of Business Affairs
- 10.03 Regular financial reports are tabled and minuted at ADPC Committee Meetings
- 10.04 Two signatories are required to sign cheques
- 10.05 ADPC Committee decides on expenditure
- 10.06 ADPC Committee has an identified Treasurer's position
- 10.07 An annual budget is tabled

11.0 INSURANCE

- 11.01 All equipment and property is to be comprehensively insured
- 11.02 DBNT, as the peak body, has responsibility for public liability insurance
- 11.03 Trailers to be appropriately insured

12.0 REPORTING AND RECORD KEEPING

- 12.01 A documented coaching record shall be maintained by the Coach/Coaches.
- 12.02 Club coaches to log water safety drills and capsizing techniques conducted.

13.0 COACH AND SWEEP QUALIFICATIONS

- 13.01 All assistant coaches are to hold at least a Level 1 Coaching Principles component of the Level 1 Certificate (National Coaching Accreditation Scheme Course) as recognised by AusDBF
- 13.02 The Head Coach shall obtain a Level 1 Certificate (National Coaching Accreditation Scheme Course) as recognised by AusDBF
- 13.03 Sweeps shall obtain Sweep Accreditation in accordance to AusDBF requirements

14.0 MEMBERSHIP REGISTRATION DETAILS FORM

- 14.01 A paddler must complete and sign all pages of the forms as required by ADPC
- 14.02 All new paddlers receive instruction and water safety advice before their first paddle. Paddlers are to receive written information about ADPC. New paddlers are to sign an indemnity form.

15.0 DRUGS

- 15.01 At all times members shall be governed by the rules and regulations as prescribed by the Australian Sports Anti-Doping Authority (ASADA) and World Anti-Doping Agency (WADA) .
- 15.02 The use of performance enhancing drugs and doping practices is contrary to the ethics of the sport and potentially harmful to the health of athletes and is condemned
- 15.03 The only legitimate use of drugs in sport is under the supervision of a physician for a clinically justified purpose
- 15.04 All person using medication requiring notification shall be required to complete a Therapeutic Use Exemption (TUE) declaration which must be signed by their medical practitioner
- 15.05 Smoking is prohibited in the caged area

16.0 ALCOHOL

- 16.01 Competitors at all Senior level divisions **shall not** consume alcohol while competing at a regatta or participating in training sessions.
- 16.02 The consumption of alcohol by junior division competitors at any Junior event is forbidden regardless of age.
- 16.03 All competitors, coaches, administrators and officials shall have a blood alcohol level of zero when competing, training and officiating.

17.0 SUN SAFETY

- 17.01 Education on sun smart methods is available from various sources and ultimately the responsibility for sun safety rests with each individual and in the case of minors with the parents.
- 17.02 Participants are to be encouraged to practice sun safe methods as recommended by the Cancer Council of Australia i.e. the wearing of hats, protective clothing, sunglasses and the use of sun screen lotions.
- 17.03 That sunscreen is readily available for use of paddlers
- 17.04 As far as practicable the use of shade (natural or man made) areas should be encouraged during all Club activities.

18.0 HYDRATION

- 18.01 Fluid replacement is essential especially in the tropics. Paddlers need to ensure they are full hydrated before training and competition and have sufficient amount of water during training. Regular drinking during exercise enhances their ability to gain from the training session. Drinks need to be cool, palatable and conveniently available during exercise. The choice of a sports drink or water is up to the individual.

Visit www.ais.org.au/nutrition for more information and see Attachment One for general notes with regard to personal maintenance of positive fluid balance.

19.0 PREGNANCY

- 19.01 It is the right of the individual to make decisions in respect of their own person and any decision to continue with the sport shall be entirely for the paddler and based on medical advice. A Doctors opinion should always be sought so that an informed decision can be made.
- 19.02 However, it is ADPC guideline that a Doctors Certificate must be made available to the club once a paddler becomes pregnant.
A copy of this certificate must be made available to ADPC.
ADPC will not accept any claims for injury, damages or other claims in respect of a person continuing to take part in a strenuous activity, train, compete or actively engage in any form of dragon boating, while pregnant, without a Doctors Certificate approving this activity.
- 19.03 This Certificate must be renewed on a monthly basis. A club may refuse to allow a person to take part in paddling activities if a Doctors Certificate is not available.

Visit www.ausport.gov.au to read the Federal Policy on Pregnancy in Sport

20.0 FIRST AID

- 20.01 In organised events adequate qualified first aid persons are to be present at all times at the venue during the competition.
- 20.02 St John's and the Surf Life Saving Association are to be invited to attend every regatta
- 20.03 The First Aid Officer is to hold a St Johns Ambulance qualification or similar.
- 20.04 Sweeps and Coaches are to be competent in First Aid and resuscitation techniques.
- 20.05 A First Aid Certificate is a requirement for all coaches qualifying for Level One Sport Specific Coaching Certificate
- 20.06 That a First Aid kit is stocked and readily available.

21.0 POLICY REVIEW

This Policy will be reviewed bi-annually to ensure that it remains relevant to club operations.

Signature

Signed:


Club Vice President

Signed:


Club Secretary

Date:

26/10/2015

Date:

26/10/15.

Next Policy Review Date:

October 2017

22.0 ACKNOWLEDGEMENTS

- Arafura Dragons Paddlers Club
- Arafura Outrigger Canoe Club
- Australian Dragon Boat Federation
- Australian Sports Commission
- Department of Sport and Recreation – Northern Territory
- Dragon Boat Northern Territory
- International Dragon Boat Federation
- Queensland Dragon Boat Federation

ATTACHMENT ONE

**ARAFURA DRAGONS PADDLERS CLUB
ACCIDENT/INCIDENT
REPORT FORM**



ARAFURA DRAGONS PADDLERS CLUB ACCIDENT/INCIDENT REPORT FORM

INJURY DAMAGE NEAR MISS

1 Event

2. Personal Details

Surname <input type="text"/>	First Name <input type="text"/>	Initial <input type="text"/>
D.O.B. <input type="text"/>	M/F <input type="text"/>	Language <input type="text"/>
Day Month Year		Contact Number <input type="text"/>

3. Position/Task Details

Description of Position/Task <input type="text"/>	Date Started in position/task
	Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>

MAIN TASKS PERFORMED

TRAINING PROVIDED

Induction	<input type="text"/>
Task Specific	<input type="text"/>
Both of the Above	<input type="text"/>
None of the Above	<input type="text"/>

4. Time and Date of Accident/Incident

Am/Pm <input type="text"/>	Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>
----------------------------	--------------------------	----------------------------	---------------------------

Time and Date Report Received

Am/Pm <input type="text"/>	Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>
----------------------------	--------------------------	----------------------------	---------------------------

5. Accident and Incident Results

Fatal <input type="text"/>	Hospital Inpatient <input type="text"/>	Doctor Only <input type="text"/>	First Aid Only <input type="text"/>	Property Damage <input type="text"/>
----------------------------	---	----------------------------------	-------------------------------------	--------------------------------------

No Injury or Damage

Nature of Injury or Damage

Location of Injury or Damage

Accident/Incident Report sent to DBNT

<input type="text"/>	<input type="text"/>
Yes	No

Investigation Undertaken

<input type="text"/>	<input type="text"/>
Yes	No

6. Description of Accident/Incident (Include any particular process, equipment, weather details involved)

What was the person doing at the time?

7. Names of Witnesses	Signature of Witnesses	Date

Note : A copy is to be provided to the Safety Officer within 24 hours of the accident occurring. An additional form should be completed for each person injured.

ATTACHMENT TWO

Achieving Positive Fluid Balance

Fluid requirements are unique to the individual as it is affected by:

- Type of exercise
- Genetics
- Body size
- Fitness
- Environment
- Exercise intensity

For paddlers at 32° C, humidity unknown, the follow sweat losses and fluid intake was recorded during a training session:

Males	sweat loss	990-2105 ml/hr
	Fluid intake	410- 1490ml/hr
Females	Sweat loss	740-2335 ml/hr
	Fluid intake	290- 1390 ml/hr

To calculate your sweat rate during exercise begin in fluid balance (see hints below)
Weight your self before and after exercise and volume of fluid consumed during exercise. 1 litre of fluid is equivalent to 1 kg.

Fluid deficit (L) = weight before exercise – weight after exercise = x kg

Total sweat loss (L) = fluid deficit + fluid consumed

Sweat rate (L/h) = total sweat loss/ duration of exercise = y L/h

Note your sweat rate may vary between dry, build up and wet seasons.

To maintain fluid balance:

Before the training or competition session drink will all meals and snacks.

300-400ml in 1 hour before training.

During training ensure you drink every 15- 20 mins ensure fluids are cool at 15°C.

Rehydrate fully after a training session.