

# **RULES & REGULATIONS OF OLYMPIA DRAGON BOAT CLUB**

## **1. Overview**

This document details the Club Rules & Regulations for Olympia Dragon Boat Club. All Members shall follow these Rules and Regulations, except where contraindicated by the Club Bylaws.

## **2. Mission Statement**

The Olympia Dragon Boat Club is organized to participate and promote the national and international amateur sport of dragon boating and associated activities. In conjunction with such purpose, this Club will endeavor to assist other teams in the community to develop into strong, competitive clubs and to promote the ideals of teamwork, good sportsmanship, honesty, loyalty and courage.

## **3. Club Goals**

- 3.1. Support amateur paddling athletes for training and competition
- 3.2. Create a sustainable paddling Club in the Olympia area
- 3.3. Promote the physical, social, and emotional benefits of the paddle sports.
- 3.4. Provide safe training, advocacy, and opportunities for paddling enthusiasts
- 3.5. Build relationships with the community and other paddling Clubs

## **4. Club Membership**

### **4.1. Club Membership Requirements**

- 4.1.1. Members must be 13 years of age or older. Members under the age of 18 must have the signed consent of their parent or guardian.
- 4.1.2. Each member must complete in full a Waiver Release and pay the applicable fees prior to participating in any water practices.

- 4.1.3. Members shall follow the rules governing any activity in which the Club participates, and shall obey general public laws.
- 4.1.4. 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.
- 4.1.5. Members shall not represent the Club as a whole unless directed by the Board of Directors.
- 4.1.6. Members shall report any damage to Club Equipment immediately to any member of the Board of Directors.
- 4.1.7. Members shall not violate the spirit of the Club Bylaws or the Club Rules and Regulations.
- 4.1.8. If any Member or Team is found in violation of the Club By-Laws or the Club Rules and Regulations by decision of the Board of Directors, the Board of Directors may discipline that Member or Team as described in Section 14.

#### 4.2. Membership Categories

- 4.2.1. Individual Membership - An Individual Member is one person who is willing to promote the mission and goals of the Olympia Dragon Boat Club.
- 4.2.2. Family Membership - A Family Membership includes a committed couple and any children 18 or older living at home or attending college.
- 4.2.3. Junior Membership - A Junior Membership is for members whose age is under 18.
- 4.2.4. Lifetime Membership - A lifetime Membership is an honor given by the board as a reward for and in recognition of distinguished service, dedication and support to the club. The only requirement is that the person cannot be a sitting board member.

#### 4.3. Membership Period

- 4.3.1. An Annual Club Membership period is defined as starting January 1st and ending December 31st of the same year.

#### 4.4. Club Membership Fees

Annual membership includes unlimited scheduled paddling practices, race roster eligibility, coached small group sessions and fitness sessions during the winter months.

4.4.1. The Annual Dues for Individual Membership.

- Based on when paid
  - Dec - June \$200
  - July - Aug \$100
  - Sept - Nov \$50

4.4.2. The Annual Dues for Family Membership.

- Based on when paid
  - Dec - June \$300
  - July - Aug \$150
  - Sept - Nov \$75

4.4.3. If Olympia is your secondary club, dues are \$75 per year.

4.4.4. A Guest drop-in fee option of \$10.00 can be paid for any session. This drop-in rate must be paid at the start of each practice. Guests paying drop-in fees are not joining the team, but participating in practice for that session.

4.4.5. There are no dues for a Junior Membership. A Junior Member shall have no voting rights.

4.4.6. There are no dues for a lifetime Membership. The only requirement is signing any membership required paperwork.

## 5. Prospective Club Members

A Prospective Club Member is any person who expresses an interest in joining the Club.

- 5.1. Prospective Members must sign a waiver prior to their first on-water practice, or event utilizing Olympia Dragon Boat Club Boats and Equipment.
- 5.2. Prospective Members who are under 18 years of age shall require written permission from a legal guardian before being allowed to participate in any Club activities.
- 5.3. Prospective Members will have lower priority than paid Members in all respects if there is a limitation of space or resources.
- 5.4. Prospective Club Members are limited to three (3) free on-water practices. These practices are for the sole purpose of evaluating the Club and the sport of dragon boating.

## 6. Guests

- 6.1. A Guest is a non-member granted practice participation. A Child Guest is a Guest between ages of one and twelve, inclusive.
  - 6.1.1. Guests must sign a waiver prior to their first on-water practice, or event utilizing Olympia Dragon Boat Club Boats and Equipment.
  - 6.1.2. Guests who are under 18 years of age shall require written permission from a legal guardian before being allowed to participate in any Club activities.
  - 6.1.3. Guests will have lower priority than paid Members and Prospective Members in all respects if there is a limitation of space or resources.
  - 6.1.4. Guests who are experienced paddlers may race with Olympia Dragon Boat Club if they are an active member in another paddling Club.
  - 6.1.5. Child Guest Limitations
    - 6.1.5.1. A child Guest is someone under the age of 13 years old who wants to go out on a dragon boat.
    - 6.1.5.2. Child Guests must have permission of the coach and current boat Steersperson.
    - 6.1.5.3. Child Guests must have a waiver signed by a parent or guardian. The parent or guardian must designate an Adult Supervisor on the waiver.
    - 6.1.5.4. Child Guests must wear a properly fitting PFD at all times.
    - 6.1.5.5. Each Child Guest must be supervised by a dedicated Adult Supervisor that 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.

## 7. Club Communications

- 7.1. Members must provide a current email address to the Board of Directors for the purpose of Club-related communication. Coaches and Steerspersons must also provide their phone contact information. Other members are encouraged to provide their phone contact information.
- 7.2. The subject of all club related emails should begin with "Olympia Dragon Boat Club:"
- 7.3. The Board of Directors has the right to send email messages to all Club Members.

7.4. Any Club-wide communication not originated from the Board of Directors must pertain to dragon boat paddling and directly related activities.

## 8. Practices

### 8.1. Practice Policy

8.1.1. Practice schedules will be determined by the Board of Directors.

## 9. Boat Safety

9.1. The Board of Directors is responsible for establishing safety rules in accordance with USDBF requirements. The Board of Directors has the authority to enforce the rules, including suspension for non-compliance with the rules. The Steersperson is responsible for compliance with all of the safety rules to ensure the safety of the boat.

## 10. Rules for Equipment Use

### 10.1. Dragon Boats

10.1.1. There must be a Club-approved Steersperson in the boat and able to take control if necessary. A “Approved Steersperson” is a person who is proficient in the handling of all types of dragon boats owned by the Club.

10.1.2. A first aid/safety kit must be placed in the boat. At a minimum, the first aid/safety kit must contain bandaids, gauze, ace wrap, and a reflective blankets for hypothermia.

10.1.3. There should be at least two bailers mid ship, and it is recommended to take one extra paddle in the stern in case the steering oarlock breaks.

10.1.4. Vessels are required to display navigation lights between sunset and sunrise and during periods of restricted visibility (fog, rain, haze, etc .) The U .S . Coast Guard Navigation Rules, International-In- land, specifies lighting requirements for every description of watercraft .

### 10.2. Dragon Boat Crew

10.2.1. On any boat, children under age 13 do not count towards the minimum crew required.

- 10.2.2. For a large boat (20 + person Dragon Boat) a minimum of eight (8) crew are required for a practice, including Steersperson.
- 10.2.3. For a small Boat (10-person Dragon Boat) a minimum of five (5) crew are required for a practice, including Steersperson.
- 10.2.4. The Steersperson and/or coach may require more paddlers depending on the wind and water conditions and strength and experience of the crew.

### 10.3. Checklist before Undocking a Dragon Boat:

- 10.3.1. All crew must wear a properly fitting PFD on the boat, except, with Steersperson's approval, for brief removal while boat is stopped to adjust clothing. All non-swimming minors (under age 18) must have their PFD checked by the Steersperson before boarding the boat to ensure proper fit.
- 10.3.2. The Steersperson will perform a total head count before launching from the dock and check for non-swimmers, emphasizing the use of the buddy system for any emergency.
- 10.3.3. The Steersperson shall carry a working cell phone or marine radio while the boat is away from the dock, and carry a whistle at all times, attached to their PFD if possible.

10.4. The Steersperson shall only use the boat in safe weather and water conditions that are within the limits of the Steersperson's experience and the strength and experience of the crew, to be determined by the Coach and Steersperson, but with a minimum crew size as described above. It is prohibited for any Club dragon boat to leave the dock under hazardous conditions, such as lightning storms, or strong white cap or windy conditions.

## 11. Code of Conduct

The Olympia Dragon Boat Club supports the concepts of tolerance, fairness, and acceptance of all members regardless of gender, ethnicity, religion, age, disability, color, creed, national origin, sexual preference or any other personal characteristics. The Olympia Dragon Boat Club requires all members to treat others with respect, and to behave in a safe manner. Unacceptable behavior, and/or any deliberate action that is extreme in nature and is obviously detrimental to The Club's efforts to fulfill its mission or purpose, will not be permitted, and can lead to suspension or termination of Club membership. Although it is impossible to list all

forms of unacceptable behavior, the following are examples of infractions that may result in corrective or disciplinary action:

- Negligence or any careless action that endangers the life or safety of another person.
- Negligence or any careless action leading to damage of the club's or another member's property.
- Any act of harassment, sexual, racial or otherwise; telling sexist or racist jokes; making racial or ethnic slurs or otherwise engaging in discriminatory conduct, actions or behavior.
- Verbal or physical aggression and violence.
- The use of offensive, disrespectful or disparaging language directed at another member, competing team or the public.
- Acting in any manner that brings Olympia Dragon Boat Club into disrepute. This includes use of electronic communication.
- Stealing or misuse of the resources of the Club, or failing to ensure that resources of the Club, are used efficiently, carefully, lawfully and honestly.
- Members shall not disparage the Club, other Teams or its Members.
- Any form of dishonesty including falsification of records.
- Pettiness, nastiness, or making anyone feel small in any way has no place at our club.
- Members are not permitted to be under the influence of alcohol or controlled substances during training or racing.
- Failure to comply with Olympia Dragon Boat Club's rules and regulations and bylaws.
- Failure to comply with the terms of any corrective or disciplinary action as imposed by the club.

## 12. Complaints Regarding Infractions

Members are requested to submit any concerns regarding inappropriate behavior a board member.

## 13. Investigations of Complaints

Concerns relating to harassment or other inappropriate behavior shall be investigated in a timely, fair and confidential manner. Investigations will be conducted as discretely as is practical, understanding that complete confidentiality may not be possible in some cases.

## 14. Corrective and Disciplinary Actions

If necessary, the Board of Directors within its sole discretion, by affirmative vote of two-thirds of all the members of the Board, after an appropriate hearing may apply a range of remedies in response to violations of club policy.

These may include:

- Probation—verbal or written warning for a specified period, during which the individual may participate in club activities as defined within the terms of probation.
- Suspension—written warning for a specified period, during which the individual is not allowed to participate in any club activities nor use any club equipment.
- Disqualification—permanent revocation of the individual's eligibility for club membership.

## 15. Authorized Procurement Limits

The following are the authorized limits for Olympia Dragon Boat Club expenditures charged against the Club's finances. All proposed expenditures that exceed the following limits require approval by a minimum of two Board members and the Club Treasurer.

- The Treasurer or the President shall be able to make payments up to \$750.00 without additional approval for the normal day to day operating expenses incurred for club operations.
- Disbursements of amounts in excess of \$750.00 shall require the approval of the Treasurer and one other member of the Board of Directors.
- All disbursements of corporate funds using the Corporation's debit/ credit card for any transaction require the prior approval of the Treasurer or the President for any transaction.



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As adopted by vote of the board 6/14/2020  
Revised 10/29/2020 - To include Lifetime membership  
Revised 11/16/2022 - Changed dues.  
Revised 6/19/2023 - Simplified child guest rules