

VCKC Dragon Boat Program Policies

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Note: If there is a conflict between any of these policies and VCKC policies, the VCKC policy will take precedence.

GENERAL ADMINISTRATION

1. Principles

The Dragon Boat Program operates under the VCKC umbrella and will provide an environment that

- a) is fun-filled and encourages health and wellness, inter-team camaraderie and support
- b) fosters learning, safety, and growth for recreational and competitive individuals
- c) proactively supports VCKC principles, goals and activities
- d) is self-sustaining, so as not to present a drain on VCKC resources

2. Dragon Boat Committee

The Program will be administered by a Dragon Boat Program Committee, whose purpose is to assist and support the DBP Director and VCKC Dragon Boat Teams.

- a) Membership will be by appointment by the DBP Director and will include representation from all teams.
- b) Members will attend committee meetings as required and determined by the Director, and are encouraged to attend general meetings of the Club, including the Annual General Meeting.
- c) The Director may adjust the size of the Committee as requirements dictate.

3. Decision Making

The Dragon Boat Program supports the goals and policies of VCKC. To this end, the following decision-making scheme will be utilized:

- a) The matter to be decided must:
 - i) first, be in the best interests of VCKC
 - ii) second, be in the best interests of the Dragon Boat Program
 - iii) third, be in the best interests of Dragon Boat Teams at VCKC, and
 - iv) finally, be in the best interests of individual paddlers at VCKC.
 - b) It is anticipated that in following these criteria, the interests from the Club level to the individual level will be mutually supportive.
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FINANCIAL CONSIDERATIONS

4. Financial Accountability

All financial matters under the Dragon Boat Program (DBP) will be managed responsibly. To accomplish this:

- a) The Dragon Boat Treasurer, in collaboration with the VCKC Treasurer, will train team treasurers to adhere to processes and procedures reflecting Club policy. Teams will be required to give their members receipts for funds received.
- b) The Program Committee will ensure that accurate records are maintained for the financial activities undertaken at the program level, and be accountable to VCKC.
- c) Teams must submit a prescribed report on all financial activity under the Dragon Boat Program to the DBP Director and DB Treasurer at end-of-season (October 1st). This must include fees collected and costs by each festival, or any other activity involving fees or disbursements. This report should be endorsed by the team's treasurer and captain as being a complete and accurate financial record.
- d) Extra funds needed by any team must be managed separately, must be for a specific purpose (not "contingency"), and cannot be made mandatory. To ensure accountability, any extra funds collected and spent must have prior approval from the DBP Director, DB Treasurer and all team members.
- e) All teams' accounts must be closed/dissolved by the end of the season and any residual surplus divided equally among team members or given to VCKC.

5. Festival and Team Fees

Individual paddlers will pay fees for festivals, and other matters that arise through the season. Collection of these fees shall be done in such a way that:

- a) Festival fees will be the same for all paddlers, calculated as the team registration fee divided by 22 – the minimum number required for a full boat. The fee calculation will be rounded up to the nearest even dollar. With the approval of the DBP Committee, the Treasurer may increase a festival fee to offset costs for reasonable additional expenditures related to that festival.
- b) The fee calculation formula allows a surplus paddler to be transferred to another team (e.g., one needing paddlers) without cost concerns.
- c) Festival fees paid by spares will generate a surplus that can be used at the discretion of the team, by majority vote, for such things as tent food or a year-end party.

6. Refunds

- a) Festival fees may be refunded provided there are sufficient paddlers left on the registered team to cover costs, and there is justification for the refund (serious health, family or work problems).
- b) Surpluses remaining from overpayment of festival fees (e.g., for united teams) shall be disbursed proportionately to the team members who paid fees for each festival.
- c) Unspent surpluses from other fees collected for team activities shall be refunded proportionately to those who paid those fees.
- d) No refunds will be given on team items such as shirts, caps, paddles, etc.

7. Fundraising and Sponsorship for Dragon Boat Team Expenses

- a) Fundraising should be conducted with Club approval, and funds raised by teams should be used solely for the costs of DBP-related activities.
 - b) Teams may seek sponsorship to support their team efforts. Such sponsors may not be included on team shirts but may be included on pinnies or hats.
 - c) Raffles, 50/50 draws, and similar activities must be in accordance with VCKC rules.
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TEAM OPERATIONS

8. Code of Conduct

- a) All program participants must abide by the VCKC Code of Conduct.
- b) There is to be no disturbance of habitat or wildlife during activities on the Gorge.
- c) Do not feed the wildlife.
- d) There is to be no drumming on our side (West) of the Tillicum Bridge.
- e) Participate with team and program members in a positive and productive manner.
- f) Abide by team protocols and requirements that are established by individual teams.
- g) Direct any concerns or complaints about team issues to the team coach/captain/manager, not other paddlers.
- h) Do not challenge a coach's decision while in the boat and during practice, but rather, discuss the issue on land either before or after the practice session.

9. Coaching

- a) Coaches must have certification or experience which is accepted by the Dragon Boat Program Committee.
- b) Coaches for each team must be approved by the Dragon Boat Program Committee.
- c) The Dragon Boat Program Committee will advise, as soon as possible, when coaching courses are available.
- d) Anyone who takes a course may be eligible for partial reimbursement from VCKC if approved by the Dragon Boat Program Committee and after one year of coaching a dragon boat team at VCKC. Those who are eligible for reimbursement will be selected by the Dragon Boat Program Committee. Reimbursement is not guaranteed.

10. Sterns

Sterns are not required to have taken a stern's course, but must demonstrate sufficient knowledge, skill and safety awareness to be approved by the Dragon Boat Program Committee.

11. Dragon Boat Teams

- a) Teams are classified as follows:
 - i) composition: - Grand Masters (50+)
- Mixed (at least 8 women)
- Women only

- ii) type:
 - Competitive
 - Recreational (with some competitive)
 - Novice (limited paddling experience)
- iii) special: - Club-approved unique teams, e.g., VCKC Komodo Dragons
- b) The maximum team roster size is 30 members. The minimum size is 22 members. Both maximum and minimum numbers include a stern and a drummer.
- c) All team names will begin with "VCKC" and team jerseys must display the VCKC logo.
- d) Each team will select a primary and backup Captain who will assist in ensuring issues are resolved, VCKC and Dragon Boat Program policies are communicated, and deadlines are met.
- e) Each team will elect a Treasurer to work with the Program Treasurer for the collection of festival fees and monitoring of other team financial matters.
- f) Teams are not required to take on new members if their roster is already at its maximum of 30 members.
- g) All paddlers are welcome to try out for competitive teams. Team coaches will determine the suitability of candidates trying out for their teams.
- h) Coaches may remove paddlers from teams. When this occurs, they will be directed to the DB Committee for referral to a team which better suits the paddler.
- ↳ Formation of the season's teams will be initiated at the Dragon Boat Orientation Meeting held in January.
- j) All teams are expected to participate in the VCKC Guts and Glory Festival. The Gorge Fest and the Victoria Dragon Boat Festival are highly recommended for VCKC teams.
- k) VCKC United teams (*ad hoc* teams created for some festivals) are coordinated by the Dragon Boat Committee Liaison Position.

12. Responsibilities of All Dragon Boaters

- a) Maintain a VCKC Membership or have a signed waiver if a guest (2 times only).
- b) Wear a personal flotation device (PFD), in accordance with VCKC policy, in all races and practices.
- c) Ensure that there is a safety bag in the boat at all times.
- d) Be aware of boat safety procedures in case of an accident.
- e) Follow Coach/Stern instructions.
- f) Ensure clubhouse door is closed before boat leaves the dock.
- g) Treat VCKC equipment with care.
- h) Participate in the cleaning and rinsing of the boat after practice.
- i) Ensure that the dragon boat is secured with ropes out of the water at the end of each practice.
- j) Participate in VCKC activities, volunteering at least once annually at such events as Clean Up the Gorge, Canada Day boat rides, etc.
- k) Participate in the VCKC Guts and Glory Festival in July. (Individual teams may elect to participate in additional festival opportunities.)
- l) Wear the VCKC team jerseys at festivals. (Hat is optional)
- m) Provide their own PFDs and paddles. (New paddlers should comply as quickly as possible.)

13. Practice Schedule

- a) If there is a conflict between team practice times and VCKC events, the practice will be cancelled to accommodate the event, e.g., Club BBQ, Gorge and clubhouse cleanups
- b) Saturday Open Practice is open to both experienced and new paddlers. Minimum age for participants in these sessions is 12 years. Children must be accompanied by an adult.
- c) The schedule for team practices will be constructed in such a way that teams alternate between the two Club boats.

14. Communications

A Communications Position on the DB Committee will ensure good communication, and information for dragon boaters will be available as follows:

- a) Captains, as members of the DB Committee, will communicate Committee decisions and policies to teams and will relay team views and concerns to the Program Committee

- b) The DB Communications Position will ensure that information resulting from Committee decisions is provided to coaches and captains, and that information appears on the VCKC website, including
 - i) Dragon Boat Policies
 - ii) a listing of teams and captains, together with team bios
 - iii) minutes of Dragon Boat general meetings
 - iv) other miscellaneous information
 - v) contact information to allow dragon boaters and teams to communicate with the Director and the Program Committee
- c) at VCKC general meetings
- d) in the VCKC Newsletter
- e) by hard copy
 - i) in the basement - in a binder and on the bulletin board
 - ii) handout of Program Policies to all teams at the beginning of the season

15. Safety

- a) The club dragon boat will not be used beyond the Ogden Point breakwater.
- b) All team members will
 - i) Comply with VCKC's safety Policies and Procedures found at www.vckc.ca on the Members' page/Documents/ Program and Trip Guidelines.
 - ii) Be familiar with the standard commands for steering and controlling the boat.
 - iii) Notify the coach and captain of any medical conditions that may affect paddling.
 - iv) Wear appropriate clothing for the weather, carry water and use sunscreen.
- c) Safety is overall the responsibility of the stern. As such, the stern is to:
 - i) Ensure all personal in the boat are wearing a PFD done up.
 - ii) Ensure the boat safety bag, containing a throw line and a sound signalling device is in the boat.
 - iii) Ensure that bailers are in the boat.
 - iv) Ensure proper safe loading procedures. Drummer and stern are in first and out last. Paddlers are to safely load and unload from the middle.
 - v) Avoid travel under the Tillicum Bridge unless tide speed and water depths allow safe conditions. If in doubt at all, **the stern has control of the boat in all issues of safety.**
 - vi) Ensure all paddlers brace the boat and move carefully and safely when switching positions in the boat.
 - vii) Ensure that the boat is only taken out in safe weather and water conditions.
 - viii) Ensure that at least 10 paddlers and a stern are on board before taking boat out.
- d) Follow the rules of the road at all times.
 - i) Keep to the right at all times.
 - ii) When passing other boats keep to the right side making sure your intentions are known well in advance.
 - iii) Any boat approaching from the right has the right of way.
 - iv) Ensure you maintain a 360 degree view before turning or changing to a new course heading.
- e) Reporting incidents or damage to the boats is the responsibility of the coach and captain. In the event of any incident involving a paddler, or damage to a boat, the incident is to be recorded in the dragon boat damage log located downstairs, and an e-mail is to be sent to the Director of the Dragon Boat Program at dragonboat@vckc.ca