



The General Regulations of Dragon Boating WA Inc

Amended 05 September 2011

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General regulations

1 Motto

The motto of Dragon Boating WA Inc (DBWA) is 'Fire on Water'.

2 Emblem / logo

The emblem / logo of DBWA is as per Appendix A, using the State colours of black and gold with the addition of red.

3 Use of logo

The DBWA logo shall be worn on State Team shirts, racing and tracksuits/protective gear, and shall be placed on all new items at the time of manufacture. Any use of the DBWA logo must be approved by the DBWA Board.

If DBWA funds or sponsorship permit, each State Team Member may be presented with suitable competition uniform (race top). Colours shall be as in clause 2. The Board of DBWA must approve the design.

4 Duties of the office bearers of the management board

4.1 President

The duties of the President shall include:

- a. Being the official spokesperson of the association.
- b. Chair all the meetings of the board and all or any other meetings of the association.
- c. Represent the Association at local, regional, state and national levels.
- d. Be well informed of all Association activities.
- e. Be aware of the future directions and plans of members.
- f. Have a good working knowledge of the Constitution, rules and the duties of all office bearers and subcommittees.
- g. Ensure Constitution is reviewed as appropriate, and in any case ensure no more than three years shall pass between reviews.
- h. Act as a facilitator for Association activities.
- i. Act as public officer for the Association if one is not appointed.
- j. Act as the signatory to the Association's bank accounts, cheque accounts, investments and loan facilities (with at least one other management committee member).
- k. Undertake other duties as appropriate.

4.2 Deputy President

The duties of the Deputy President shall include:

- a. In the absence of the President the Deputy President shall carry out all the duties of the President.

- b. Be the Membership Protection Officer for DBWA including ensuring all DBWA members have the Working with Children Check, as appropriate.
- c. Act as the signatory to the organisation's bank accounts, cheque accounts, investments and loan facilities (with at least one other management committee member).
- d. Undertake other duties as appropriate.

4.3 Administration Director

The duties of the Administration Director shall include:

- a. Carry out duties under the direction of the Board.
- b. Attend to correspondence, including collection of mail from DBWA mail box.
- c. Convene meetings as directed.
- d. Maintain, or cause to be maintained, an accurate record of all Minutes, Rules, and correspondence may require liaison with the Finance Director). These records shall be available for inspection by any Member of the Association at any reasonable hour.
- e. Maintain, or cause to be maintained, a Register of Full, Club/Team, Affiliate, Life and Honorary, members of the Association, specifying the name and address of each member together with the date of commencement of membership (may require liaison with the Finance Director). These records shall be available for inspection by any member at any reasonable hour.
- f. Maintain, or cause to be maintained, a Register of all members of each Club/Team and, ensures that each competitor and official is issued with a DBWA identity card.
- g. Ensure that all statutory requirements are met with regard to personnel.
- h. Act as the signatory to the Association's bank accounts, cheque accounts, investments and loan facilities (with at least one other management committee member).
- i. In conjunction with the Finance Director, negotiate and arrange proper insurance coverage for the association.

4.4 Finance Director

The duties of the Finance Director shall include:

- a. Maintain, or have to be maintained, the accounting, auditing and other financial activities of the Association in accordance with the requirements of Western Australia legislation that is current and in effect (i.e. *Associations Incorporation Act 1987*).
- b. Ensure that adequate accounts and records exist regarding the Association's financial transactions and financial position, including accurate and up-to-date records of all income and expenditure.
- c. Coordinate the preparation of a budget, monitor spending and advise DBWA Board of any budgetary issues that may arise.
- d. Issue receipts and promptly deposit all monies received into the Association's bank account.
- e. Make all approved payments and invoice groups/members promptly.
- f. Act as the signatory to the Association's bank accounts, cheque accounts, investments and loan facilities (with at least one other management committee member).
- g. Manage the Association's cash flow and be accountable for the Association's petty cash.
- h. Prepare and present regular financial statements to the committee at meetings.

- i. Negotiate with banks for overdraft facilities, mortgages and other loan facilities where required by the committee.
- j. Regularly file business activity statements (including GST) with the relevant authorities, where applicable.
- k. Prepare financial accounts for an annual audit, and provide the auditor with information as required.
- l. Prepare an annual financial report.

4.5 Communications Director

The duties of the Communications Director shall include:

- a. Co-ordinate the Association marketing plan, media plan and strategic plan, as well as the review and update of such plans.
- b. Monitor and service the Association sponsors.
- c. Developing marketing strategies to increase participation of dragon boating in WA
- d. Development of sponsorship proposals, media releases and other promotional material as required.
- e. Update, or cause to be updated, the DBWA website.
- f. Act as the signatory to the Association's bank accounts, cheque accounts, investments and loan facilities (with at least one other management committee member).

4.6 Operations Director

The duties of the Operations Director shall include:

- a. Coordinate the use of the Association's dragon boats and equipment.
- b. Co-ordinate the running of the Association's dragon boat race events.
- c. Control training sites.
- d. Arrange event venues.
- e. Form and control a Race Officials Panel.
- f. Appoint and control an Equipment Steward who shall be responsible for the safe custody and maintenance of the Association's race and training equipment, including dragon boats.
- g. Prepare and update the risk management plan for DBWA.

4.7 Coaching Director

The duties of the Coaching Director shall include:

- a. Co-ordinate a coaching development plan.
- b. Conduct Sweep/Steersperson's accreditation courses and arrange for the issue of Official Accreditation Certificates and maintenance of a register of Sweeps/Steerspersons.
- c. Conduct coaching seminars in conjunction with the Department of Sport and Recreation and the Australian Dragon Boat Federation (AusDBF). Arrange for the issue of Official Coaching Certificates and maintain a Register of same.
- d. Ensure that each Member Clubs/Teams do not allow unaccredited or uncertified persons to be appointed as Sweeps/ Steerspersons.
- e. Coordinate the coaching of the State team.

5 Policies

All Members of DBWA, whether an individual, an association (i.e. club) or otherwise, shall act in accordance with, and abide by, the policies and requirements determined by DBWA. Members who do not comply with such policies and requirements are subject to the same disciplinary actions as a Member who fails to comply with the Constitution of Dragon Boating WA Inc.

All Members are to abide by such policies as published by the International Dragon Boat Federation (IDBF) and the Australian Dragon Boat Federation (AusDBF).

6 Rules of Racing and Competition

The Rules of Racing and Competition are to be as published by the International Dragon Boat Federation (IDBF) and as amended from time to time by AusDBF and or DBWA to suite local conditions in Australia and Western Australia. Where there is a conflict between DBWA Rules of racing and Competition and other published rules, DBWA rules are to prevail.

7 State Championship representation

To represent a club at any DBWA State Championships a competitor must:

1. be a bona fide member of the club they represent prior to 1st January in the year of the State Championships in question (“the qualifying period”), and
2. have competed in at least one Grand Prix regatta during the year of competition.

Competitors who do not satisfy the qualifying period requirement, but who are bona fide members of the club they are seeking to represent, may be permitted to represent this club at the discretion of the DBWA Board based on the following broad guidelines:

- i. Competitors who have not previously paddled competitively in any paddling discipline, who have taken up dragon boating relatively recently (within the qualifying period) but who have nevertheless trained with their club and represented their club at a Grand Prix regatta shall, all other things being equal, be permitted to represent their club.
- ii. Competitors who have paddled competitively and/or extensively in dragon boating or any other paddling discipline, but who have not dragon boated extensively with their current club, and who have not, or rarely, paddled competitively with their current club will *not* be permitted to represent their club.
- iii. Despite clause 7(ii), competitors who have received DBWA written approval to transfer from one member club to another member club on grounds of geographical or serious emotional or psychological issues shall, all other things being equal, be permitted to represent their club.
- iv. Other factors may be taken into account, particularly the extent to which a Competitor has trained and raced with the club they are seeking to represent.

Other situations falling between these two extremes will be dealt with on a case by case basis.

Clubs must apply in writing to DBWA for exception to this clause at least ten working days prior to the State Championships

8 Working with Children Check

All Members of DBWA must comply with the requirements of the *Working with Children (Criminal Record Checking) Act 2004* and associated legislation. This includes, but is not limited to, obtaining a Working with Children Check (WWC). Clubs that have, or are intending to have, Junior members are expected to put in place practices that promote safer environments for children.

APPENDIX A

