



**WELLINGTON  
DRAGON BOAT FESTIVAL**

**WELLINGTON DRAGON BOAT FESTIVAL  
WHAIREPO LAGOON  
39 JERVOIS QUAY  
WELLINGTON WATERFRONT**

**[WWW.DRAGONBOATFESTIVAL.ORG.NZ](http://WWW.DRAGONBOATFESTIVAL.ORG.NZ)**

# OPERATING PROCEDURES

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## SECTION 1 – RESCUE CREW OPERATION OVERVIEW

The rescue boats represent major investment and an essential safety component of the Wellington Dragon Boat Festival. This Operating Procedure contains detailed information on how the Rescue Boats are to be operated and maintained and the duties of the Wellington Dragon Boat Festival Director, Wellington Dragon Boat Festival Manager, and Wellington Dragon Boat Festival Rescue Crew.

The Wellington Dragon Boat Festival has three rescue craft as per the following table. As of 2 July 2023 we are applying for all three rescue craft to be included in our updated Specified Limits Permit.

Rescue Craft #	Name	Where kept	Type, Motor & Specs	Use & Restrictions
Rescue Boat 1 - White Boat	Bái chuán	Wellington Waterfront	MAC570 90HP  5.7m length 2.4m wide 569kg without motor	Water training & race days  Minimum 2 crew on board  Max in case of a dragon boat rescue is 7 pax.
Rescue Boat 2 - Orange Boat	Chéng chuán	Wellington Waterfront	MAC420 50HP  4.2m length 2.2m wide 335kg without motor	Water training & race days  Minimum 1 crew on board  Max in case of a dragon boat rescue is 5 pax
Rescue Ski 1 – Black and red	Hēi chuán	Wellington Waterfront	Seadoo RXT-X 300rs	Water training & race days  Minimum 1 crew on board  Max with rescue sled attached – 3 on ski and 2 on rescue sled
Rescue Ski 2 – White and black	Lǎo chuán	Wellington Waterfront	Seadoo GTI	Water training & race days  Minimum 1 crew on board  Max with rescue sled attached – 2 on ski and 2 on rescue sled

Note the Wellington Dragon Boat Festival is also supported by recreational craft supplied (among others) by the Central Region Dragon Boat Association being the 2.5m inflatable, 2.8m inflatable..

### RULES & RESPONSIBILITY

As a driver of a rescue craft, it is your responsibility to act sensibly, and follow the instructions given to you by the Festival Manager and the Festival Director. Rescue craft operating in the inner harbour are also answerable to the Harbour Master, Maritime Police, and Coastguard.

- Rescue craft are to be used only for dragon boat safety and are not to be used in any other capacity or at any other time other than training or race times. Outside of training and race times these are recreational craft and can be used as such with permission from the Wellington Dragon Boat Festival.
- Rescue craft close to shore must not exceed the 5 knot speed limit except in an emergency or rescue situation.
- While Wellington Dragon Boat Festival is responsible for all dragon boats on the water, a rescue craft must be on the water until the last dragon boat has come into the lagoon.
- All rescue crews must be approved by the Festival Director and Festival Manager, and be familiar with the Operating Procedures within this document.
- Persons under 15 are not to drive the rescue crafts
- Persons under the influence of alcohol or drugs must not drive the rescue crafts



- Life jackets must be worn by all persons on the rescue craft, whether a driver or a crew member. There are no exceptions to this rule at any time.
- While the white boat is in use as a rescue craft there must be at least two persons on the boat for safety reasons. The second person is required to assist and act as a lookout.
- The only exception to the two person rule is the delivery of the boats to or from the berth (white boat only).
- At all times, the radio should be on and set to channel 08, and another radio must be onboard at all times set to channel 16 while also listening to Beacon Hill on channel 14.
- Equipment on board the boats must be left in good order. Nothing to be removed.



## SECTION 2 – RESCUE BOATS PREPARATION & CHECKLIST

### Fuel

All craft use 91 – octane fuel. There is no need for mixing oil as the engines are self-mixing. Boats are to be refuelled by the Rescue Supervisor using the BP card provided by the office.

- Check fuel tanks are full
- Check fuel line is attached to one of the tanks
- Prime motor by squeezing bulb in fuel line until resistance is felt
- Open the air bleeder valve on the fuel tank; failure to do this will cause fuel starvation and the engine cutting out
- Check oil compartment. The engine will beep when oil is low and will stop altogether and not start again to oil is replaced

### Batteries

- Turn the power on before use
- Once the battery is turned on check that there is power by either turning the radio on or using the engine tilt switch
- Remember to always turn the battery off after use

### Radios

- All boats are equipped with fixed mounted radios or hand held radios
- Turn the radio on and select channel 08
- Check in with rescue crew on shore

The following radio procedures must be used:

- Listen before you talk to ensure the channel is clear
- The station being called should be mentioned first followed by the station calling
- Example; Shore Crew, Shore Crew, this is White Boat
- If you are being called respond along the lines of “White Boat receiving”
- Once you have finished indicate the fact with “White boat out”

### Safety Kits

Rescue boats contain a safety kit containing a knife and a basic First Aid Kit. These are stored in the middle console of each boat. A fire extinguisher is also available.

- Check the emergency kit prior to use of the boat
- Use only in an emergency, and advise the Festival Manager if used so replacement can be arranged

### Painter and Towropes

Each boat has a painter (tow rope attached to bow) and a towrope (attached to stern) for towing other craft and dragon boats. Check these ropes every time before use.

### Lifejackets

Ensure every person on the boat has a lifejacket. Do not go on the water without one.

Lifejackets are normally stored in the centre console of the rescue boats. If need be a lifejacket from the Dragon Boat shed can be used.

### Personal Preparation

Rescue boat crew must be prepared to get wet and cold.

- Adequate clothing and waterproof covering should be worn
- Gloves are an advantage when handling ropes and in the dragon boat shed
- A hat, sunscreen and sunglasses are recommended
- Water and snack food are all recommended, but please remember to remove any coffee cups, bottles or rubbish at the end of the day

### Launching the rescue boats

The nearest boat ramp is Evans Bay boat club. Rescue boats are to be launched and retrieved from here at the beginning and end of the dragon boat season. There may be times during the season when the boats will need to be taken out of the water for cleaning and maintenance using the lagoon ramp at high tide.

- Before reversing the boat and trailer down the ramp, ensure that there are no people or boats below the boat. This is a basic safety rule.
- One person reverses the vehicle while the other guides the driver down the ramp
- Lower the trailer to the point where the boat can be rolled off
- Before releasing the boat from the trailer winch, lower the engine into the water and start it to ensure it will start



## Starting Engine

Each boat has a key on the console, which acts as a starter switch and a choke.

- Lower the motor into the water using the tilt switch on the throttle lever just enough so that the prop and water intakes are below the surface
- Ensure the fuel tank is connected and the pump valve full and firm
- Lift the idle lever up and then while pushing the key in (choke) turn in and the engine should start
- If the engine does not turn over, check that the throttle lever is in the middle 'neutral' position
- If the engine refuses to start, do not hold the key in, as this will flood the engine, just turn it. You should only need to choke the engine if it is cold
- Once the engine has started check that water is streaming out of the telltale to ensure it is being cooled, then leave it idling for a minute or so before lowering the idle lever down once it has warmed up
- Once the engine is running, unhook the boat from the trailer and roll it off. Back the boat out to a depth where you can put the engine completely down.

Important: If at any time the engine makes a beeping or whistling noise, there is a serious problem and it should be shut off immediately. The siren sounds if the engine is overheating or does not have enough oil, either way, get a tow home, do not use the engine as it will probably cease and cost a lot to fix.

## Retrieving the rescue boat

Power the boat from berth to Evans Bay ramp staying within specific speed limits at all times

- Back the trailer into the water to the point that the boat can be rolled back on to it
- Tilt the motor up to the point that the prop and water intakes are still under the water and water is still streaming out of the telltale
- Slowly drive the boat up onto the trailer. This can be difficult in strong winds or wavy conditions. If this is the case, manhandle the boat onto the trailer using the winch wire on the trailer
- Once the boat is secure, make sure the motor is fully tilted up then drive the trailer back up the ramp

## Clean Down

Before putting boat into storage

- Flush the motor with fresh water.
- Place the earmuffs over the water intakes at the bottom of the engine, and with water flowing, the engine is started and run for a couple of minutes to flush the salt from its cooling system
- Please lower the engine to do this, and then raise it again afterwards. Ensure that water comes out of the engine-cooling outlet when the engine is running
- Completely wash down the hull, trailer and the interior ensuring water is drained by opening the venture and or removing bungs. Don't forget to replace bungs.

Once the boat is finished with

- Tilt the motor up to drive and delivery boat. Then put motor down for storage
- TURN OFF THE BATTERY. Vertical for off. Horizontal for on. Red switch.



## SECTION 3 – ON THE WATER

### Keeping Watch

During water training sessions there must be one rescue boat for up to four dragon boats, and two rescue boats for up to 10 dragon boats. There is to be a maximum of ten dragon boats on the harbour at any one time. For clarity, if 5 or more dragon boats are on the water then there must be two rescue boats.

If rescue boats are being supported by other craft these ratios can be altered at the discretion of the Festival Manager and/or Festival Director based on weather conditions and the experience of the sweeps and crews paddling.

- Rescue crew and rescue boats meet at the lagoon 15 minutes prior to start of training time
- The Rescue Supervisor will assess weather conditions and deem it safe or not to have dragon boat training on the harbour.
- New or unforeseen hazard identification to be discussed with entire crew
- A briefing to sweeps about conditions is to be held prior to training
- The first rescue boat must make its way out to the harbour prior to the first dragon boat going out.
- As each dragon boat passes the land based rescue person the sweep or coach advise how many is on board and which team they are. This is then written on the Whiteboard by Shore Crew, and communicated to the Rescue Boat already waiting in the harbour by VHF.
- For example: “White Boat, White Boat, this is Shore Crew. Team Cruisers with 22 on board entering harbour” “Received over, White Boat”
- When on watch move around the training area maintaining a constant watch and check on any all paddlers and dragon boats.
- Ensure dragon boats do not go outside the designated training area. As per map, the training area starts from the lagoon and the boundaries extend left down Frank Kitts Park into the inner T of Queens Wharf, around the wharf to ¾ way down the outer T of Queens Wharf. Moving north into the harbour no more than 100 metres and in line with northern section (close to Chaffers) of the Te Papa/Taranaki St Wharf.
- Rescue boats cause a large wake when driven at high speed – this must be avoided at all costs as it becomes dangerous for dragon boats and also other users in the area such as rowers, kayakers and stand up paddle boarders.
- The inner harbour is a high use area for yachts, rowers, kayakers, SUP’s and swimmers. Please respect all other users and maintain a friendly co-operative manner at all times.
- Keeping watch means just that. Stow your cell phones and personal devices away and do not be tempted to use them in times of boredom
- Ten minutes prior to the end of the training hour the white boat must sound it’s hooter to indicate this. Dragon boats must be back in the lagoon on the hour.
- A rescue boat will be the last into the lagoon and rescue crew are to assist teams with putting dragon boats away and locking sheds.
- Hazard identification and accident and incident reports to be completed where necessary.

### Trim

When driving the boat, the tilt of the engine affects the way the boat planes in the water. If you have the engine tilter too far up, the nose of the boat will be too high in the air and the boat will bounce a lot. If the engine is too low, then the bow will not ride over the waves as well. Depending on the conditions, you will need to alter the engine tilt to get the best performance from the boat as far as speed and handling are concerned.

### Gear Change

The throttle lever acts as a gear change lever as well. In the middle is neutral, where the engine is running but the gearbox is disengaged and the prop is not spinning. Pushing the lever forward from neutral puts the gearbox into the forward position, and the further forward you push it, the faster the boat will go. If you pull the lever back from the neutral the engine goes into reverse, and likewise, the further back you pull it, the faster you go backward.

You will need to pull the grip under the lever to shift out of neutral. This is to stop it being accidentally shifted into gear if you knock it while doing something else.

Be assertive when changing from neutral into forward and backward. Do not do this slowly or you will hear the gearbox ‘graunch’ just like a car. This is not good for it.

### Acceleration/Deceleration

When accelerating from still, do so gently. Pushing the lever forward fast will cause the boat to lurch, and you can easily lose control of the boat, especially if the steering is not straight. Gently throttle up, and do not go faster than you need to.

When approaching an object throttle down well before the object as the boat does not have brakes! Let the boat sink back into the water, then idle up to the object.



Sometimes if it is rough or the wind is strong, you need to approach something a bit faster than normal to stay in control. Once you are near the object, use reverse to slow down.

**Cornering**

Please do not turn the boat through high speed corners. This is dangerous for a few reasons, the least of which is not the fact that you or your crew may fall overboard and get run over. The steering of the boat can lock in this situation making it hard to recover.

**Approaching an Object**

Generally you will approach something downwind and point the nose of the boat into the wind as you come up to the object. If you approach from upwind, you are likely to be blown onto the object, or a wave will push you onto the object.

If you are assisting a dragon boat in trouble, try to get the sweep to point the dragon boat into the wind, then approach from downwind (astern) of the dragon boat. Come alongside the dragon boat on the windward side of the dragon boat. You can see if a paddler is distressed and needs to transfer to your rescue boat. Get your rescue crew to hold the bow of the boat you are assisting, and keep your boat idling up into the wind to prevent the wind or waves from turning you or the dragon boat sideways. Once finished push off dragon boat being careful not to tip it and take distressed paddler to shore.

**Waves**

On a nice day with small waves the boats handle very well, and you do not really have to consider too much how you ride over the waves. As the waves get bigger though there are ways of making your journey a little more comfortable for both you and your crew. If you are heading straight into the waves, the boat will bang across them quite hard at times, and the only way to avoid this is to go slowly. The alternative is to act like a yacht and tack up to the point you want to go to, riding across the waves at a slight angle. All waves are not the same and you soon learn to pick which waves to avoid! This is mainly instructions for when taking boat to and from Evans Bay ramp as all other times you will be travelling 5 knots or less.

Coming downwind can prove just as hard in big waves. It's easy to outrun a wave and run into the back of the wave in front and get swamped from behind. Once again, choosing the correct speed and angle to the waves will make things easier.

**Shallow Water**

When approaching the ramp or in shallow water (lagoon), tilt the motor up, ensuring that that water intakes are still covered and that water is still coming out of the telltale. Be very careful not to bang the skeg of the motor on the bottom at any time. If you do hit the bottom, please turn off the engine, raise it out of the water and inspect the prop, guards, and skeg for damage before continuing.

**Training Zones**

Official Training Zones are as detailed in this graphic, prepared in conjunction with the Central Region Dragon Boat Association.

It is the Festival Manager or Festival Director's call on each training day which zones will be used. This decision will be made on weather forecasts, a site visit prior to training to assess physical conditions on the harbour, and discussion with senior Sweeps and Coaches based on their extensive experience.

**Wellington Dragon Boat Festival Training Areas**

Wind	Training Area
N: <math>\leq 40\text{km/hr}</math>	No Harbour Training
N: Up to 38km/hr	Area 1: Ferg's — Bridge
N: Up to 30km/hr	Area 2: Queens Wharf — Chaffers
S: Up to 60km/h	Areas 1 and 2: Ferg's — Chaffers
S: Up to 40km/h	Areas 1, 2 and 4 Queen's Wharf — Oriental Bay — Chaffers

**Rules**

- Wind conditions are not gusts, and are an indication to be assessed onsite by the Festival Director and Senior Sweeps.
- Always confirm with safety crew that training areas are safe before heading out.
- Safety Crew Management may restrict areas at anytime
- Always report how many crew you have on board before leaving the lagoon.
- Avoid the white caps. Please train in areas where the wind is not. There is good shelter from harbourside buildings dependent on wind direction.
- Stay safe and have fun!



No team has to train in the harbour if they do not want to. The lagoon is always available to paddle in. Teams are not pressured to paddle out into the harbour, this is the call of the sweep.

Note that the location for measuring wind conditions is onsite. There is a hand held anemometer onsite to do this with. Often the wind will be more intense out on the water than at the dragon boat shed, and this is where Rescue Crew and experienced Sweeps must use common sense to make a judgement call on training in high wind conditions.

As wind conditions in Wellington are extremely changeable and often vary based on location and proximity to shelter on the waterfront, it is almost impossible to have set limits of wind speed, and instead we rely on real time assessment of the on-water conditions to ensure training can safely occur.

Note that the CRDBA use more conservative wind speeds to cancel trainings vs the Wellington Dragon Boat Festival, as they do not have the Rescue Crew capability of our event.

As per our last Maritime New Zealand Specified Limits Permit (SLP), the Rescue Boats must only operate within the area outlined in the graphic below, **and** no more than 100 metres (m) from the shoreline. While Dragon Boats will sometimes paddle more than 100m from the shoreline it is important to fall within the conditions of the MNZ SLP and keep the Rescue Boats within the 100m shoreline boundary at all times. As of 2 July 2023 we are awaiting a new SLP. These Operating Procedures will be updated in line with any new SLP.

If a dragon boat is paddling approximately 120m from the shoreline please ensure you are within 20m of it, thus able to ensure the safety of the paddlers, but not going over the boundary specified.

In the event of an emergency or rescue situation the 100m shoreline boundary condition does not apply. This is also the case if needing to assist someone outside of the Wellington Dragon Boat Festival such as a swimmer or recreational boater.

The specified limit area as per the our last SLP is below. (This will be updated when with any new SLP.) Note the areas where you are approved to operate more than 100m from the shoreline. When outside of these areas the 100m rule applies. While this is often hard to judge on the water, a good rule of thumb is to think of the length of a rugby field to assist you in judging the distance.





## SECTION 4 – MAINTENANCE & FAULT REPORTING

Report any maintenance or fault issues found on the rescue boats to the Dragon Boat Office at the dragon boat shed in person, or on 027 522 0556 immediately.

It is important that problems are fixed straight away as having a rescue boat out of action will limit that number of dragon boats that can train on the harbour.

Faults are to be recorded in the relevant rescue boat log or on the online Rescue Crew messaging thread.

### Rescue boat equipment list:

- Life jackets for each crew member
- Bungs and spares
- Anchor chain and rope warp
- Tow rope
- Bailer (bucket and lanyard)
- Tools and shackle key of float
- Flares (2 handheld)
- Fire extinguisher
- First aid kit
- Life ring
- VHF radio (fixed or handheld)
- Fuel
- Food and drink
- One crew with wetsuit or similar prepared to get in water for rescue
- At least 3 spare dragon boat bailers

### Rescue boats prior to launching

- Follow Operation Procedures for Rescue Boat Preparation and checklist
- In addition check Rescue Maintenance log to ensure a full engine service has been done since last summer season
- Launch boats from Evans Bay ramp as per Operation Procedures Section 3 – Launching and Retrieving
- Take boats to berths designated by the Wellington City Council

### Rescue boats maintenance during water training season

- MAC boats are fully moulded marine grade polyethylene one piece doubled skinned plastic pontoon boats. Thus the hull is virtually maintenance free.
- The hulls after one month on the water will require water blasting to clean it of marine growth. Rescue boats to be taken out of the water at Whairepo Lagoon ramp for cleaning

### Breakdowns or repairs

- Rescue crew to record fault on boat log or maintenance request report.
- Totally Marine to be contacted and called to the Waterfront.
- If Rescue boat is not available for dragon boat training then only one boat to conduct rescue services. Other support craft may be brought in to assist. This may result in rescheduling of up some Dragon Boat teams training.
- Only once Rescue Boat is repaired will it resume rescue services.

### Rescue Boats are to be serviced at the conclusion of the Dragon boat season.

- Service to be conducted by Totally Marine, Wellington or similar service provider
- Service and maintenance to be recorded in respective service log via invoices from Totally Marine.



## SECTION 5 – RESCUE CREW TRAINING

### Employing rescue staff

From October an advertisement goes on Trade-me and Seek.co.nz advertising for a Rescue Crew team. Skills required are:

- Being a competent swimmer
- Being able to use VHF Radio
- Current First Aid Certificate (1 Rescue Crew member minimum)
- Experience with surf lifesaving or yacht club boat driving

Additionally looking for:

- Mature nature
- Ability to organise and lead a team
- Life or work experience to fit the job

The Festival Manager will then be involved in hiring the Rescue Crew in conjunction with the Director of Capital Aquatic Limited.

### Employment Process

- CV's are vetted and shortlisted.
- Phone interviews are held by Director of Capital Events Limited
- References checked
- Potential Rescue Crew meet with Festival Manager for interview
- Successful Crew advised by phone by Festival Manager or Director

### Training Rescue crew

An initial training day is held prior to dragon boat water training starting. All rescue crew and Festival Manager must attend. This is taken by the Director alongside experienced sweeps/coaches and often with outside contractors brought in to assist.

In office training consist of:

- Going over Rescue Boat Operating Procedure
- Reading through all sections and answering questions
- Advising what are non-negotiable and what leeway could be applied under supervision
- Induction sheets to be filled in
- Going through incident reporting, dragon boat capsize and sinking reporting
- Hazard identification, particularly weather conditions – when it is safe to allow dragon boats on the harbour and when it is not
- Setup of online messenger forum to communicate digitally, also stored in the Cloud

On water training consist of:

- Familiarisation of rescue craft and all their equipment
- Checking that boats have equipment as per list in Operating Procedure
- Practise for all crew in starting rescue boats, taking off the mooring at berth and safe operation of boats
- Familiarise crew with training area boundary and make them aware of maps
- Each crew member must show they are competent with boat handling in a safe manner and be signed off by Director and Festival Manager.

Dragon boat shed training consist of:

- Familiarisation with shed and all equipment
- Hand held VHF's to be charged and practise calling
- Uniform to be handed out
- Dragon boat unloading from chains to be shown
- Dragon boat launching and putting away to be shown
- Land based crew member to be given keys for shed along with Training register whiteboard training



### Signing off of staff

The Festival Manager together with a Director will sign off and/or establish what extra training is required for rescue crew.

### Ongoing training

Crew to be monitored by Festival Manager and Director, and upskilled on dragon boat training days.

The first week will see only a few dragon boats needing supervision, so practising what was taught on induction day is ideal.

As the summer season progresses, up to ten dragon boats will need rescue supervision from two rescue boats and 5-6 rescue crew. Supported by Shore Crew, Watchtower (wharf) position, experienced coaches and sweeps, and recreational water craft to be used as backup. Rescue crew are made aware that in the event of more help required on water the Wellington Maritime Unit as part of the New Zealand Police are available on 111 in an emergency.



## SECTION 6 – RESCUES, EMERGENCIES & HAZARDS

### Scope

This safety procedure and protocols are for ensuring the safety of Dragon Boat crews, and recovery of the boat in the event of a mishap/incident. Non-compliance with this safety protocol can result in crews being barred from future training sessions or sweeps losing their accreditation.

### General

Boat crews must comply with all relevant Maritime Rules as published on <http://www.maritimenz.govt.nz/> as well as any Wellington Harbourmaster requirements and local by-laws that may be in force from time to time.

All crew must wear a life jacket when on the water anywhere in the harbour area, including the lagoon. PFD's and their use must follow [NZDBA PFD Policy](#).

Sweeps must be NZDBA accredited - or be supervised by an accredited sweep - and follow *NZDBA Sweep Accreditation Scheme (SAS) and Sweep Guidelines* and carry a whistle to signal for help if needed.

Only trained Wellington Dragon Boat Rescue Crew can operate the rescue boats.

### Key Risks

Capsize or swamping due to sea conditions, wakes from other boats, and collisions with other craft. See *Hazard Register* as part of Wellington Dragon Boat Festival - Health & Safety Plan for more detail of risks and their management.

### Radios

We use VHF Marine Radios. Please see image below showing the proper use "Do's and Don'ts" while operating a Marine Radio.

### Crew Responsibilities

While the driver of the Rescue boat must take care to watch the water in the direction of travel, it is the crews' responsibility for the wider picture. Both need to be vigilant at all times for any Dragon Boats in trouble and assist where needed.

### Following distances

Do not follow any boats directly astern of them. If the Dragon Boat capsizes you risk the possibility of running onto it and the paddlers. The momentum of a boat is such that it will not stop like a car does when you use the brakes! It is best to stay well away from a Dragon Boat not in trouble unless you are directly involved with assistance or coaching.

### Capsize of Dragon Boat

Dragon boats can capsize when it has taken on too much water from either waves or a heavy crew. An uneven weight distribution of paddlers is another cause along with an inexperienced sweep. Look out for any of these possibilities prior to teams entering the harbour and send teams back into the lagoon if one or more of these conditions exists.

In the event of a capsize the following procedures should be followed;

- Immediately radio Beacon Hill on Channel 14 to let them know what has occurred, if it is not an emergency requiring assistance outside of the Rescue Crew. Stay in touch with Beacon Hill ensuring they know after the event that the Dragon Boat is under control, out of the water, and all PoBs are accounted for.
- If the situation requires the assistance of emergency services make your radio call on VHF Channel 16.
- The Rescue Craft will use the space near the front five seats to manoeuvre in close and tie up to the dragon boat without hitting any paddlers, deploying a trained Rescue Crew swimmer into the water if necessary to make the rope connection between the Dragon Boat front eyelet and the Rescue Boat tie line.
- Rescue Crew to communicate clearly to the sweep, paddlers need to keep quiet at this time.
- The Rescue Crew will identify the sweep and ask for a status report: Number in the boat, any missing, distressed, injured people. Paddlers in distress are taken out first and placed into the Rescue Boat(s).

Once everyone has been counted as safe in the water the Rescue Boat will tow the dragon boat in. The preference is to use the White Boat due to greater towing capability. The sweep will sit in the dragon boat and help steer with the sweep oar or a paddle.

Dragon boaters will stay with the dragon boat at all times, either in the water holding on to the gunnels/side of the dragon boat, or sitting in the dragon boat if it is submerged enough to let this occur.



Dragon boaters are encouraged to use the bailers to bail as much water out of the dragon boat as possible. Additional bailers are available in the Rescue Boats.

- After the paddling crew is on land, it is their responsibility to bail out the water from the boat immediately after it is brought into shore.
- In the event of the boat being towed back with some/all of the Crew holding onto the gunnels, ensure Crew does not push down (creates a huge drag and can prevent the rescue boat from moving the dragon boat). The rescue boat will take the boat into the lagoon, or lagoon entrance.
- In extreme conditions paddlers will be taken to the nearest sheltered land, with Dragon Boats returned to the lagoon as soon as practicable.
- On race days rescued paddlers need to be taken to the pontoon on the finish line to be counted off. This is also an easy access point for event First Aid professionals to attend a medical emergency on race days, as they will have an ambulance parked at the Jervois Quay bus stop/carparks nearby.

#### Missing Paddler(s)

- If during the count of paddlers, the Persons On Board (PoB) does not match that listed with the Shore Crew on the Dragon Boat Shed whiteboard we may have a missing paddler situation. This becomes an immediate priority.
- The Rescue Crew will take over the search, with Shore Crew keeping watch with the binoculars from the Watch Tower position.
- If the paddler is not immediately found the Shore Crew makes a distress call on VHF Channel 16. When MAYDAY is not warranted but urgency is required for the safety of the vessel or person, the urgency signal PAN PAN should be used. Distress and urgency calls and messages must be cancelled if assistance is no longer required or when the incident is over.
- The New Zealand Police are responsible for coordinating Category I incidents, which include many maritime search and rescue missions close to shore. We are likely to only ever have a Category I incident while Dragon Boating in the harbour. This will be attended by the Coastguard and/or Maritime Police.
- All Rescue Crew boats, support boats, and all other dragon boats out on the training area must immediately prioritise the search for a missing paddler(s). This will be coordinated by the Shore Crew with the Rescue Crew boat(s) on the water heading the search. If the dragon boat has tipped upside down the likely location of the paddler will be under the boat, where they could be stuck or trapped. If this occurs the Rescue Crew will deploy a swimmer into the water immediately to check under the boat.

#### Back onshore

Crew reassembles at our boatshed for a head-count (remember to include the members guiding boat into the lagoon). Sweep advises the Rescue Crew that all are present (or of any missing / injured).

- If time and conditions permit the Crew may reload the dragon boat and finish their training session.
- Team Manager and Sweep to debrief Rescue Crew, complete the capsized report and return it to the Festival Office.

#### Paddles

Have paddlers let go of their paddles prior to coming onto the rescue boats. They can be secured by hooking under the seats of the submerged dragon boat or clumping them together in a pile, to slow their drift. The oar should be kept in the rowlock if possible or hooked under a seat.

At no time should paddlers demand that the Rescue Crew take their paddles, or throw paddles into the Rescue Craft when it arrives. The Rescue Crew should attempt to retrieve paddles once your Crew is safe. The Rescue Crew and Festival Management are not responsible for any paddles that go astray.

#### When the rescue boats need rescuing

In the event of a rescue boat breakdown, collision or other emergency much similar steps are taken as in assisting the dragon boats and paddlers:

- Rescue boats are to be on lookout for all other water users including the other Rescue Boat
- In the first instance driver to use VHF to inform Shore Crew of need of assistance.
- Shore Crew to assess if second rescue boat can assist, or other craft (Jetski or inflatable) or emergency services to be called
- When calling emergency services dial 111 from a cell phone, ask for Police and let them know the situation.
- In the event of an unresponsive person call 111 and ask for an Ambulance. First Aider to apply CPR until ambulance arrives.

On water Rescue Supervisor or crew will make VHF contact with the shore based rescue crew stationed at the lagoon. Failing VHF a cell phone can be used. Shore based rescue crew can make easy visual on what the situation is as rescue boats and dragon boats should be in site.

On shore rescue crew can call emergency services using a cell phone to help assist in an emergency.



Nearest defibrillator is at the Lagoon on the harbour side of the pedal boat shed. This may be collected and used by the rescue crew prior to emergency services arriving.

#### Emergency examples and how to deal with them:

##### Person Overboard

In particular a sweep from the dragon boat may fall off. They are to be picked up by a rescue boat and assessed for injury. Then put back on the dragon boat or taken to shore.

In the event of a rescue crew falling off the rescue boat, they too can be picked up by the boat they just fell off or the other rescue boat. Assessed for injury and if necessary returned to shore particularly if they are cold.

##### Assisting other vessels in distress

As part of the inner harbour we are responsible for the wellbeing of dragon boats and keeping a look out for rowers, yachts, kayaks, swimmers and any other man powered aquatic sport. At all times assist another person in distress. See SOP Section 4 – On the water.

##### Firefighting

Use the fire extinguisher on the back of the centre console chair. If unable to put out fire abandon ship and swim to safety. Do not try to retrieve anything on the boat or stay any longer than necessary. Move as far away from the boat as possible. Move crowds and other boats where necessary. Have shore based rescue crew call for emergency services.

##### Capsize of Rescue Boat

A capsize in the small rescue boats will likely happen very fast. Crew are to jump free of boat then make their way back to boat to hold onto or better still climb on the upturned hull. Await rescue from other rescue boat or coast guard.

##### Abandon ship on Rescue Boat

Make VHF contact with shore crew to advise you are abandoning ship and why. Jump free of boat and swim to shore or await pick up from other rescue boat.

##### Medical Emergency for Rescue Crew

Make VHF contact with shore crew to advise medical situation. Shore crew to call emergency services 111. Rescue boat to come into lagoon immediately to take hurt person off the boat to apply first aid and await emergency services.

##### On conclusion of an accident or incident

The Director must be contacted on the night of any incidents concerning the rescue boats. Call Joshua Mossman on 027 522 0556.

Directors or supervisor must contact Maritime NZ initially on 0508 222 433 to report incident then report online at [www.maritimenz.govt.nz/report-online](http://www.maritimenz.govt.nz/report-online).

##### Accidents and incidents that require reporting to Maritime NZ

A person is seriously harmed as a result of:

- Being on the rescue boat
- Direct contact with the boat or interaction between two boats
- The wake of the boat
- Being involved in the rescue of the boat or a dragon boat

The rescue boat sustains damage or structural failure that:

- Affects the seaworthiness of the boat
- Would require a major repair or replacement of the affected component or poses a threat to the safety of the crew on the rescue boat or dragon boat
- Complete or partial failure of machinery or equipment

Loss of potential harmful substance from the boat



- That may result or has resulted, in serious harm to any person
- Or may pose a risk to other boats or property in the area

A person is lost at sea, whether or not subsequently found or is missing or the rescue boat is foundering, capsizing, being abandoned, stranding, missing, been in a collision, or has had a major fire on board.

Any accident, incident or mishap that has:

- Caused serious harm to a person
- Or in different circumstances, might have caused serious harm to a person
- Serious harm includes death and any condition that results in loss of bodily function or temporary severe loss of bodily function.

### Hazard Management

Looking out for hazards is an intrinsic part of the rescue management. A list of obvious hazards are listed in the Hazard Management Report. But at the same time Rescue Crew and all crew, sweeps, coaches and paddlers should be looking out for new or unforeseen hazards and noting how to deal with them.

Rescue Crew should be communicating to the Supervisor who in turns discusses with directors any hazard potential. A solution is to be worked through and documented in the Hazard Management report. Following a solution the rescue crew are updated in the next briefing prior to training or racing.

Note Hazard Register as part of Wellington Dragon Boat Festival - Health & Safety Plan.

Note policies as part of Wellington Dragon Boat Festival - Health & Safety Policy.

### Officer in charge

The Sweeps are responsible for the safety of their crew and must follow the Rescue Crew's safety instructions. The Festival Manager and/or Director may cancel or restrict scheduled training sessions at any time if conditions are deemed not suitable, crews have not followed this safety protocol, or for any other reason.

The Rescue Crew and Shore Crew will listen to channel 14 and inform crews about relevant harbour operations such as divers operating, swimmers etc. and may restrict the training area to minimise risks.

### Acceptable conditions for training

Weather conditions and harbour activities (e.g. rowers, ferries, sailing races) will be the main consideration for deciding whether training takes place and what training area to use. The table above showing training zones lists wind conditions for each training area based on the reading at the Dragon Boat shed. A call will be made on the day based on conditions viewed onsite, rather than weather reports only.

The Rescue Crew may determine that conditions are not suitable for training if the crew determines that conditions are such that they are not confident a rescue and boat recovery can be carried out safely.

For wind forecasts and real-time conditions use the various online options available.

### Rescue procedure

Location	Rescue procedure
Regular training area (bounded by Queens wharf-Chaffers-Taranaki Wharf, i.e. areas 1&2)	<p>Paddlers hold on to the dragon boat. Rescue boat tows the boat into the lagoon. The sweep steers the boat while the rescue boat tows the dragon boat with paddlers hanging on. If instructed, paddlers may exit the water at wharf ladders on the pontoon near the bridge.</p> <p>If towed to the lagoon, paddlers pull the boat gradually onto the ramp to drain and then bail.</p>





Elsewhere in the harbour	If convenient, beach the boat, bail and paddle or tow back to the lagoon. Otherwise, broadcast a mayday message on Channel 16 and stay with the dragon boat until help arrives. Attach the tow line and make sure the boat stays clear of danger and is removed from the harbour once the crew is safe.
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If conditions are calm, other boats training should remain near the capsized boat. If there is strong wind or significant swell, the other boats go immediately to the lagoon or wait in the nearest sheltered area until the support boat is free.

It is recommended that sweeps practice steering the dragon boat while being towed so that paddlers understand the process and the rescue procedure can be executed quickly and safely.

Do's & Don'ts for using VHF marine radios:

## Operating your marine radio

- ✓ **DO** use VHF channel 16 or the SSB frequency appropriate for your location for distress, safety and calling. On cellphones, call 111 if there is an emergency and you are close to shore.
- ✓ **DO** use accepted operating procedures and correct procedural words (known as 'prowords'). Remember that the other station may not use English as its first language.
- ✓ **DO** replace your handset correctly when not in use (open microphones are the main cause of serious interference on VHF channels).
- ✓ **DO** be brief, because marine radio is for shipping business only. If you want to chat, use Citizen Band radio or a cellphone.
- ✓ **DO** listen before transmitting, to avoid causing interference to others.
- ✓ **DO** speak clearly and courteously.
- ✓ **DO** use your vessel's name and radio callsign.
- ✓ **DO** wait for a reply to calls before transmitting again, or before changing channels or frequencies.

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- ✗ **DON'T** make long transmissions. Remember that you are blocking the frequency or channel for other users.
- ✗ **DON'T** operate your marine radio in a way that endangers or interferes with other people or vessels.
- ✗ **DON'T** transmit false or misleading messages. The transmission of a false distress message is an offence under the Maritime Transport Act.

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✓ **ALWAYS** keep a listening watch on VHF channel 16.  
The next life saved could be yours.



## SECTION 7 – MARITIME NEW ZEALAND SPECIFIED LIMITS PERMIT – TO BE UPDATED

The Wellington Dragon Boat Festival operates under a Specified Limits Permit, granted to Capital Events Limited (trading as the Wellington Dragon Boat Festival) by Maritime New Zealand.

This certificate is issued pursuant to the provisions of Maritime Rule 20.41.

The current permit we are operating under is Specified Limits Permit: P1458. Copy below:

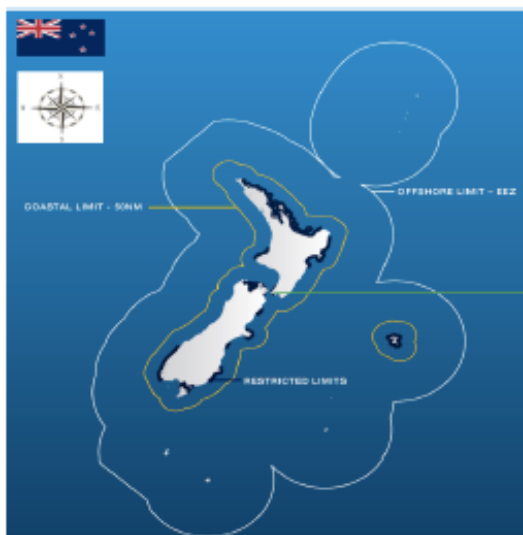


Specified Limits Permit: P1458

### Specified Limits Permit

This certificate is issued pursuant to the provisions of Maritime Rule 20.41.

**LEGAL NAME(S) OF OPERATOR** Capital Events Limited  
**SPECIFIED LIMITS** Queens Wharf, Wellington  
Wellington Region



**PERMIT NUMBER** P1458  
**VESSELS(S)** Refer to the Vessel(s) List in Schedule 1.

#### THIS CERTIFICATE:

1. certifies that the *Director of Maritime New Zealand* is satisfied the application meets the applicable requirements of Maritime Rule 20.41 in respect of the specified limits for this maritime operation; and
2. is subject to the Conditions listed in Schedule 1; and
3. will expire on **10 March 2023**

Date of issue: **11 March 2021**

**Karol N Patelesio**  
Advisor Operator Certification  
Under the delegated authority by the Director of Maritime New Zealand



Noting the conditions of the Specified Limits permit are as follows:

1. The operation should be conducted within the above specified limit and no more than 100 metres from the shoreline; and
2. No operations within the specified limit to be conducted in restricted visibility or adverse weather conditions; and
3. The operation should only be conducted while on-shore supervision or monitoring; and
4. The vessels should not carry any passenger; and
5. Lifejackets must be worn by all persons on board; and
6. The Skipper of each ship shall be a competent swimmer; and
7. The Skipper of each ship shall be able to use VHF radio; and
8. When any ship under this permit is operating on the water a qualified first aider shall be readily available onshore; and
9. The first aider mentioned above shall be a competent swimmer; and
10. Among all ships under this permit there shall be at least one ship readily available to provide assistance to the other operating ship; and
11. The event and corresponding training shall not interfere other normal maritime traffic; and
12. The vessels must operate at all times in accordance with its Specified Limits Plan and Safe Operating Procedures; and
13. This Specified Limits Permit is issued only with respect to the use of above vessels, owned by Capital Events Limited.
14. The operation shall be agreed by the Harbourmaster of the permitted area

Notes:

1. The operator must obtain approval from the Director of Maritime New Zealand for any changes to specified limits detail; and
2. The operator must notify the Director of Maritime New Zealand about vessel(s) entering or leaving the operation; and
3. The operator must notify the Director of Maritime New Zealand about any changes to contact information.

