

Kent Dragon Boat Association

Standing Rules



The KDBA Standing Rules are meant to provide an overview of the rules governing the Lake Meridian Dragons. Please see the *KDBA Team Member Handbook* for specifics.

General Membership Rules

- Everyone on the boat must wear a properly fitted personal flotation device (PFD).
- Everyone must have signed a release of liability waiver BEFORE boarding a boat.
- People interested in joining are allowed six (6) free practices prior to making a commitment to join.
- Annual dues for Kent Dragon Boat Association as of January 2023 are as follows:

a. New ¹ adult membership	\$100/pp
b. Annual adult (18-years and up) membership renewal	\$150/pp
c. Additional immediate family membership renewal	\$120/pp
d. Mid-year ² adult membership	\$90/pp
e. Additional mid-year adult membership	\$60/pp
f. Late season ³ adult membership	\$45/pp
g. Annual junior membership (15 – 17-years old)	\$75/pp
h. Annual associate membership ⁴	\$40/pp
- Membership fees are due by April 1st and are considered delinquent 60-days past this date (or 60-days past date of joining). Fees are NOT prorated.
- Membership fees should be given directly to the KDBA Treasurer or mailed to:
KDBA
PMB 174, 13036 SE Kent-Kangley Rd
Kent, WA 98030-7940

¹ Has never been a member of KDBA or any other dragon boat association

² Mid-July – after Kent Cornucopia Race

³ Joining in September or after

⁴ Non-KDBA members who are full-time members of another dragon boat club

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- Separate race fees are charged to members who participate in races.
- Each new paddler will meet with the Membership Focal or Team Manager and be introduced to the Coach and/or the Assistant Coach. The new paddler will be given important safety instructions, basic paddling techniques, standard boat/paddling commands, instructions how to load/unload the boat, and future team schedules.
- A paddler's membership may be terminated for actions that are in opposition to KDBA's mission statement, By-Laws or Standing Rules, and/or non-payment of fees.

Team Members

Each member is expected to:

- Participate in at least one KDBA committee during the season.
- Provide prompt payment of all fees.
- Be on time to practice sessions and racing events.
- Wear the team uniform to all racing events.
- Always follow the coach or tiller's instructions while on the boat.
- Communicate concerns regarding a practice session to the Coach or Team Manager in private after practice.
- Ensure that the boat is safely secured at the dock.
- Ensure boats are bailed and all trash is removed from the boat and cleared from the dock and the water.
- Respect property owner and property where KDBA moors their boats by:
 - Following rules and guidelines agreed upon by KDBA and the property owner.
 - Maintaining a professional demeanor.
 - Exercising caution when loading/unloading the boat (e.g. slippery dock, low lake levels, carrying equipment).

Team Manager

The Team Manager is the administrative support to the coach(es) and is the communication hub for team. The Team Manager will be responsible to:

- Maintain a current and accurate roster of Team Cowboy in coordination with the Membership Focal
- Ensure information is communicated between the team, the coach(es) and the Board of Directors.
- Coordinate and confirm team race schedule for the current year in coordination with the coach(es).

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- Coordinate and confirm that all monies have been properly collected, recorded, and given to the Association Treasurer.
- Ensure all practice/training days, races, and meetings are posted on Team Cowboy.
- Ensure Race Manager(s) are assigned for each race KDBA is committed to participate in and assist when necessary.
- Be available to new paddlers for assistance.

Team Coach(es)

Both the Head Coach and the Assistant Coach will be responsible to:

- Coordinate closely with the Team Manager on team administrative duties and communication to team members
- Create the team practice and race calendar in coordination with the Board.
- Mentor new paddlers.
- Routinely discuss safety behavior on the boat.
- Attend Board meetings as a voting member.
- Inform members of training opportunities, workshops, or clinics.
- Inform/recruit paddlers to become a coach and/or steersperson.

Head Coach

The Head Coach will specifically be responsible to:

- Plan practice sessions.
- Mentor assistant coach(es) on workout plans, strength building, race strategy and other coaching duties.

Steersperson

Each steersperson will be responsible to:

- Take appropriate training in order to safely steer / handle a dragon boat in different conditions.
- Steer during practice and races.
- Enforce safety rules while at the dock and on the water.
- Override the coach's command at any time when the teams' safety is in jeopardy.

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Membership Focal

The Membership Focal is an appointed position by the KDBA Board and is accountable to the KDBA Board. The Membership Focal is responsible for:

- Managing and maintaining Team Cowboy.
- Maintaining a current and accurate roster of Team Cowboy in coordination with the Team Manager.
- Ensuring online applications and release of liability waivers are completed for each member or guest.
- Ensuring membership fees have been paid in coordination with the KDBA Treasurer.
- Ensuring members are in good standing prior to an association vote or other matters where official membership is of importance.

Race Manager

- In coordination with the KDBA Treasurer, register and pay for the race.
- Encourage paddlers to indicate their interest for the race on Team Cowboy.
- Once registered, collect race waiver signatures (either online or hard copy depending on the race) and inform paddlers of race fees.
- Provide race roster to the Treasurer.
- If race is out-of-town, research lodging options (many times the race committee will have obtained a group rate at certain hotels near the venue – see their website for info) and inform team so reservations can be made.
- Assign people/get volunteers to bring equipment (tents, tables, paddle hangers, etc.) to the venue (all kept in the storage facility).
- Keep team informed of race logistics: when and where to meet, approximate times of races, what to bring, directions to out-of-town venues.
- Check team in at venue registration.
- Ensure racers are aware of a warm-up and marshaling schedule.

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Appendix A

KDBA Committee Responsibilities

All committees report to the KDBA Board

Awakening Committee:

Awakening committee responsibilities include scheduling and planning the Awakening Ceremony, to include selecting and reserving (if necessary) date and location; Organize and arrange decorations (see what's available in storage); Select KDBA member(s) to 'dot the eyes' of the dragon; Coordinate potluck (if applicable).

Boat Maintenance/Cleaning Committee:

This committee is primarily responsible for ensuring the KDBA boats are cleaned and maintained throughout the season and when stored during the off-season. This includes identifying maintenance and repairs needed and obtaining cleaning supplies for regular cleaning of the boats once they have been placed in the water for the season. In addition, the committee is responsible for scheduling repairs/maintenance and cleaning when the boats have been removed from the water at the end of the season.

End-of-Year Celebration Committee:

The primary goal of this committee is to plan for and organize a fun celebration at the end of the season. The committee will choose a date (usually after our last race of the season) and secure a location; meet with Treasurer to determine budget, plan for and solicit team for help with (as appropriate) catering, decorations, swag bags, set-up and clean-up. Assign someone to coordinate the coach(es) gifts. Coordinate with coach(es) to determine if there are any acknowledgements they would like to make.

Equipment Committee:

The Equipment Committee is responsible for tracking club equipment (personal flotation devices, paddles, tents, tables, etc.), maintaining a spreadsheet to check out equipment that is borrowed, and ensuring equipment is returned. This committee is responsible for maintaining the organization of the storage facility and notifying the Board if there is anything that needs to be replaced or repaired.

Kent Cornucopia Days Race Committee:

This committee assists the Race Director with the logistics for the Kent Cornucopia Days race held on our home course. All KDBA members participating in this race will be expected to participate on this committee.

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Recruitment/Marketing/Advertising Committee:

The primary responsibility of this committee is to increase the membership of KDBA. The committee has utilized avenues such as social media, neighborhood web sites, word-of-mouth, public events, Craig's List, individual mentoring, and trial memberships in the past but is encouraged to find new and better ways to recruit new members.

Safety Committee:

The Safety Committee is responsible for keeping the Safety Manual current, scheduling at least one huli drill each summer, checking first aid kits to ensure they are up-to-date and have enough supplies; securing kits in boats or carry them in a dry bag, arrange for bailers on each boat, and reminding paddlers of normal safety issues (i.e., properly fitted PFDs, wet/icy conditions on the dock, appropriate dress, keeping hydrated, and taking care when loading/unloading boats).

Sponsorship/Fundraising Committee:

The Sponsorship/Fundraising Committee is responsible for developing a sponsorship and fundraising plan for the upcoming year with the intent to procure funds for KDBA's use. Monies raised via sponsorships or fundraising activities should be used to further mission of KDBA (e.g. subsidize uniform costs, boat maintenance, race fees, etc.).

Social Media/Website Committee:

This committee's responsibilities include developing and maintaining KDBA's presence on social media; creating content for current Facebook page and other social media platforms to drive traffic/views; ensuring the KDBA website is easy to navigate for both members and non-members; maintaining the website (including updates for plug-ins and web software); supporting the Sponsorship/Fundraising and Recruitment/Marketing/Advertising Committees to promote events; maintaining the site so that users are able to access it via all current technology platforms (i.e., tablets, smartphones, etc.); keeping content/layout current to represent what users are expecting from websites; and responding to emails sent to info@kentdragonboat.com

Social Events Committee:

The Social Events committee will plan and organize social events for KDBA members outside of our usual paddling events. These events will also include volunteer activities in the communities we paddle in. The primary goal is to continue building a stronger team across KDBA and relationships within our community at large.

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Team Wear Committee:

The responsibilities of the Team Wear Committee include: researching vendors for team jerseys or other team wear such as hats or jackets that are typically updated every 3 – 4 years; soliciting feedback from club members on uniform options; selecting the chosen vendor; collecting sizes and payment for initial order; distributing new uniforms; and maintaining an inventory of extras for new club members to purchase.

Moorage Focal:

The Moorage Focal will stay in contact with property owner, Steve Crowell, our current moorage host to be aware of any changes in current moorage arrangements; research alternative moorage sites; ensure KDBA is respecting Steve's wishes for privacy, noise and number of paddlers entering his property; keep Board informed on boats at moorage at Steve's dock as necessary; and assist with securing off-season storage, when needed.

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Revisions

Date	Description of Changes
June 6, 2018	Team Manager category Added Maintain a current and accurate roster of Team Cowboy. Team Members category Added Provide prompt payment of all fees. General Membership Rules Editorial changes for clarity of the 1 st bullet, 2 nd bullet “a”, “c”, “e” and 9 th bullet. Refer to 2018-06-06 KDBA Board Meeting Minutes section 2. C.
August 2, 2018	Added Appendix A - KDBA Committee Responsibilities. Refer to 2018-08-01 KDBA Board Meeting Minutes section A.1.
January 3, 2023	Added statement indicating that Standing Rules is meant as an overview and the KDBA Team Member Handbook will provide specifics. Updated fee schedule. General updates. Changed the Moorage Committee to Moorage Focal.