

LONDON DRAGON BOAT CLUB INC.

Member Handbook

Welcome to London Dragon Boat Club Inc. (LDBC)! This handbook pulls the most important points from our full Governance Manual into one short guide every member should read. For full policy detail, board procedures, and appendices, see the Governance Manual.

Our Mission

To connect people to the sport of paddling by fostering a community that promotes fitness, teamwork, and personal growth through dragon boat.

Our Values

- Respect
- Safety
- Inclusion
- Integrity
- Teamwork
- Excellence

Member Code of Conduct

By joining LDBC, every member agrees to the following:

Be Respectful

- Treat teammates, competitors, officials, volunteers, and the public with kindness and respect.
- Respect differences in ability, experience, identity, and background.
- Follow the direction of coaches, sterns, and safety personnel.

Keep It Safe Sport

- Help create an environment free from abuse, harassment, bullying, and discrimination.
- Respect personal boundaries and obtain consent for physical contact.
- Report concerns to your Team Captain, a Coach, or any Board member — reports are handled confidentially and there is no retaliation for a good-faith report.

Represent the Club Well

- Arrive on time and prepared; use equipment safely and return it in good condition.
- Represent the club positively online and in public; protect teammates' privacy.

What's Not Tolerated

- Abuse, harassment, bullying, intimidation, hazing, or discrimination of any kind.
- Excessive or inappropriate physical contact, or substance use that affects safety.
- Retaliation against anyone who reports a concern.

Safe Sport

LDBC follows Canada's Safe Sport Universal Code of Conduct. Coaches, sterns, team captains/managers, and board members complete Safe Sport training annually and submit proof to the Board each year. If you ever feel unsafe or witness a

concern, you can raise it with your Team Captain, Safety Representative, a Coach, or any Board member — you don't need to know the exact process to start; just tell someone.

Who's Who on Your Team

Not sure who to ask about something? Use this quick guide:

Role	Go to them for...	Who they report to
Team Captain / Manager	Schedules, registration, general team questions	Director of Resourcing, Events & Competition
Coach	Training plans, technique, athlete development	Director of Coaching & Athlete Development
Stern (Steersperson)	On-water safety calls, steering	Director of Coaching (training) / Director of Safety (on-water safety)
Team Safety Representative	Safety plans, risk concerns	Director of Safety & Risk Management
Team Equipment Representative	Boats, paddles, PFDs, sign-out	Director of Equipment & Asset Management

Safety Basics

- Always wear an appropriate PFD, dressed for the weather.
- Follow the 30:30 rule for lightning: if thunder follows lightning within 30 seconds, get off the water; wait 30 minutes after the last thunder before returning.
- No solo paddling on club-owned outrigger canoes — always paddle with at least one other person.
- Tell your coach about any medical issue that could put you or others at risk during a session.
- Know your bench buddy. In a capsized boat, stay with the boat unless the coach says otherwise, stay calm, and follow the coach/steersperson's instructions.
- If you may need extra support in an emergency (e.g., a medical condition), let your coach or Safety Representative know in advance so the club can plan for it.

Reporting an Incident

Any incident that causes harm or damage — even a near miss — should be reported. Tell your coach or Team Captain right away, and complete the club's Incident Reporting Form as soon as you can. Reports go to the Director of Safety & Risk Management and are handled confidentially.

How the Club Communicates

- Full Board meeting minutes are confidential to the Board; an approved summary is shared with members afterward (e.g., through the club newsletter).
- Watch for club emails and the newsletter for season updates, event sign-ups, and safety notices.

Resources Available to You

- Equipment access and sign-out through your Team Equipment Representative.
- Coaching clinics and athlete development pathways for new and experienced paddlers.
- Off-season and winter training opportunities — ask your Coach or Team Captain what's currently offered.
- Safe Sport training resources — ask a Board member if you'd like access ahead of a leadership role.

Questions?

Start with your Team Captain/Manager or Coach for day-to-day questions, or reach out to any Board member for anything else. Full policies, board structure, and detailed procedures are in the LDBC Governance Manual, available from the Board.