

# Newcastle Hunter Dragon Boat Club By-Laws

Adopted March 2021

## Preamble

These By-Laws are to be read in conjunction with the Newcastle Hunter Dragon Boat Club (NHDBC) Constitution, particularly in relation to the Aims and Objectives set out therein.

It is vital that all Board of Management (BOM) Directors, Club Coaches, and those appointed to official positions work cooperatively and cohesively to ensure the NHDBC By-Laws are implemented in the best interests of the development, unity and harmony of the Club and all its members.

## 1. Club Governance

1.1 The Club functions shall be managed on behalf of the membership by an elected Board of Management and an agreed number of appointed officials drawn from the membership.

1.2 In accordance with the Club Constitution (Clause 14.1), the composition of the Board of Management shall be:

- President;
- Vice President;
- Secretary;
- Treasurer;
- Three ordinary Directors.

1.2 Non-BOM official positions include:

- Member Registrar
- Member Protection Information Officer (MPIO)
- Safety Coordinator
- COVID Safety Officer
- Sweep Coordinator
- Assistant Sweep Coordinator
- Webmaster
- Publicity Officer
- Team Manager Marlins
- Team Organiser – Social/Accommodation Marlins
- Coach Marlins
- Team Manager Redfins
- Team Organiser – Social/Accommodation Redfins
- Coach Redfins
- Team Manager DAs
- Coordinator DAs
- Coach DAs
- Assistant Coaches
- Boat Captain(s)
- Recruitment Officer
- Returning Officer (for formal voting)

1.3 Any Ordinary Director position which may become vacant between Annual General Meetings (AGM) may be filled until the next AGM by a Club member who

is nominated by another Club member and accepts the nomination and is approved by the members at the subsequent General Meeting.

- 1.4 No Club member shall hold more than one major official position at a given time.
  - 1.4.1 The major official positions are: BOM Directors, Club Coaches and Team Managers.
- 1.5 Partners shall not be permitted to be elected to the executive positions on the BOM at the same time, that is, President, Vice President, Secretary and Treasurer.
- 1.6 In line with the Club Constitution, the BOM shall seek to meet once a month and may elect to do so via video conference.
- 1.7 The BOM's agenda and minutes will be made available to all members via an email generated by the NHDBC RevSport site. A paper copy of the minutes may be provided to a member upon request.
- 1.8 The BOM shall seek to involve all Club members in the Club's major decision-making and expenditure processes.
- 1.9 In line with the Club Constitution, the BOM will hold at least one General Meeting (GM) with the membership per financial year.
  - 1.9.1 General Meetings will be held to address major issues including, but not limited to:
    - Large capital expenditure;
    - Club acquisitions;
    - General Club business;
    - Issues raise by Club members.
  - 1.9.2 Club General Meetings shall be held on a Saturday, after that day's training session whenever practicable.
- 1.10 Club records will be maintained on the Club's electronic platform and will be accessible to the current BOM directors only.

## **2. Club Structure**

- 2.1 The Club Structure shall be determined by the Club Members and the BOM.
- 2.2 All matters of the Club's structure shall be agreed by a majority of members at a General Meeting or Annual General Meeting by a show of hands or a ballot.
- 2.3 The Club shall seek to provide opportunities for paddlers to reach their paddling goals including social interaction, fitness and/or competition.
- 2.4 The Club's current structure comprises three squads - Marlins, Redfins and Dragons Abreast (DAs) - with all squads working together for the betterment of the Club and all its members.
- 2.5 For the purposes of competition, crews shall be composed in accordance with DBNSW regulations, that is:

- 2.5.1 Standard 20s crew with minimum 16 paddlers, one drummer and one sweep;
- 2.5.2 Small 10s crew with a minimum of 8 paddlers, one drummer and one sweep.

### **3. Club Budget**

- 3.1 The outgoing BOM will prepare for the AGM a Club Budget for the following 12 months to be ratified by the members at the AGM.
- 3.2 Any significant budget alterations required during the year will be put to the membership for ratification at a General Meeting.
- 3.3 The BOM will determine the annual NHDBC membership subscription based on the estimated number of members and the Club's estimated annual operating expenses, which include:
  - Rental of Club premises;
  - Insurances;
  - Utilities, including electricity and water;
  - Boat and equipment maintenance and replacement;
  - Accreditation and compliance expenses for coaches, assistant coaches and sweeps.
- 3.4 The membership subscription will be ratified by the members at the AGM.
- 3.5 The Club's fundraising agenda will be determined each year by the BOM in conjunction with any specific grants and fundraising committee nominated by the Club.
- 3.6 Grants received and funds raised for specific purposes will be held in the Club's fundraising account.

### **4. Membership**

- 4.1 New members may join the Club by:
  - 4.1.1 Joining DBNSW via the RevSport link provided by the Club Registrar on the Club Website;
  - 4.1.2 Completing and submitting the NHDBC Club Membership and Agreement form;
  - 4.1.3 Paying the prescribed membership fees for DBNSW and NHDBC via RevSport.
- 4.2 Prior to joining NHDBC prospective members may complete with the Club a novice course or up to the DBNSW's prescribed number of free trial paddles.
  - 4.2.1 To do so, a prospective member must complete and submit to the coach the DBNSW waiver form to cover the duration of their novice and free sessions.
  - 4.2.2 The coach of each session attended will record the date and name of the prospective member who attended.
- 4.3 Coaches/Squad Managers and the Recruitment Officer shall notify the Member Registrar of new members who are about to join the Club.
- 4.4 New or returning members joining after the DBNSW State Final in any given financial year shall pay half the NHDBC annual fee.

- 4.5 The Member Registrar shall manage all member information and maintain confidentiality of this information, including backup files.
- 4.6 At the beginning of each financial year, the Member Registrar shall provide the coaches with the emergency contact details of their respective squad members, this information to be held confidentially by the coaches.
- 4.7 An NHDBC member may also hold membership with another Dragon Boat Club but may represent only one club at any sanctioned event.

## **5. Training Sessions**

- 5.1 All members shall be able to participate in any NHDBC training session regardless of their squad. The following criteria shall apply to a paddler seeking to join a training session other than with their nominated squad:
  - The member must contact the coach of that session prior to the session;
  - There must be seats available on the boat;
  - The paddler must be seated as the session coach/assistant coach directs;
  - The paddler must be able to follow the coach's/assistant coach's directions relating to stroke rates and race strategies;
  - The paddler must be capable of paddling continuously during the session.
- 5.2 Members paddling with a squad preparing for an upcoming regatta must be able to attend training sessions with that squad prior to the regatta for a period of time determined by that squad's coach.

## **6. Coaches and Assistant Coaches**

- 6.1 The BOM in consultation with the Club's coaches will annually review the Club's coaching requirements and assets to ensure the Club has enough coaches and assistant coaches with current qualifications for the following year.
- 6.2 Where additional coaches/assistant coaches will be required, the Club will seek to have interested, endorsed members trained through a DBNSW Level 1 Coaching course.
- 6.3 The Club will bear the costs of Coach and First Aid training for current and prospective coaches and assistant coaches. Any additional costs associated with this training will be considered each year.
- 6.4 Through one of its regular meetings, the coaches will in writing request BOM sign off on Club support for a potential assistant coach that the coach endorses.
- 6.5 Coaches shall devise strategic plans for the long-term development of assistant coaches.
- 6.6 Current coaches and assistant coaches shall advise the BOM in writing if they wish to further their qualifications.

## **7. Sweeps**

- 7.1 Each year at the AGM, the BOM will appoint a Sweep Coordinator who has the qualifications and experience specified in the role description.

- 7.2 The BOM in consultation with the Sweep Coordinator and Assistant Coordinator shall annually review the Club's sweep requirements and assets to ensure the Club has sufficient sweeps with current qualifications for the following year.
- 7.3 Where additional sweeps are required, the Club will seek to have endorsed members trained by the Club's current L3+ sweeps in accordance with the DBNSW Sweep Accreditation Scheme and associated Sweep Accreditation and Safety Regulations.
- 7.4 The Club will bear the costs of Senior First Aid training/recertification for accredited sweeps as recommended by DBNSW. Any additional costs associated with this training shall be considered each year.
- 7.5 The Sweep Coordinator will submit in writing to the BOM the name(s) of endorsed potential sweeps in order for the BOM to sign off on Club support for their training.
- 7.6 The Sweep Coordinator and Assistant Coordinator shall devise plans for the long-term development of the Club's Sweeps and Sweeps In Training, including
  - 7.6.1 Liaison with DBNSW to register a new Sweep in Training (SIT);
  - 7.6.2 Ensuring each SIT is rostered with an accredited L3+ sweep supervisor to achieve the required number of on-water hours to become eligible for assessment;
  - 7.6.3 Arranging assessment with the Regional Sweep Coordinator and the relevant squad coach, including participation of the required number of Club paddlers;
  - 7.6.4 Notifying the Regional Sweep Coordinator of accredited L2 sweeps wishing to sweep at a regatta.
- 7.7 Club sweeps and SITs will keep current a log of their sweeping activities.
- 7.8 The Sweep Coordinators or a nominated assistant will draft a sweep roster before the start of each calendar month, drawing on available sweeps to ensure where possible all squad training sessions can be programmed.
  - 7.8.1 The monthly sweep roster will be emailed to all coaches, assistant coaches and sweeps, and printed copy will be posted on the Club noticeboard
  - 7.8.2 Accredited Club sweeps who regularly paddle or sweep with a particular squad may be asked for their availability to sweep for other squads to ensure all training sessions can proceed with the required number of crews
- 7.9 The Sweep Coordinator shall ensure all Club sweeps and Sweeps in Training are trained in the Maritime NSW Rules and Regulations as they apply to Dragon Boating, including general "rules of the road" for bodies of water they train and/or race upon.

## **8. Regattas**

- 8.1 The Club shall seek to enter crews in:
  - 8.1.1 DBNSW regattas
  - 8.1.2 the State championships
  - 8.1.3 the Lunar New Year Regatta
  - 8.1.4 where possible, the National Championships
  - 8.1.5 Club regattas in regional NSW.

8.2 Following the National Championships (the end of the season), the BOM in consultation with the coaches shall develop the Club's next season's regatta calendar, giving priority to the regattas specified in Clause 8.1.

8.3 The NHDBC regatta calendar will be published to all members.

8.4 To facilitate forward planning of potential regatta entries and crews, based on their individual paddling goals and predicted availability, Club members shall at the beginning of the season nominate to their coach the regattas on the Club calendar they plan to attend.

8.5 All Club members shall have the opportunity to nominate for any regatta that NHDBC enters subject to their availability to prepare for that regatta (see Clause 5.2)

8.6 The relevant coach(es) will manage selection criteria for race crews when these are required.

8.7 As a priority, NHDBC competition crews shall comprise NHDBC members. Where a competing squad is unable to recruit a full crew in a race category, other NHDBC members shall be given first offer to ensure a full NHDBC crew competes in the regatta.

8.8 Joining with other clubs shall be a method of last resort to ensure NHDBC members have the opportunity to compete at regattas.

## **9. Community regattas**

9.1 The Club will consider hosting a Community Regatta annually or biannually for the purposes of fund raising, increasing membership, and promoting the sport of dragon boating in the broader community.

9.2 Decisions about whether to hold a Community Regatta in the subsequent year will be made at the Club's AGM by a show of hands of the members, subject to commitment from enough member volunteers to organise the regatta.

9.3 The BOM in consultation with any Club Grants and Fund Raising committee will direct the organisation of any Community Regatta.

9.4 The Club will donate to charity a portion of the funds raised through a Community Regatta..

9.5 The Club will hold funds raised for the Club through community regattas in its fund raising account for the benefit of all club members

## **10. Membership Drives**

10.1 At the beginning of each financial year, the BOM in consultation with Club coaches and membership will consider the Club's recruitment needs and seek to schedule one or more recruitment drives annually.

10.2 Recruitment drives may include:

10.2.1 Novice course

10.2.2 Come and try day or days

10.2.3 Community regatta

10.2.4 Follow up from industry team building days

## **11. Club communications**

- 11.1 The NHDBC website shall be used for Club matters only and administered by the Club's appointed Webmaster
- 11.2 The BOM shall monitor the Club Website to ensure all postings are appropriate. Club members shall report to the BOM any postings they consider inappropriate.
- 11.3 In line with the Club's media policy, only authorised members may post on the club's web page and public social media page.
- 11.4 When the Club wishes to use photographs or video footage of Club members for public information or training purposes, permission shall be sought from the members and the photographer acknowledged when appropriate.
- 11.5 Members shall direct to the Club President any media enquiries or requests for comment.
- 11.6 The BOM's minutes and other matters important to the members shall be made available to all members via a RevSport notice.
- 11.7 The club shall maintain a Post Office Box for postal correspondence.

## **12. Affiliation with Dragon Boats NSW Inc (DBNSW)**

- 12.1 Where possible the Club will send at least one representative to DBNSW state meetings and report the proceedings to the membership through the BOM minutes.
- 12.2 On behalf of the Club, the BOM will respond to surveys and requests for information from DBNSW and Australian Dragon Boat Federation (AusDBF).
- 12.3 The Club will seek to assist DBNSW when requested
- 12.4 When necessary, the Club will seek DBNSW guidance and expertise on issues that are of a state-wide nature.