

<b>London Dragon Boat Club Inc.</b>			
	<b>Club Rules and Regulations</b>	Created	March 2006
Version 6		Revised	June 2007 March 2009 Dec 2009 Jan 2010 May 2010 April 2012 March 2013

## **1. Overview**

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This document details the Club Rules & Regulations for:  
London Dragon Boat Club Inc. (LDBCI). All Members shall follow these Rules and Regulations, except where contraindicated by the Club Bylaws.

## **2. Mission Statement**

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Club Goals:

- Create a sustainable and enjoyable dragon boating Club in the London area
- Promote the physical, social, and emotional benefits of dragon boating
- Provide safe training, advocacy, and opportunities for paddling enthusiasts
- Build relationships with the community and other paddling Clubs
- It is the direction of the founding board to create and support competitive and recreational teams for national and international amateur competition

## **3. Club Membership**

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### **3.1 Membership Rights**

- Access to Club equipment subject to the Equipment Manager's policies.
- Attend Club events.
- Vote in Club elections (depending on membership level).
- Receive Club-wide communications.
- Form a Team at any time, per Club Regulations.
- Join a Team; with the Captain's approval (joining a Team is optional).
- Join any practice with the Team Captain's permission.
- As outlined in Club Bylaws.

### **3.2 Membership Period**

A Club Membership period is defined as starting Mar 1 and ending Feb 28.

### **3.3 Club Membership Fee**

Club membership fees will be re-evaluated on a yearly basis and any changes revised and posted.

1. Membership fee is for one year.
2. Membership fees paid in full on or before Feb 28th will be discounted at an "Early Bird" rate.

3. Anyone who joins the club between Aug 1 and Oct 1 will be charged a membership fee based on the remaining number of weeks in the paddling season.
4. "Auxiliary" members from Rowbust will pay a pro-rated portion of club fees based on membership period. They must be in good standing. UTRCA, DBC and FYC fees may be paid to one or the other club, but not both. Also refer to 3.6.6
5. **Club Membership Fees are neither refundable nor transferable.**

### 3.4 Club Membership Requirements

1. Members must be 12 years of age or older (as of March 1 of the membership year). Members under the age of 18 must have the signed consent of their parent or guardian.
2. Members must complete, in full, a Registration Form, a Waiver and pay the appropriate dues.

### 3.5 Club Member Honor Code

All Club Members shall follow the Honour Code.

1. Members shall respect the Club, other LDBCI Members and the LDBCI equipment.
2. Members shall follow the rules governing any activity in which the Club participates, and shall obey general public laws.
3. Debts to the Club shall be settled by prompt payment to the Treasurer. Debts shall be considered settled when the balance due has been deposited into the Club bank account and has cleared any and all holds placed on those funds.
4. Members shall not represent the Club as a whole unless directed by the Executive Board.
5. Members shall return Club Equipment in a timely manner or when requested by any member of the Executive Board.
6. Members shall report any damage to Club Equipment immediately to their Equipment Manager(s), Team Captain(s) or any member of the Executive Board.

**If any Member or Team is found in violation of the Honour Code by decision of the Executive Board, the Executive Board may discipline that Member or Team as described in Section 8.**

### 3.6 Membership Classifications

1. A **Guest** is a non-member granted temporary paddling/club privileges by the Executive Board.
2. A **Prospective** Club Member is any person who expresses an interest in joining the Club.
3. An **Associate** Member is an individual who has a keen interest in furthering the LDBCI and the sport of dragon boating.
4. An **Auxiliary** Member is one who is also a member in good standing of another Club or a Team who wishes to join the LDBCI on a part time basis.
5. **Regular** Members are all other paddling members.

Sponsoring members must take full responsibility for the conduct of their Guests and Prospective Club Members.

### **3.6.1 Adult Guest Limitations**

1. Guests may have one (1) free paddle session (Additional paddle sessions may be granted at the discretion of the board).
2. Guests must sign a waiver prior to their first on-water practice.
3. Guests must be eighteen (18) years of age or older.
4. Guests will have lower priority than paid Members in all respects if there is a limitation of space or resources.
5. Guests may not paddle in a race competition without the express written or verbal consent of the Executive Board.
6. Guests will have no voice or voting power in formal Club Meetings.

### **3.6.2 Child Guest Limitations**

- 1. Child Guests must have permission of the team captain and current boat steersperson.**
2. Child Guests must have a waiver signed by a parent or guardian. The parent or guardian must designate an Adult Supervisor on the waiver. The Adult Supervisor must be a club member.
3. Child Guests must wear a properly fitting PFD.
4. A maximum of four Child Guests are allowed on a single dragon boat at any given time. Each Child Guest must be supervised by a dedicated Adult Supervisor in the boat and is capable of assisting the Child Guest in the event of a water emergency. Neither Child Guests nor Adult Supervisors may be counted toward the minimum paddlers referenced in section 6.3.

### **3.6.3 Prospective Club Member Limitations**

1. Prospective Club Members are limited to two (2) on-water practices. These practices are for the sole purpose of evaluating the Club and the sport of dragon boating.
2. After two (2) practices, should the prospective member decide to become a full member, his/her membership fees are then due.
3. An on-water practice is defined as any session where the participant is on a boat and the boat is not tied down to the dock.
4. Prospective Club Members will follow the same attendance, limitations and responsibilities as Guests.

### **3.6.4 Associate Club Member Limitations**

1. Associate members are **non-paddling** members.
2. They can participate in all club activities and have voting privileges
3. Associate members must adhere to all guidelines as written in the club rules and regulations.

### **3.6.5 Auxiliary Club Member Limitations**

1. Auxiliary club members who have joined on a part time basis may join any practice with the team captains' discretion and will be charged a fee as set out by LDBCI.
2. Auxiliary members who have not joined as members for the entire season may not have a vote in Club elections.
3. All Auxiliary members may participate in club activities.
4. Auxiliary members must adhere to all guidelines as written in the club rules and regulations.

**Memberships and associated fees are neither refundable nor transferable.**

## **4. Club Communications**

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### **4.1 Club Wide Communications**

1. All Members must provide a current email address or home telephone number to the Executive Board for the purpose of Club-wide communication.
2. All Club-wide communication must be submitted to the Executive Board or the Communications Committee Chair for distribution to all Club Members. Email distributions will follow this policy:
  - a. Title prefix with "LDBCI" or "London Dragon Boat Club"
  - b. Club wide email will be sent as needed – usually once per month.
3. Member responses to Club-wide electronic conversations should be directed to the Communications Manager or Executive Board. Members shall not use the Club-wide Member email distribution list for responses.
4. The Executive Board has the right to send messages directly to Club Members, unless a Member has explicitly declined notifications by contacting the Communications Manager. If a Club Member declines to receive messages, then the Member is personally responsible for being informed of Club policies.

### **4.2 Team Wide Communications**

All team-wide communication are the responsibility of the Team Captain(s) and Co-Captain(s).

## **5. Teams**

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### **5.1 Purpose**

The purpose of forming a Team is to:

1. Reserve practice times and equipment.
2. Have the opportunity to participate in races.
3. Have representatives on the Extended Board.

### **5.1.1 Responsibilities of Team Captains**

Each Team shall have one or more Team Captains. Team Captains shall follow the Responsibilities of their position, and adhere to the Rules and Regulations of the LDBCI.

Team Captains shall do, or delegate to Team Members to be done in a timely fashion, the following:

1. Ensure that each Team Member has signed a Waiver, completed a Registration Form, and paid Club dues.
2. Ensure that Prospective Team Members adhere to Club Regulations, including paying Club dues on or before their fourth practice.
3. Ensure that all Paddlers on their Team comply with Club Bylaws and Rules and Regulations.
4. Provide to the Executive Board current and accurate email addresses and home telephone numbers of their Team Members. Captains should update the Executive Board immediately if there are any changes.
5. Facilitate all Club communication to Team Members who do not have email access.
6. Represent their Team in the Club, at races and in the community.
7. Select and ensure that Team Representatives are informed of Team issues and are empowered to represent the Team.
8. Organize Team practices.
9. Organize their Team's participation in races (including registration, travel, food and/or lodging).
10. Write Team Charter – see item 5.4
11. Ensure the safety of all people in and around the boats at all times.
12. Team Captain(s) must designate an Equipment Manager – refer to 6.1.

### **5.1.2 Selection of Captains**

1. Captains must be Club Members in good standing.
2. Captains are chosen by any method that is acceptable to the Members of that Team, as long as that method does not violate Club Bylaws. They can be appointed or elected by Members of that Team, appointed by the Executive Board, or appoint themselves.

### **5.1.3 Removal of Captains**

Team Captain(s) may be removed by a majority vote of Team Members in good standing.

Team Captain(s) may also be removed by a majority of the Executive Board for actions that violate the Club Bylaws or Club Rules and Regulations.

## **5.2 Team Composition**

Teams must have the following:

1. Members in good standing
2. One or more Captains, one or more drummers
3. At least 16 paddling members
4. Access to a Board approved Steersperson(s)

If a team does not meet these requirements, the team is not formed.

### **5.3 Team Charter**

The Team, at formation, must have a Team Charter. The Team Charter must be provided to the Club's Executive Board. This states, at a minimum, the following:

1. Team name
2. Team goals
3. Expected team division (novice, recreational, competitive) for races
4. List of races it is expected to attend
5. Membership requirements (practices, races)
6. Membership commitment required (length of time)
7. Member selection criteria for team (general, including maximum number of members)
8. Member selection criteria for team in competition
9. This information is collected by the Club to ensure the purchase of sufficient insurance.

The Team Captains shall ensure that the team has the legal rights to use the Team name and are solely responsible for the use of the name. Team name and logo must be approved by board.

#### **5.3.1 Team Representatives**

Each Team shall, by its own method, select two Team Representatives to attend Board meetings. This can be a Team Captain or any Team Member designated by the Team Captain.

The duty of the Team Representative is to represent the members of his/her Team, communicate between the Executive Board and the Team, and to make decisions on behalf of the Team.

## **6. Practices**

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### **6.1 Practice Policy**

The Board appointed Equipment Manager shall be in charge of the practice schedule and Club equipment resources. The Equipment Manager must present all schedule changes to the Executive Board at least two weeks before the schedule takes effect. Equipment Managers oversee the Team equipment managers.

Racing teams have the same priority as non-racing teams.

1. Members shall follow noise ordinances at all venues. The noise ordinance begins at 8:00 p.m. and ends at 8:00 a.m.
2. Members shall not use, touch or disturb non-Club equipment without the permission of the owner (i.e. equipment and/or other boats moored at the FYC).

## **6.2 Practice Scheduling**

Practice schedules will be coordinated among the Team Captains and the Club's Equipment Manager. The Equipment Manager of each team shall ensure that each Team that uses Club equipment meets the requirements of the Club Bylaws and Club Rules and Regulations.

All Practice changes must be made with the Equipment Manager.

## **6.3 Boat Safety**

The Captains and Team Steersperson are responsible for the safety of the boat.

1. All people on the boat must wear a properly fitted, club approved Personal Floatation Device at all times. A club approved PFD is either an inherently buoyant or a hydrostatically inflatable harness- type PFD
2. There must be a Board approved Steersperson in control of the boat. A "Board approved Steersperson" is a person who has demonstrated the skill and knowledge of water safety and dragon boat control by passing a practical test provided by the board's approved steersperson.
3. The Steersperson will perform a total head count before launching the boat.
4. The team is responsible for recording accurate attendance prior to boarding.
5. An emergency/safety dry bag must be attached to the boat in the caller area, and must accompany all boats while away from the dock. It should be stowed (with the bag open) in a storage bin at other times.
6. The Team Captains and Steersperson shall only use the boat within safe weather and water conditions. After dusk and before dawn, the boats shall have a proper white running light, mounted and lit.
7. There shall be a minimum of ten (10) persons and a maximum of twenty-two (22) persons in the boat
8. All persons on the boat are encouraged to provide their own water or juice.
9. A cell phone will be taken aboard each practice with pertinent contact numbers pre-programmed.

## **7. Race Guidelines**

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### **7.1 Entry**

Any Team that is in good standing may enter any race, and must follow the rules of the race organizer while representing the Club.

### **7.2 Competing in Races**

Only Members and Teams in good standing may compete in races or events unless given permission by the Executive Board.

At the request of the Executive Board, Team Captains shall submit to the Executive Board a copy of that team's official entry form into a race, along with a current roster.

If a Team is short of personnel, the Team Captains may fill their boat in a manner, which does not violate Club Bylaws or race rules. If a Team Captain uses any non-

Club Members for racing, he/she must obtain written permission from the Executive Board prior to the event.

## **8. Misconduct**

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Misconduct, whether committed by individuals or teams, reflects negatively on the entire Club, as such, is treated in both a serious and fair manner by the Executive Board.

### **8.1 Individual Misconduct**

Destruction of property, violence in any form (physical, verbal, or mental), or any other criminal act will not be tolerated and will result in automatic Suspension or Disqualification of the offending Member's rights and privileges as a Club Member.

If a member allegedly violates the Club Regulations or Bylaws, the Executive Board will contact the member for clarification. The Executive Board will rule on the case, and mete out appropriate punishment, including Probation, Suspension or Disqualification. The Captains and Coaches of the offending Club Member will be notified immediately. This decision cannot be appealed.

- **Probation** – Club Member who has committed an infraction is given a verbal or written warning for a specified time period, yet is allowed to continue in all Club activities, practices and races.
- **Suspension** – Club Member who has committed an infraction, or has violated Probation, is given a written warning for a specified time period, and is not allowed to practice or race with any Club Team, nor use any Club equipment.
- **Disqualification** – Club Member who has committed a serious infraction, or who has violated Suspension, may be disqualified. This permanently revokes Club Membership and no fees are refundable.

The involved Member may also be liable for civil or criminal prosecution.

### **8.2 Team Misconduct**

Teams that engage in misconduct as a group may be disciplined as a group, at the discretion of the Executive Board. The penalties shall be similar to individual penalties described in Section 8.1.

- **Probation** – A team on Probation will be given a warning that it is out of compliance with the Club Bylaws or directives of the Executive Board. The team will be allowed to practice, meet, use equipment and compete in races. The Executive Board will set the probationary period. A team may be placed on a non-disciplinary Probation if the number of its Paddling Members falls below fourteen (14).
- **Suspension** – A team that violates Probation, directives of the Executive Board, or the Bylaws and/or Rules and Regulations may be subject to Suspension for an indefinite time period. A team on Suspension will be prohibited from using any Club equipment. It must relinquish any keys or other Club equipment to the Executive Board. It cannot race in any events while using the name "London Dragon Boat Club". The Executive Board will give that team an Action Plan to bring it into compliance. Once the suspended team has satisfied the terms of the Action Plan, it may be reinstated by majority vote of the Executive Board.



- **Disqualification** – A team may not be permanently disqualified.

## **9. Privacy Policy**

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### **9.1 Privacy Officer**

A privacy officer will be appointed from the executive board to oversee communications on privacy issues. The club website at [www.londondragonboat.com](http://www.londondragonboat.com) will post a privacy statement.

These rules and regulations will be reviewed on an annual basis and any revisions will be voted on by the Board Members and posted on the web site.