

Charlotte Dragon Boat Association

Member Handbook



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I. PURPOSE

- To provide support in enabling members to practice and train in Dragon Boating for fitness, enjoyment, and competition
- To promote team building, leadership, diversity enhancement, and cost-effective community sports and exercise
- To develop amateur athletes for national and international Dragon Boat competitions
- To provide education and instruction to the public on Dragon Boating
- To foster, conduct, and assist in local, national, and international Dragon Boat competitions
- To maintain facilities and equipment for Dragon Boating instruction, practice, and competition
- To promote the cross-cultural communications throughout the Charlotte community via Dragon Boat events

II. BACKGROUND

In 2005, Charlotte Dragon Boat Association (CDBA) was formed in support of Carolinas Asian-American Chamber of Commerce's participation in the Crossroads Charlotte community-building initiative. Its mission is to become a dedicated resource to promote, plan, organize, and operate Dragon Boat racing events and to raise awareness and to enrich and celebrate the diversity of our multi-culture community.

To sustain the support to meet the needs of its increasing club membership and the required funding to operate the successful annual Charlotte Dragon Boat festival, CDBA applied for and received the 501 c (3) non-profit classification in 2009, with its operation managed by its elected officers and governing Board.

III. MEMBERSHIP

Membership is open to anyone who accepts the Purpose of CDBA and agrees to follow the guidelines articulated in the Members Handbook.

Additional levels of membership may be added at the discretion and ratification through a majority vote by the Leadership Team and Members.

3.1 Benefits

1. Have first choice of practice plan to suit your schedule
2. Be the first to receive and thus to act upon event announcements with limited capacity, e.g., training camp, race, seminars, etc.

3. Have the first opportunity to volunteer your skills and talents to help manage and administer various CDBA functions
4. Additional promotions and discounts offered by CDBA sponsors.
5. Run for election/appointment to the Executive Leadership Team (President, Treasurer, Secretary, Board or Advisors)
6. Actively engaged in the administration, organization, and promotion of Dragon Boat racing through elections to the Executive Leadership Team, Committee Chair appointments, voting eligibility on CDBA elections and decisions, and committee involvement
7. Have voting rights to CDBA direction and decisions

3.2 Membership Application

Applications for general membership will be taken during membership drives and other membership recruitment opportunities. The petition for membership will be reviewed by the Membership Committee and confirmed by the Leadership Team with recommendations from the Membership Committee.

Current Annual Membership Due: \$65 for racing crew and \$45 for recreational members (Subject to Change at the Discretion of the Executive Leadership Team).

3.3 Organization and Primary Activities

Board of Directors

- Governing body of CDBA responsible for its policy, strategy and operational decisions
- Provide supervision and guidance to the Leadership Team
- Board of Directors includes the Chair, President, Treasurer, plus up to six additional CDBA members and two outside participants.

Leadership Team

- Manages CDBA day-to-day activities including all committees listed below
- The team is led by the President with the head coach, team captain(s) and other members appointed by the President with consent by the Board.

Promotion Committee

- Primary points of contact to CDBA sponsors
- Manages and maintains relationships with sponsors and the community
- Promotes events and the CDBA in coordination with various community organizations
- Writes, distributes, manages and monitor all external CDBA communications

Event Committees

- Coordinates training, practice, and representation of the CDBA at local, regional, national, and international race event
- Dragon Boat CDBA Member kick-off event

Membership Committee

- Recruitment of new members
- Manages and updates the membership list
- Develop promotion plans in coordination with the Promotion Committee to promote membership drives

IV. DISCIPLINE & CODE OF CONDUCT

CDBA is committed to fairness, equity and good sportsmanship in Dragon Boat racing. CDBA aims to provide the best possible environment in which its participants can excel, and its officials and administrators can discharge their responsibilities to ensure the participants are able to be and perform at their best. The Code of Conduct is designed to ensure that appropriate forms of behavior are adopted will remain the norm for all persons associated with CDBA.

The Leadership Team may by a vote of at least three fourths of their number to expel, suspend or reprimand from membership or competition any Member, should any Member not comply with the Rules of the CDBA, or is found guilty of conduct which is, in the opinion of the Leadership Team, prejudicial to the interests of the CDBA or its Member.

- a.** Before any Member is expelled, suspended or otherwise reprimanded, the conduct in question shall be inquired into by the Board, and the Member shall be given the opportunity to justify or explain their conduct before the Board
- b.** The Board will communicate their findings and recommendation(s) back to the Leadership Team
- c.** At the discretion of the Leadership Team, a meeting with the Member may be held to get further clarification and details of the Member's conduct via direct inquiry by the Leadership Team.
The vote to expel a Member will be held by the Leadership Team after the inquiry to suspend or expel that Member from membership to the CDBA or otherwise reprimand that Member.

Expectations

1. CDBA expects loyalty and commitment from its Members.
2. Members must be prepared to commit to the achievement of the purpose of CDBA as noted in the CDBA Charter.
3. All Association members must follow all By-Laws and Code of Ethics
4. All Association members who have committed to a race event in representation of the CDBA must remain committed until its completion or a replacement is found to fill the member's role.
5. In representation of the CDBA, race team members must obey the instructions given by his/her Team Captains, Coaches, team officials, or race officials.
6. The decision of selecting individuals for the CDBA race team will rest solely on the respective Event Committee and Leadership Team in consultation with coaches prior to making such decisions.
7. During all events, race team members and event organizers are expected to:
 - A. Keep strict discipline
 - B. Be punctual
 - C. Act together as a team unless instructed otherwise by the team manager
 - D. Respond positively and promptly to instructions given by the team captain, coaches, or team manager.
 - E. Be conscious of his/her own personal behavior always as it will inevitably reflect on the image of the CDBA.
 - F. Observe the rules and regulations of the event hosting organizers.
 - G. Strict observance of the CDBA Code of Conduct.

CODE OF CONDUCT

The Charlotte Dragon Boat Association (CDBA) is committed to fairness, equity, and good sportsmanship in Dragon Boat racing. CDBA aims to provide the best possible environment in which its participants can excel, and its officials and administrators can discharge their responsibilities to ensure the participants are able to be and perform at their best. The Code of Conduct is designed to ensure that appropriate forms of behavior are adopted and be and remain the norm for all persons associated with Dragon Boat racing events.

This document shall be known as the Charlotte Dragon Boat Association Code of Conduct (The Code). The Code governs the conduct of all persons associated with CDBA sanctioned Dragon Boat racing events and those who may from time to time be a member of CDBA representative teams. In the Code unless otherwise stated the words 'person' or 'persons' shall include but are not limited to

- 1) A member of CDBA
- 2) A person elected or appointed to or otherwise a member of CDBA Board
- 3) A person who is an employee of CDBA
- 4) A person who is elected or appointed to any commission, committee or other body established by CDBA for the promotion of its objects
- 5) A person who is an official at an CDBA event
- 6) A person who is a member of a Dragon Boat racing team competing at an CDBA sponsored or sanctioned event as an athlete, captain, coach, head coach, equipment manager, manager, assistant manager, physician, assistant physician, physiotherapist, sports scientist, masseur, media representative, sports psychologist or any other persons who is appointed to a team position.
- 7) A person who is a member of any team sanctioned by CDBA either as an athlete, captain, coach, head coach, equipment manager, manager, assistant manager, doctor, assistant doctor, physiotherapist, sports scientist, masseur, media representative, sports psychologist, CDBA Delegate, Team Official or any other persons who is appointed to a team position.

I. GENERAL CODE OF CONDUCT

As a person required complying with this By-Law, you must meet the following requirements regarding your conduct during any activity held or sanctioned by CDBA and in any role you hold within CDBA:

- a. Respect the rights dignity and worth of others.
- b. Be fair, considerate and honest in all dealing with others.
- c. Be professional in and accept responsibility for your actions.
- d. Make a commitment to providing quality service.
- e. Demonstrate a high degree of individual responsibility especially when dealing with persons less than 18 years of age, as your words and actions are an example.

- f. Be aware of, and maintain an uncompromising adherence to CDBA standards, rules, regulations and policies.
- g. Operate within the rules of CDBA including national and international registered guidelines that govern CDBA and the State Associations.
- h. Understand your responsibility if you breach or are aware of any breaches of this Code of Conduct.
- i. Do not use your involvement with CDBA, a State Association or an Affiliated Club to promote your own beliefs, behaviors or practices where these are inconsistent with those of CDBA, the State Associations or the Affiliated Clubs.
- j. Avoid unaccompanied and unobserved activities with persons less than 18 years of age, wherever possible.
- k. Refrain from any form of abuse towards others.
- l. Refrain from any form of harassment towards, or discrimination of others.
- m. Provide a safe environment for the conduct of the activity.
- n. Show concern and caution towards others who may be sick or injured.
- o. Be a positive role model.

II. ADMINISTRATOR CODE OF CONDUCT

In addition to the General Code of Conduct, you must meet the following requirements about your conduct during any activity held by or under the auspices of CDBA and in any role as an administrator of CDBA:

- a. Be fair, considerate and honest in all dealing with others.
- b. Be professional in and accept responsibility for your actions. Your language, presentation, manners and punctuality should reflect high standards.
- c. Demonstrate a high degree of individual responsibility especially when dealing with persons less than 18 years of age, as your words and actions are an example.
- d. Resolve conflicts fairly and promptly through established procedures.
- e. Maintain strict impartiality.
- f. Maintain a safe environment for you and others.
- g. Be aware of your legal responsibilities.
- h. Be a positive role model for others.

III. COACH CODE OF CONDUCT

In addition to the Code of Conduct, you must meet the following requirements about your conduct during any activity held or sanctioned by CDBA and in your role as a coach or registered instructor and guide of CDBA:

- a. Treat all paddlers with respect always. Be honest and consistent with them.
- b. Honor all promises and commitments, both verbal and written.

- c. Provide feedback to paddlers in a caring sensitive manner to their needs.
Avoid overly negative feedback.
- d. Recognize paddlers' rights to consult with other coaches and advisers.
Cooperate fully with other specialists (e.g. sports scientists, physicians, physiotherapists etc).
- e. Treat all paddlers fairly within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, color, sexual orientation, religion, political beliefs, socio-economic status, and other condition.
- f. Encourage and facilitate paddlers' independence and responsibility for their own behavior, performance, decisions and actions.
- g. Involve the paddlers in decisions that affect them.
- h. Determine, in consultation with paddlers and others, what information is confidential and respect that confidentiality.
- i. Encourage a climate of mutual support among your paddlers.
- j. Encourage paddlers to respect one another and to expect respect for their worth as individuals regardless of their level of play.
- k. At all times use appropriate training methods that in the long term will benefit the paddlers and avoid those which could be harmful.
- l. Ensure that the tasks/training set are suitable for age, experience, ability and physical and psychological conditions of the paddlers.
- m. Be acutely aware of the power that you as a coach / registered instructor and guide develop with your paddlers in the coaching relationship and avoid any sexual intimacy with paddlers that could develop as a result.
- n. Avoid situations with your paddlers that could be construed as compromising.
- o. Actively discourage the use of performance enhancing drugs, the use of alcohol and tobacco and illegal substance.
- p. Respect the fact that your goal as a coach / registered instructor and guide for the paddlers may not always be the same as that of the paddlers. Aim for excellence based upon realistic goals and due consideration for the paddlers' growth and development.
- q. Recognize individual differences in paddlers and always think of the paddlers' long-term best interests.
- r. Set challenges for each paddler who is both achievable and motivating.
- s. At all times act as a role model that promotes the positive aspects of sport and of Dragon Boat racing by maintaining the highest standards of personal conduct and projecting a favorable image of the sport of Dragon Boat racing and of coaching always.
- t. Do not exploit any coaching relationship to further personal, political, or business interests at the expense of the best interest of your paddlers.
- u. Encourage paddlers and coaches to develop and maintain integrity in their relationship with others.
- v. Respect other coaches / registered instructors and guides and always act in a manner characterized by courtesy and good faith.

- w. When asked to coach paddlers, ensure that any previous coach-paddlers relationship has been ended by the paddlers-others in a professional manner.
- x. Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
- y. Know and abide by CDBA rules, regulations and standards, and encourage paddlers to do likewise. Accept both the letter and the spirit of the rules.
- z. Be honest and ensure that qualifications are not misrepresented. Be open to other people's opinion and willingness to continually learn and develop.

IV. PADDLER CODE OF CONDUCT

In addition to the Code of Conduct, you must meet the following requirements regarding your conduct during any activity held or sanctioned by CDBA or in your role as representative paddlers of CDBA:

- a. Respect the rights, dignity and worth of fellow paddlers, coaches, registered instructors and guides, officials and spectators.
- b. Refrain from conduct which could be regarded as sexual or other harassment towards fellow paddlers and coaches / registered instructors and guides.
- c. Respect the talent, potential and development of fellow squad members and competitors.
- d. Care and respect the equipment provided to you as part of your program.
- e. Be frank and honest with your coach / registered instructor and guide concerning illness and injury and your ability to train fully within the program requirements.
- f. Conduct yourself in a professional manner relating to language, temper and punctuality.
- g. Maintain high personal behavior standards always.
- h. Abide by the rules and respect the decision of the adjudicator, making all appeals through the formal process and respecting the final decision.
- i. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team/crew.
- j. Cooperate with coaches, registered instructors and guides and staff in development of programs to adequately prepare you for competition at the highest level.

V. OFFICIAL'S CODE OF CONDUCT

In addition to General Code of Conduct, you must meet the following requirements regarding your conduct during any activity held or sanctioned by CDBA and in your role as an official appointed by CDBA:

- a. Place the safety and welfare of the paddlers/participants above all else.
- b. Accept responsibility for all actions taken.
- c. Be impartial.

- d. Avoid any situation that may lead to a conflict of interest.
- e. Be courteous, respectful and open to discussion and interaction.
- f. Value the individual in sport.
- g. Encourage inclusively and access to all areas of officiating.

VI. CHARLOTTE DRAGON BOAT RACE TEAM MEMBER CODE OF CONDUCT

1. All persons who from time to time are representing Charlotte Dragon Boat Association in a team under the auspices of CDBA shall act in accordance with the conduct outlined hereunder:
 - (i) Be subject to the control, management and direction of the team manager or captain or any other person appointed by either of them.
 - (ii) Observe and comply with all directions and orders given by the team manager or captain or any other person.
 - (iii) Conduct themselves in a proper manner so as not to bring themselves, CDBA or the team generally into public disrespect or censure and to the absolute satisfaction of the team manager.
 - (iv) Not to make, comment, issue, authorize, offer or endorse any public criticism or statement having or designed to have an effect prejudicial to the best interests of CDBA, Dragon Boat racing generally or the team.
 - (v) Respect the law and customs always and in all places including in foreign countries.
 - (vi) Treat all persons with respect, dignity and proper regard for their rights and obligations.
 - (vii) Perform all duties and responsibilities as a representative of CDBA in a mature, fair and professional manner.
 - (viii) Demonstrate and ensure a positive commitment to CDBA programs and policies.
 - (ix) Not disclose to any unauthorized person or organization information which is of a confidential or privileged nature.
 - (x) Not misuse funds or property of CDBA.
 - (xi) Not use information obtained during employment or appointment or selection or otherwise on official duties in a nominated role to gain directly or indirectly a financial advantage for themselves or for any other person.
 - (xii) Not promote, pass on, exchange or publish information whereby that information may be of a confidential, offensive, scandalous, unsubstantiated or derisive type.
 - (xiii) Not to harass, ridicule or embarrass a fellow appointee or representative of CDBA in such as way as would constitute an offence under Federal or state legislation governing human rights and sex discrimination in force and effect from time to time.

- (xiv) Not participate in nor promote any demonstration or propaganda of any kind or form including but not limited to political, religious or racial whilst in CDBA uniform.
- (xv) Not defame or injure any person.
- (xvi) Not use, attempt to use, have in his or her possession, attempt to have in his or her possession, traffic or attempt to traffic any illegal drug or substance.
- (xvii) Not to use or consume alcohol to excess nor to encourage other persons to use or consume alcohol to excess.
- (xviii) To ensure that all directions given by CDBA and/or its authorized representatives regarding the wearing of appropriate attire whilst representing CDBA are adhered to.
- (xix) Not to take liberties with the privacy of other persons.
- (xx) To ensure that all persons avoid unaccompanied and unobserved activities with under age team members.
- (xxi) To act always in a manner beyond reproach and in such a way as to ensure good relations within and between teams.
- (xxii) To preclude people not associated with the team from fraternizing with the team members during competitions without the authority of the manager.

Any Breach of the Code will be addressed according to Section IV