



國際龍舟聯合會

INTERNATIONAL DRAGON BOAT FEDERATION

www.idbf.org

'The World Governing Body of Dragon Boat Sport'

Member of the General Association of International Sports Federations

The CREW HELM Award

**Extracted from the IDBF
Coaches Award Scheme**

for IDBF Members



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January 2007

CONTENTS

	Page
Introduction	03
Preamble	03
Purpose	03
Role of the Coach	04
Subsidiary Information	
• Swimming Test	05
• Boat Capsize Exercises	05
• Basic First Aid Award	05
• Definitions of water types	06
• Support Boats	06
• Powered Boat Drivers	06
The Coaches Awards Scheme	
• Overview	07
• Crew Helm - outline	07
• Foundation Coach - outline	08
• Participant Coach - outline	08
The Crew Helm Award	
• Introduction to the Award	09
• Pre-Requisites	09
• Assessment	09
• Requirement	09
• Limitations	09
• Course Modules	10
• Summary of the Award	10
 The Crew Helm Award - Course Modules	
<u>Module 1</u> Basic helming and boat handling	11-15
<u>Module 2</u> Basic commands	16-18
<u>Module 3</u> Safety on the Water Part 1 - Crew activities	19
<u>Module 4.</u> Safety on the Water Part 2 – The Crew Briefing	20-24
<u>Module 5.</u> Safety on Water Part 3 – The Capsize Routine.	25
 Annex A Crew Helm Test of Competence	 26



NATIONAL COACHES AWARDS SCHEME - 2007

Welcome to the National Coaches Awards Scheme (NCAS) of the International Dragon Boat Federation (IDBF). The NCAS is for adoption by IDBF Members at National and Territorial level who wish to qualify people to introduce new participants to Dragon Boating activities.

PREAMBLE: **What is 'coaching**, the concise Oxford Dictionary defines the verb to coach as to "tutor, train, give hints to, prime with facts". These things can be done in many ways but in practice, they have little or no relationship with pure coaching techniques – that is Performance Coaching, as carried out today by 'coaches' within modern sport.

Performance coaching is not the transfer of information from a coach to a new participant, that is Teaching new skills. Coaching is about stimulating the experienced performer to help them discover ways of improving their performance from within themselves.

The IDBF NCAS **does not** address in detail the needs of experienced paddlers seeking performance coaching nor does it address the skills and qualifications required to qualify a person as a 'Performance Coach' or as a Boat Helm (Steerer/ Sweep) in a formal competitive environment organized by an IDBF Member - designated by the IDBF as 'Sport Racing'.

Such areas of coaching and Coaching Awards, are dealt with in Coaching Schemes offered by various IDBF Members and approved by the IDBF – such as the Australian and British federations.

However, within the NCAS, advice is given concerning the skills areas that the IDBF feels should be covered in Performance Coaching Awards, up to and including the coaching of Elite Paddlers and Crews for international competition and the knowledge needed to Helm a boat in Sport Racing.

PURPOSE: **The National Coaches Awards Scheme** Manual is designed to provide IDBF Members' with the information necessary to develop an Awards Scheme, at National or Territorial Level, which will impart the knowledge and skills necessary to:

- Control (Helm, Steer, Cox) a Dragon Boat up to and including competition in an informal competitive environment, such as Dragon Boat Festival Racing.
- Teach participants (Paddlers) at beginners level the basic skills required for Recreational Dragon Boating and to take part in a Dragon Boat competition.
- Convey knowledge to and assess the competence of, those who wish to teach the basic skills required to introduce and supervise recreational dragon boating and to coach Crews, at novice level, for informal competitive Dragon Boat Racing.

In the IDBF National Coaches Awards Scheme there are three (3) Awards, namely:-

Crew Helm	(Personal Skill/Teacher)
Foundation Coach	(Level 1 Coach)
Participation Coach	(Level 2 Coach)

The term 'coach' in the context of the NCAS refers equally to Crew Helms and Foundation and Participation Coaches.

The Role of the Coach.

Successful coaches know WHY they are coaching and WHAT coaching is all about, that is, the roles you have to play as a coach. There are of course many roles from motivator to stopwatch holder, from listener to travel agent but in the end 'helping the individual to improve their performance, in their given sport, must be the primary objective and role of a coach.

What is Coaching All About.

To assist Dragon Boat paddlers to improve their paddling techniques and performance the Coach must play many roles, for example:-

- Pass on information
- Motivate their paddlers
- Advise and counsel them
- Plan their training schedules

To function effectively in these and many other roles, the Coach must have a number of basic skills such as the ability to

- **Plan and Prepare:-** The Coach needs to be able to plan and prepare training sessions that are appropriate to the needs of the paddlers. The Coach also needs to be able to organise both human and physical resources appropriate to the needs of training and competition.
- **Conduct and Communicate:-** The Coach has to organise and conduct training sessions appropriate to the individuals needs of the paddlers. The Coach has to facilitate the learning of fundamental skills and tactics of dragon boating whilst communicating effectively with their paddlers and others involved in the sport.
- **Monitor and Review:-** The Coach has to observe and assess a paddler's performance and provide appropriate feedback on the performance. Activities need to be adjusted to suit individual and crew needs whilst still ensuring their safety. The Coach needs to know how to manage an emergency situation, quickly, calmly and effectively.
- **Evaluate:-** The Coach needs to be able to evaluate the achievements of a training session and the season's objectives and to judge the effectiveness of his or her own coaching behaviour.
- **Adapt:-** Having evaluated their own performance, the Coach needs to identify and then implement changes or modifications to his or her own coaching behaviour.

Code of Ethics.

The role of the coach is broader than the pure 'coaching' considerations outlined above. There are also a number of ethical issues that a Coach needs to deal with, such as, drugs in sport; harassment and respect for officials; discrimination and competitors welfare and safety.

In many Countries coaches are required to sign a Code of Ethics that lays down behavioural standards for coaches. The IDBF recommends that all Dragon Boat Associations implement such a Code of Ethics and as a minimum adopt the relevant IDBF Policies on these issues.

With acknowledgement to Carol Flanagan and Gavin Godfrey – Australian Dragon Boat Federation.

IDBF NATIONAL COACHES AWARDS SCHEME

SUBSIDIARY INFORMATION FOR AWARD COURSE PROVIDERS

A: Swimming Test: The following test is designed for a swimming pool but can be conducted outdoors in a designated swimming area. It is conducted with participants wearing light clothing, as for a race, that is, racing shirt/vest, trunks, shorts, socks and foot wear. The Test:-

1. Enter deep water by jump or dive, showing complete immersion.
2. Immediately swim 50 m on front, competently and **without** a rest or touching the end wall (25m pool) or pool bottom.
3. Tread water for 30 seconds and swim 25m, on back.

The test is done without a rest and judged, as satisfactory by a competent third party, such as a qualified Dragon Boat Coach, swimming pool coach or lifeguard.

B: Boat Capsize Exercises: If a capsize exercise is proposed, then as a minimum, the following considerations should be taken into account:-

1. Choose good weather conditions:- warm air, water above 10c, no wind.
2. Choose safe placid water:- that is, no other boating activities taking place, no currents, weirs etc. Clean water to swim in (or swallow!).
3. Ensure that a safe exit from both the boat and the water is possible, for the crew and that a safe recovery of the boat too, is possible.
4. Ensure the crew are fit and that they are all proven, capable swimmers.
5. Ensure the crew are appropriately dressed, as for a race and wearing buoyancy aids. Also consider helmets for head protection.
6. Conduct proper crew dry land training and preparation beforehand.
7. Prepare the boat to avoid risks and minimise damage/loss, e.g. no ropes to tangle swimmers. Stow painters but fit and secure a tow rope.
8. Have at least one Powered Support Boat standing by and additional help on hand.
9. Have trained first aiders with experience of dealing with water sports.
10. Ensure that the exercise is well supervised and consider taking a video of the exercise for subsequent review and use as a training aid.

C: Basic First Aid Award: The IDBF recommends that Foundation and Participation Coaches have a first aid qualification designed to provide them with the basic knowledge and skills required to address the First Aid incidents most likely to arise during dragon boating on very sheltered and sheltered water and within a reasonable distance of medical assistance. A suggested First Aid Award syllabus, with a rough guide to the time that should be spent on each subject, is as follows:-

- | | |
|---|---------|
| 1. Incident Management. | 30 min |
| 2. The ABC of Resuscitation (CPR). | 150 min |
| 3. Drowning and Cold Water Immersion. | 30 min |
| 4. The Effects of Heat and Cold. | 30 min |
| 5. Wounds and major Bleeding. | 30 min |
| 6. Shock. | 20 min |
| 7. Heart Attacks. | 30 min |
| 8. Head Injuries and Other Causes of Unconsciousness. | 30 min |
| 9. Fractures, Dislocations, Strains and Sprains. | 30 min |

D: Definitions:

1. **Very Sheltered Water.** The definition involves, quiet canals with easy bank access and egress. Park lakes, which are not large enough, and do not have difficult landing areas, for problems to occur if there is a sudden change in conditions. Enclosed Docks and Outdoor Activity Centres. Specified sites on slow moving rivers or shallow lakes not exceeding 2 metres (6 feet) in depth.

The definition implies Northern Hemisphere summer weather conditions, which are not in themselves, likely to cause problems. Care must be exercised when water temperatures are low or wind strengths cause adverse water conditions, as can be expected in bad weather.

2. **Sheltered Water.** The definition involves, Small Lakes and Reservoirs, placid water rivers, faster flowing rivers but not involving the shooting of Weirs or running rapids. The definition implies normal Northern Hemisphere summer weather conditions. Care must be exercised when water temperatures are low or when located more than 50 metres from a shore or landing point.

3. **Sheltered Tidal Waters.** The definition involves, small enclosed and semi enclosed bays where there is minimal possibility of being blown offshore; the upper reaches of some river estuaries and enclosed Harbours. In all cases the wind and weather conditions must be favourable and care must be exercised if operating more than 50 metres from a landing point. See also Support Craft at section E.

4. **Open Water.** The definition involves, Large and Very large Inland lakes and Reservoirs; tidal river estuaries and open harbours but not the Open Sea. The Open Sea is a very different environment from inland waters. The IDBF does not encourage dragon boat activities on the Open Sea but **in Mediterranean or tropical climates this definition includes shallow sandy beaches, in an open bay, where the tidal flow and height changes are small and the prevailing winds do not produce surfing waves.** See also Support Boats at section E.

E: Support Boats.

When operating on Sheltered Tidal or Open Water the use of a powered Support Boat is recommended. But, in calm and stable conditions and provided that the boat remains within 50 metres of a shoreline or landing point, a crew may with the authorisation of at a Participation Coach (Coach Level.2) dispense with a Support Boat.

When non-supported, the IDBF recommendation is that PFAs shall be worn by all crew members, irrespective of their age, experience, personal fitness or swimming abilities. Tow lines must be carried in the Dragon Boat, with at least two (2) spare paddles and a First Aid Kit and Emergency Equipment must be available close at hand.

Powered Boat Drivers. All drivers of powered boats should be properly and effectively trained. It is recommended that all drivers obtain an appropriate qualification from the national authority with responsibility for power boat operation and handling and that the Boat Drivers concerned practice recovering and towing dragon boats.

All powered boats involved in dragon boat activities must be adequately and effectively maintained and should have engines fitted with an engine cut off device - generally called a "kill cord" and carry the following equipment:

Bailers; a throw bag/line; exposure bags; a first aid kit; a sharp knife; a paddle.
And a container of clean fresh water.



IDBF NATIONAL COACHES AWARDS SCHEME MANUAL

PART.A

THE COACHES AWARDS

The IDBF National Coaches Awards are designed to:-

1. Impart the knowledge necessary to introduce novices to the sport and recreation of dragon boating in a safe and responsible way.
2. Teach people the personal skills needed to Helm and steer a Dragon Boat in both non-competitive (recreational) conditions and in an informal competitive environment.

The IDBF recommends that all IDBF National Coaches Scheme Award Holders are Members of their IDBF Member Dragon Boat Association and their Awards registered by the Member.

Registered status for a Crew Helm, Race Helm, Foundation or Participation Coach will indicate that the individual concerned has undergone formal training and assessment through the IDBF National Coaches Awards Scheme (or has been exempted from such training by the IDBF Member concerned by virtue of proven past experience and ability).

Scheme Overview

The Crew Helm is a "personal skill and teaching" qualification, whilst the Foundation Coach Award (Level 1) is a teaching qualification which includes the general coaching skills needed to take responsibility for a Novice Crew in an informal Festival Racing competition.

The Participation Coach (Level 2) introduces the skills needed to run crew training sessions and be in charge of Dragon Boating at an outdoor activities centre; mentor and supervise Foundation Coaches; train and assess Crew Helms.

The IDBF National Coaches Awards are outlined as follows:-

Crew Helm.

The Crew Helm Award is a combined personal skills and teaching award for those wishing to Helm a Dragon Boat and teach a Dragon Boat Crew the basics of paddling a dragon boat in a recreational or informal competitive environment.

The Crew Helm operates at the introductory level of the sport and is the basic personal skills award that is a pre-requisite for anyone wishing to hold a Foundation or Participation Coaches Certificate.

The Crew Helm shall be permitted to take responsibility for crew and craft, under the supervision of a Foundation Coach but only within the guidelines and conditions attached to the Award, which is restricted to sheltered waters – see Definitions.

In Open Water or Sea conditions it is recommended that a Foundation Coach should be present in the Boat and that a Participation Coach should supervise the dragon boat activity.

Foundation Coach (Coach Level 1)

The Foundation Coach Award is the starting point for coaches and should be considered as such. The Award is for those wishing to take and supervise young people in basic dragon boat activities in a controlled environment, for example an Outdoor Activities Centre or to teach a crew the skills necessary to participate in informal competition.

A Foundation Coach will be competent to supervise a Crew Helm at Dragon Boat Festival (Charity type) races.

The candidate will be encouraged to develop their skills under the guidance of a higher-level coach. The Foundation Coach (Coach Level 1) is the basic award for those wishing to become Participation Coaches in Dragon Boating. Foundation Coaches operate at the introductory (foundation) level of Dragon Boat Sport.

This award specifically covers an introduction to the skills necessary to coach a crew safely in recreational dragon boating. The Award allows the holder to Helm a Dragon Boat, without the supervision of a higher-level coach, within an outdoor activities centre; in a Club training situation and in a Dragon Boat Festival type of environment.

Participation Coach (Coach Level 2)

The Participation Coach Award specifically aims to develop participation coaching skills and the idea of performance coaching in those holding the Foundation Coach Award or in the committed and experienced Dragon Boat enthusiast.

The Award is focused towards independent action of the candidate, who will be encouraged to develop their skills and expand their knowledge of training techniques and general coaching and related skills.

The Participation Coach Award is the general coaching award for Dragon Boat Sport. The Award Holder will be capable of running crew training sessions and is qualified to be the person in charge of Dragon Boating at an outdoor activities centre and to be responsible for a crew and its Helm in normal summer race conditions in both a Dragon Boat Festival and Sport Racing type of environment.

A Participation Coach who holds a Race Helming Certificate will be competent to Helm in all kinds of racing conditions and to oversee Trainee Race Helms in a Sport Racing environment. The Participation Coach operates at the Foundation and Participation levels of the sport.



IDBF NATIONAL COACHES AWARDS SCHEME

Award 1 - Personal Skill & Teaching Award

CREW HELM AWARD

Introduction to the Award

The Crew Helm Award is for those wishing to develop their helming skills and to become involved in coaching within the sport of Dragon Boat Racing.)

The Crew Helm Award has been developed to give participants in Dragon Boating the best introduction to the sport. The Crew Helm therefore operates at the Introductory (Foundation) level of the sport and is the basic personal skills and teaching award that is the pre-requisite for anyone wishing to hold the Foundation Coach or Participation Coach Awards.

The course is essentially practical and planned to cover the basic techniques necessary to take control of a Dragon Boat and to teach newcomers to Dragon Boating the skills necessary to paddle a dragon boat in a recreational environment. The training course is therefore designed to develop personal confidence and assess competence to Helm a Novice Crew.

The Crew Helm training and assessment course should normally be of two days' duration, although the modules do not have to be completed at the same time.

Pre-requisites, Requirements, Assessment and Limitations

Pre-requisites. Be water confident and fit to helm – **see Note.1**

Assessment. The IDBF suggests that the assessment is conducted by a Participation Coach who has NOT been involved in their training and that the Assessment includes a controlled capsized routine as a helm.

Requirements. The candidate must pass all five modules that comprise the Award syllabus to qualify as a Crew Helm but does not need to do them all at the same time. All the modules may be completed in a single weekend from novice level or a single day for those with prior water or helming skills.

Limitations. The Crew Helm will only be qualified to helm a boat in the presence of a Foundation Coach or above.

NOTE. 1. Ability to swim. Ideally all Crew Helms should be able to swim at least 50 metres – see *Swimming Test, without a Personal Flotation Aid (Device) – normally known as a Buoyancy Aid or be 'water competent', but, as a minimum, when wearing a PFA, they must be **water confident**.* It is suggested that a person who is 'confident in water' must be able to remain calm and tread water, without supervision, when wearing a PFA in cold or slow moving water,

*(It is suggested that '**water competent**', means an ability to swim and hold a position in cold or slow moving water by treading water and remaining afloat, unaided, in such water conditions for at least 3 minutes. See also the IDBF Water Safety Policy).*

A person's swimming ability **can be accepted** as a signed written understanding of the risks associated with dragon boating prior to taking part. *If the ability of a person to swim is in doubt, then a test of water competence or confidence is advised as part of a controlled dragon boat capsized routine held under the supervision of a Participation Coach at a Crew Helms Course.*

The Crew Helm Award - Course Modules

Module 1 **Basic helming and boat handling**

The module is a practical one where the skills of handling a boat and crew are taught. This will be assessed on the water by the Crew Helm's Test of Competence – see below.

Module 2 **Basic commands**

This module may be taught on land but must be assessed on the water by the Control Commands Test of Competence. This can be done in conjunction with the Crew Helm Test.

Module 3 **Safety on the Water Part 1 - Crew activities**

This should be taught from the current IDBF Safety on Water leaflet, supplemented by other relevant safety requirements of the IDBF Member concerned or by Health and Safety Legislation in force in the Country or Territory, in which the Crew Helm's Course is being conducted. The candidate should Have an awareness of Risk Management and the Candidates own role within the process. This module should be assessed by means of a question and answer session.

Module 4. **Safety on the Water Part 2 – The Crew Briefing**

This module should be taught from the IDBF Member's Crew Briefing Information Sheets and the IDBF Water Safety Policy Document. The candidate will have a good understanding of both and be practised in the delivery of crew briefings. Assessment should be by means of a question and answer session.

Module 5. **Safety on Water Part 3 – The Capsize Routine.**

This module should cover the theory and practice of the capsize routine. The candidate will have full knowledge of the routine and be assessed by a practical controlled capsize routine on sheltered or very sheltered water.

The candidate will demonstrate a working knowledge of Rescue and Recovery techniques required for a capsized boat. This will include retrieval of all crew into a powered support boat(s), towing a Dragon Boat and use of any specialist rescue equipment available to the location where the capsize is being conducted, by taking part in a controlled capsize drill or demonstration.

Summary of the Award.

Successful Candidates will be able to demonstrate their ability to relate to participants; get them dressed in the correct clothing and safety equipment; conduct a full land based safety briefing; demonstrate and teach the basics of the dragon boat paddling technique; load and unload a boat; cast off and make fast; take a crew through a controlled capsize exercise; generally introduce newcomers to dragon boating, as a recreational activity and have a basic knowledge of the history and culture of the Dragon Boat and Dragon Boat Racing.

IDBF CREW HELM AWARD SYLLABI

Module 1 **Crew Helming and Boat Handling**

The unit will be essentially a practical one where the skills of steering the boat will be taught in conjunction with ideas associated with handling a crew. The practical component of the course will take place using experienced paddlers.

1.1 Taking to the water

- The ability to judge whether it is safe to take the crew out comes mainly from experience and getting to know the local effects of weather.
- There is, however, a golden rule to work by:- ***If in doubt DO NOT GO OUT!!!***

1.2 The boat and its fittings

Before the crew arrives, it is necessary for the candidate to check that the boat is in a fit condition for the session. The head, tail, drum, drummer's seat, and steering oar should be securely fitted to the boat and there should be no loose ropes, particularly around the drum seat.

Candidates should be taught to:-

- Check the boat for major leaks and make sure that there are some bailers available for use during the session.
- Check that the bow and stern mooring ropes are fastened.
- Check that the centre seat cover is in place for split boats.
- Finally make sure that there are sufficient paddles available for the number of crew expected.

1.3 The boat and its fittings

Candidates should be taught :-

- To secure the steering oar to the two steering pins.
- That the normal method is a series of figure of eight knots
- That the oar should have sufficient freedom to allow the full range of movement.

1.4 Loading the Boat

Candidates should be taught to:-

A Arrange the crew by size and ability

- Candidates can expect that an experienced crew will know where they are to sit in the boat but a novice crew will need to be seated by the helm.
- Candidates will be expected to learn how to organise a crew in pairs according to their size and weight, not on a "who they want to sit with" basis.

B Organise paddlers left and right

- It is unlikely that you will have an even number of left and right handed people so it is important that candidates are made aware that many people can paddle on both sides or on the opposite side to their normally favoured side.

C Explain the role and seating of the drummer

- It is important for the candidate to realise that the drummer is a vital member of the crew and is a position not to be taken lightly. They should be aware that the drummer is in an unstable position and may be very nervous until used to the position. The size and weight of the drummer should be taken into consideration.

D Get the crew seated

- The candidate should understand the need for getting the crew into the boat safely without causing excessive rocking from side to side.
- The candidate should seat the crew so that their weight is close to the sides of the boat. Their paddle side thigh should be close to the side of the boat.

E Check the balance

- Once the crew is seated, the candidate should learn to check the balance or "trim" of the boat. This should be done visually by looking at the waterline of the boat at the front and back. Candidates should also learn to feel the balance of the boat when they stand on the back.
- If the boat is not balanced, the candidate must learn how to change the seating positions of the paddlers until the balance is correct.
- The candidate must understand that it is possible for the helm to finely tune the balance by standing on the appropriate side of the boat, they should be encouraged to try this in training.

Note. If the water is rough or the crewmembers heavy, it may be necessary to take out some of the crew and redistribute the weight.

1.5 Casting off

Candidates should be taught a range of methods for getting the boat safely away from the loading area.

- Using two people on shore, one at each end of the boat. These people are able to hold and control the front and back of the boat and cast off when the helm is ready.
- Using the helm and drummer and mooring ropes to hold and secure the ends of the boat.
- If no mooring points are available, then the near side paddlers must hold the boat onto the landing area using the flat blades of their paddles.
- When casting off, the near side paddlers should push the boat gently out using their paddles as instructed by the helm.

1.6 Controlling a Dragon Boat

The candidate should be taught the following key points associated with steering and controlling a dragon boat.

- On the water it must be the main objective of the helm to steer the boat in a safe and efficient manner. This is achieved by the use of the steering oar, which should be tied in a secure manner but with sufficient slack to allow full and free movement to steer the boat.
- The importance of a well-balanced position one foot in front of the other. Try bracing the legs against the gunwales of the boat.
- The blade should be vertical, trailing lightly through the water as the boat moves along. Although this creates some drag, it aids directional stability and allows a quick response to be made when necessary.
- The steering is achieved by pulling or pushing the handle end of the steering oar, either towards or away from you. Pushing away will turn the boat to the right, pulling the handle towards you will turn it to the left.
- Rotation of the steering oar can be used to assist steering.
- When steering the boat at slow speeds, repetitive strokes of the steering oar may prove to be more effective than leaving it in the water.
- When setting off, look along the length of the boat and line the head up with a distant object as a reference point.
- To react early but do not over react, a light pressure is usually enough to keep the boat on line.
- That it is more difficult to correct a left-hand turn than a right hand turn because of the offset steering arm.
- How to use draw strokes to spin the boat.
- How to use draw strokes to move the boat sideways.
- How to make the paddlers stabilise the boat by means of bracing strokes.
- How to move the boat backwards, looking in the correct direction but still being in control of the crew, noting danger of trapping the steering oar under the boat.
- How to carry out an emergency stop.

Always bear in mind that there is no absolute right or wrong way to steer a dragon boat, the candidate must find a personal system that is suitable for both themselves and the crew.

1.7 Awareness of local conditions

The candidate should be taught:-

- That it is their responsibility to know any rules or regulations governing the use of the water or conduct on it.
- That in terms of other water traffic there are two main rules of conduct that should be observed.
 - i. Boats should travel on the right and pass on the right.
 - ii. When crossing the path of another boat you should always cross behind the other craft, priority from the right.

1.8 Approach to shore

Candidates should be taught:-

- Once the session has finished, the helm must bring the boat and its crew, safely back to the shore. This should be done with a great deal of care as a lot of damage is done to boats colliding with landing stages and jetties.
- To approach the shore at minimum speed with due regard for the direction of the wind or any water movement.
- When close to the landing stage, they must make sure that the paddlers move their hands and paddles clear of the edge to avoid them being caught between the boat and the landing stage. Paddlers should be told to raise their paddles clear of any obstructions.

1.9 Unloading the boat

Candidates should be taught:-

- Once the boat is stationary at a landing stage, they must learn to organise the paddlers to leave the boat carefully and safely.
- The need for a steady exit, one paddler at a time.
- Drummer should be first off whenever possible.
- That they should make a final check that all the crew are accounted for.

1.10 Securing the boat

Candidates should be taught:-

- How to secure the boat safely.
- To develop an understanding the necessary use of ropes and knots for differing conditions.

1.11 Storage of equipment

Candidates should be taught:-

- The need to account for all the relevant equipment and store it in the appropriate place.

IDBF Coaching Awards Scheme
CREW HELM TEST OF COMPETENCE

NAME OF CANDIDATE _____

TASK	√	Assessors comments
➤ Ensure that the boat is water-worthy and securely fitted out with its appropriate equipment.		
➤ Load the boat with due attention to balance and trim (no less than 16 paddlers for 13m boat and 8 for 10m boat)		
➤ Steer the boat away from the bank or pontoon, with due regard for the prevailing conditions.		
➤ Demonstrate the ability to maintain a straight course for a minimum of 100m with crew paddling at a steady pace.		
➤ Demonstrate turns to the right and left, under power, the boat should then be returned to original course.		
➤ Steer a figure of eight course at manoeuvring speed as directed by the assessor.		
➤ Turn the boat through 180 degrees while stationary. Use of the crew is at the discretion of the helm.		
➤ Demonstrate bracing the boat on the move.		
➤ Demonstrate an emergency stop when the boat is running at full power. The boat must be brought to an absolute stop within two boat lengths.		
➤ Demonstrate the appropriate procedures for returning to the bank or pontoon.		
➤ Unload the crew and secure the boat in an approved manner whilst making allowance for the prevailing conditions		
➤ Throughout the test, the candidate should remain in control of the boat demonstrating good awareness of other craft, changing weather etc.		

Overall result of test

Name of Assessor**Qualification**.....

Date and venue of test.....

Module 2

Basic Commands

2.1 Qualities desired in a Helm

To many people the ability to steer the boat in a straight line may appear to be the only skill necessary. However, it is essential that potential helms are aware that their responsibility extends beyond this. A good helm can be the focal point and inspiration of a developing crew.

Some of the attributes shown by a good helm are listed below. Some of these can be acquired quite quickly, while others are more likely to be developed through experience.

A Control

- The helm must always be in control of both the boat and the crew. It is not possible for the helm to operate safely without the co-operation of the crew.
- The helm should be assertive and decisive but not too aggressive.
- Make your instructions clear and simple.

B Respect

- Seek to achieve respect from your crew by being sensitive to their needs and supportive of their questions.
- Act as an ambassador of the sport and encourage the crew to share in your enjoyment of the activity.
- Demonstrate a sound knowledge of the sport.

C Team Spirit

- The helm should act as the focal point of good team spirit.
- Try to discourage destructive bickering and complaining, as these really don't help anybody achieve anything.
- Use, and encourage the use of positive statements as these make the crew feel good and reinforce that you are doing something well. This will help to motivate the crew members and build bonds between them.

2.2 Need for control commands

Candidates should be taught:-

- That commands should be kept simple, concise and loud, as the helm is a long way from some of the paddlers. Otherwise they might be misheard or not heard at all, particularly in changeable weather conditions.
- That commands used to pass information about what task needs to be performed for example during training sessions, should be in three sections:-
 - 1) Information as to what to do.
 - 2) A command to get ready to follow the instruction.
 - 3) The signal command to do it.
- That during races, specific commands may be developed as they suit a particular crew.
- That the following commands are used as a national convention. This provides continuity and a common understanding for the team, no matter who helms.

2.3 Starting commands

The sequence of commands used to start the crew paddling during a race would be.

- **Are you ready!.....Attention!.....Go!**

Under normal training condition the candidate should understand that a variety of terms could be used depending on what the coach requires from the crew. For example:-

- **Steady forward paddling.....AttentionGo!**
- **Forty strokes with extra rotation.....Attention.....Go!**

2.4 Stopping commands

There are two commands, to be used in different situations.

- **Easy . . .** Used to instruct the crew to stop paddling. It is acceptable to use the command **Stop Paddling** as long as there is a clear distinction between this and the emergency command in terms of emphasis.
- **Stop the boat !!!** . Used in an emergency stop

Note that should the boat be moving backwards, stopping is achieved by forward paddling.

2.5 Paddling backwards

This type of paddling is often necessary when bringing the boat to a start line or onto a landing stage.

- **Backpaddle.....AttentionGo!**

Backwards paddling is achieved by placing the paddle behind you with the blade flat on the water surface, on the **Go**, push down and forwards. The paddlers should as normal follow the stroke rate set by the stroke pair at the front of the boat.

2.6 Stability command

On some occasions it is necessary to try to increase the stability of the boat by enlisting the aid of the paddlers who put their blades flat on the water surface. In this case the command is:-

- **Brace the boat**

2.7 Manoeuvring commands

It is possible for the crew to help in the manoeuvring of the boat by using draw strokes. This can be used in two main ways.

- **Draw left or Draw right.....**to spin the boat.
- **Whole side draw left or Draw right.....** to move the boat sideways
- **Paddles up.....** To keep the paddlers' hands and paddles clear of obstructions

IDBF Coaching Awards Scheme

CREW HELMS CONTROL COMMANDS TEST OF COMPETENCE

NAME OF CANDIDATE _____

TASK	√	Assessors comments
➤ Starting command.....Instructions		
➤ Starting commands.....Race		
➤ Stopping command.....Easy/Stop paddling		
➤ Stopping command.....Emergency stop		
➤ Backwards paddling		
➤ Bracing for stability		
➤ Use of draw stroke to spin the boat		
➤ Use of draw strokes to move the boat sideways		
➤ Paddles up during the approach to shore or landing stage		
➤ Throughout the test, the candidate should remain in control of the boat demonstrating good awareness of other craft, changing weather etc.		

Overall result of test

Name of Assessor**Qualification**.....

Date and venue of test.....

Module 4

Safety on the Water

Part. 2 - THE CREW BRIEFING

This module should be taught from the standard crew briefing information. The candidate should be informed of the key points of delivering the briefing to a crew and encouraged to practise this for future practical use..

4.1 The crew Briefing, who needs it?

Standard Crew Briefing, who needs it?

You do!

- Start with the worst case scenario, a boat goes over, injury or worse occurs and the crew claim that they were not told what to do. ***Where do you stand?*** An audit trail back to the IDBF Member concerned is a good fall back position.
- In the best case, you could be responsible for saving someone's life.
- Take pride in knowing that you are doing the job correctly
- Give a crew the chance to have a go at the best sport in the world safely.
- Increase your own confidence in providing a good briefing.
- You only have about 30 second to make an impact on the crew, having a standard practised approach will guarantee success.
- It takes about 20 minutes to complete a good crew briefing and even the best of us can benefit from having the information to hand while we are doing the job.
- This system breaks the information up into manageable sections, which are logical and easy to deliver.
- You need the back up of the governing body of the sport.

4.2 The IDBF Member Crew Briefing

Candidates should be taught the following points that need to be made to a new crew.

A Introduction

- Good morning, I'm ~~~~~, your (IDBF Member) Instructor/ Coach for this briefing.
- I'm here to give you some essential information to help you enjoy today's Dragon Boat Racing.
- My experience is ~~~~~, this can reassure any nervous people.
- **Identify the crew manager for future reference and check for people with medical conditions**
- If you have any questions, either during this briefing or through the day, please feel free to ask me, or any of the other instructors, about anything you do not understand or are worried about.
- Does anyone have any paddling experience, **take note and use this when arranging the crew in the boat.**

B History

- **Generate rapport with the crew by talking fluently about the sport and its origins.**
- The boats are 45ft or 14m long, built of fibreglass with wooden trimmings. They are based on a traditional Chinese design and must always carry an ornate head, tail and drum.
- The sport comes essentially from China although many Far Eastern countries race similar craft. It is over 2000 years old and originates from the legend of Qu Yuan.
- Dragon Boat Racing is the second largest competitor sport in the world to football.
- Full crew consists of 20 paddlers plus a drummer and the helm.
- Races occur up to World Championships level for crews in open, women, mixed, junior and senior classes.
- Emphasise that success in this sport is down to teamwork.

C General Safety

- Your safety is of paramount importance today and it is essential that you listen to the following safety instructions.
- Accidents can happen but they are rare if people listen to instructions, problems are usually due to odd weather conditions or alcohol induced stupidity.
- You may end up in the water so you should be water confident and we recommend that you wear one of the buoyancy aids provided.
- Buoyancy aids may keep you more warm and comfortable during the races and will make it easier for rescuers to get you out of the water.
- **Check buoyancy aid fit or pass this duty on to the boat marshals**
- Alcohol and water do not mix and can cause serious problems. Whole crew may be eliminated from competition if you are not fit to compete.
- No jeans, no boots and no dangly jewellery.
- The most important person on the boat will be your helm, if you take notice of their instructions it is most unlikely that you will end up in the water.

D Capsize and Buddy, Buddy number system.

- In the event of a capsize the boat will not sink, it will simply flood or roll slowly. Don't panic, hold onto the boat, never swim away and follow the buddy number system.
Emphasise how important teamwork is in this situation.
- If the boat is upside down, roll it gently upright, never swim under it.
- The buddy number system, works on the idea that you are sitting in pairs in the boat and should be aware of who is sitting next to you, your buddy. In the water you look for your buddy. The drummer buddy's with the front pair and the helm with the back pair.
- The helm will ask you to number off from the front, drummer 1; front left 2, front right 3 and so on. You will practise this before you race. If you do capsize shout the number loud, if a number is missing continue the count while those nearby look for the missing person. Remember this number even if you move seats.
- Rescue crews will get you out of the water in an orderly manner but will be looking for people with real problems so try to stay calm and avoid any unnecessary shouting.

E Paddling

- ***Show them a paddle, name its parts and demonstrate how to hold it but do not issue the paddles straight away.***
- ***Demonstrate the basic stroke required and break it down into the three main parts, Plant/Catch, Pull and Recovery.***
- ***Emphasise then need for good timing; this comes before the technique and power.***
- ***Issue paddles and see if they prefer a side.***
- Your helm will go through the paddling with you again, take the opportunity to listen to their advice.
- Teamwork and paddling together will give greatest chance of success.

F Seating

- Arrange yourselves in pairs of roughly equal weight.
- ***Organise the crew into a sensible boat order; try to let their team manager help, get this person on your side.***
- ***Let paddlers have a go with a paddle and see if they have a preferred side.***
- You should get in and out of the boat one at a time from the front.
- Sit with your hip touching the edge of the boat.
- Never stand up or try to move around in the boat unless the helm tells you exactly what to do
- If you move seats keep the same number in your head.

G Commands

- Commands will be simple and generally in three parts, for example:-
 - Ready, Attention, Go!
 - Backwards paddling, attention, go.
- Some commands can be a single statement, for example :-
 - Brace the boat
 - Draw left or right
 - Easy/Stop paddling
 - **Stop the Boat !**

Any Questions

4.3 Crew briefing in cue card format for photocopying and laminating.

IDBF Crew briefing

- Introduction
 - History
 - General safety
- Capsize and buddy system
 - Paddling
 - Seating
 - Commands

Introduction

- Good morning, I'm ~~~~~, your (IDBF Member) Instructor/ Coach
- I'm here to give you some essential information
- My experience is ~~~~~
- Identify the crew manager.
- Feel free to ask me any questions
- Does anyone have any paddling experience.

History

- Generate rapport with the crew by talking about the sport
- The boats are 45ft long built of fibreglass and wood.
- They are a traditional Chinese design with head, tail and drum.
- The sport comes from China, 2000 years ago from Qu Yuan.
- Second largest competitor sport in the world to football.
- Full crew consists of 20 paddlers plus a drummer and the helm.
- Races occur up to World Championships level.
- Emphasise that success in this sport is down to teamwork.

General Safety

- Your safety is of paramount importance.
- It is essential that you listen to the safety instructions.
- Accidents can happen due to odd weather or alcohol.
- You may end up in the water so wear a buoyancy aid.
- These increase comfort and help rescuers get you out of the water
- ***Check buoyancy aid fit or pass this duty on to the boat marshals***
- Alcohol and water do not mix and can cause serious problems
- The most important person on the boat will be your helm, take notice of their instructions.

Capsize and Buddy, Buddy numbers system.

- Don't panic, hold onto the boat, never swim away and follow the buddy number system.
- If the boat is upside down, roll it gently upright, never swim under it.
- Look for your buddy, the person next to you.
- Shout out your number, at the correct point on the command numbers.
- The helm will number you off from the front.

- You will practise this before you race.
- If a number is missing, continue the count while those nearby look for the missing person.
- Teamwork in this situation is vital.
- Rescue crews will get you out of the water.

Paddling

- ***Show them a paddle and demonstrate how to hold it.***
- ***Demonstrate the basic stroke required.***
- ***Timing; this comes before the technique and power.***
- ***Issue paddles and see if they prefer a side.***
- Your helm will go through the paddling with you again.
- Teamwork and paddling together will give greatest chance of success.

Seating

- Arrange yourselves in pairs of roughly equal weight.
- ***Organise the crew into a sensible boat order.***
- ***See if team members have a preferred side.***
- Get in and out of the boat one at a time from the front.
- Sit with your hip touching the edge of the boat.
- Never stand up or try to move around in the boat
- If you are moved keep the same number but note your new buddy.

Commands

- Commands will be simple and generally in three parts, for example:-
 - Ready, Attention, Go!
 - Backwards paddling, attention, go.
- Some commands can be a single statement, for example :-
 - Brace the boat
 - Draw left or right
 - Easy/Stop paddling
 - **Stop the Boat !**

Any Questions

Part .3 - THE CAPSIZE ROUTINE

This module should cover the theory and practice of the capsize routine.

Resource- the IDBF Water Safety Policy and Event Safety Procedures.

5.1 Numbering and the Buddy, Buddy System

Candidates should be taught:-

- The Number system
- The Buddy system

5.2 What to do

Candidates should be taught:-

- How to account for the crew members
- How the crew must act
- Positioning the boat
- Response to rescue craft
- Accounting for the crew members on land.
- Injury and incident report

5.3 Unescorted crews

Candidates should be taught:-

- How to swim the boat to a point of safety
- The use of additional floatation devices
- The safe method for the crew to swim to a point of safety.
- Accounting for the crew on land.
- Injury and incident report.

5.4 Recovery of Craft

Candidates should be taught:-

- Use of rescue craft
- Bailing the boat
- Lifting the boat from the water
- Accounting for equipment

5.5 Practice Drills

Candidates should be taught:-

- How to plan a controlled capsize routine
- When to carry out a controlled capsize routine.
- How to assess the risks involved.

THE CREW HELM - Test of Competence

The test is to be carried out on very sheltered or sheltered waters – see definitions and the Boat Crew should not consist of less than 12 paddlers and a drummer in a 12 metre (40') long boat) and 6 paddlers and a drummer in a 9 metre long (30') boat

THE CREW HELM will demonstrate the following practical skills during the test:-

1. Ensure that the boat is "water-worthy" and securely fitted out with its appropriate equipment. For example ensure that the drum and drummer's seat are securely attached; that the helming arm and oar are fastened securely; that there are painter lines at the back and front of the boat and there are sufficient bailers are on board.

Load the boat with due attention to balance and trim. Be aware of different loading methods in different environments (Pontoon, River Bank, Beach)

3. Inform the crew of the safety procedures, including the capsize drill, and demonstrate basic paddling techniques.

4. Inform the crew of the commands that are to be used during the session

5. Steer the boat away from the bank or pontoon, with due regard of the prevailing conditions and any local hazards.

6. Demonstrate the ability to maintain a straight course for a minimum of 100 metres with the crew paddling at a steady rate and demonstrate turns to right and left, under power. The boat should then be returned to its original course.

7. Steer a figure of eight (8) course at manoeuvring speed as directed by the assessor. Turn the boat through 180 degrees, whilst stationary. The use of the crew is at the discretion of the Helm.

8 The helm should be able to introduce basic 'timing drills' to the crew and integrate them into games and fun-based activities.

9. Instruct the crew in bracing and stopping the boat, demonstrate an emergency stop when the boat is running at full power and demonstrate bracing the boat on the move. The boat must be brought to an absolute stop within two boats lengths.

10. Demonstrate the appropriate procedure for returning to the bank or pontoon. Unload the crew and secure the boat in an approved manner whilst making allowances for the prevailing conditions.

11. Throughout the test the Helm should remain in control of the boat, demonstrating good watermanship. That is: showing awareness of other craft changing weather conditions etc. and have a working knowledge of the basic commands relevant to Dragon Boat Racing.

12. The Helm should be able to answer basic questions on Dragon Boating in general and the governance of Dragon Boat Sport.