

REGULATIONS

1. DEFINITIONS

CCDBC	Clarence Coast Dragon Boat Club Incorporated
Club	Clarence Coast Dragon Boat Club Incorporated
DBNSW	Dragon Boat NSW Incorporated
MPIO	Member Protection Information Officer

2. MEMBERSHIP APPLICATION/RENEWAL

- (a) Membership year is from the date you join CCDBC and DBNSW.
- (b) All members must fill out the following forms: CCDBC Application for Membership, DBNSW Individual Membership and Prohibited Employment Declaration. Members may also complete a medical form that discloses any medical condition that may be relevant to their ability to paddle safely.
- (c) The Board of Directors has the discretion to accept or reject any new membership or renewal membership application.
- (d) The Membership form to be signed by Membership Officer or Treasurer.

3. REGISTER OF MEMBERS/BOARD MEMBERS

- (a) A register of members will be kept and maintained by the Treasurer/Public Officer or Membership Officer.
- (b) A register of the Board members including name, date on which they took office will be kept with the AGM minutes each year.

4. DISCIPLINE

- (a) The Club will take disciplinary action against anyone found to have breached Club policy or made false and malicious allegations.
- (b) The CCDBC Inc. Member Protection Policy outlines the procedures and possible measures that may be taken.

5. SUBSCRIPTIONS AND FEES

- (a) Annual membership fee includes DBNSW Individual Membership fee.
- (b) The membership fees are set by the Board and reviewed each year.
- (c) From July 2023 new members will pay the full years membership fees. For example – if you join in November, your membership will be due in November every year for CCDBC and DBNSW.

6. COMPOSITION OF THE BOARD

(Clause 14.1 of the Constitution of CCDBC) The Board is comprised of seven (7) elected Directors who shall be known as President, Secretary, Treasurer/Public Officer, and four (4) Ordinary Directors.

7. DELEGATIONS

- (a) From time to time the Board may delegate functions and tasks to special committees or individuals.
- (b) Roles can be delegated to people who are not on the Board, but these people are accountable to the Board.
- (c) Any delegations are subject to a formal resolution of the Board which must be clearly recorded in the Board Minutes.
- (d) The Board will also keep a register of delegations referred to as an “instrument in writing” in the constitution.
- (e) Delegations can include the authority to spend the Club’s funds in accordance with the agreed budget.
- (f) (Board Meeting 11th April 2019) Expenditure over \$50.00 requires approval from two (2) members of the Board and is to be notated with receipts to the Treasurer.

8. VOTING AT GENERAL MEETINGS

- (a) All financial adult and life members are eligible to vote at general meetings.
- (b) Junior members are not eligible to vote at general meetings.
- (c) Members appointing a proxy must use the prescribed form. This form must be submitted to the chairperson no later than twenty-four (24) hours before the scheduled time and date of meeting. Each member may only hold one Proxy for any General Meeting of the Club.
- (d) Postal voting may be used at the discretion of the Board.

9. GRIEVANCE PROCEDURE

- (a) Any member who has a dispute with another member, or the club, needs to report the matter to the Member Protection Information Officer, or a member of the Board.
- (b) The dispute will be resolved by following grievance procedures specified in the constitution.
- (c) Each party is entitled to bring a support person of their choice to any meeting called for resolving the dispute.
- (d) The MPIO or board member who received initial notification will attend any meeting called for resolving the dispute. They may act as an independent mediator if agreed to by both parties.

10. KEEPING RECORDS

All Clarence Coast Dragon Boat Club Inc. records will be kept electronically by the Club Secretary on an external hard drive and updated at least twice a year.

11. REGISTER OF ASSETS

(Board Meeting 25th July 2010) An Asset Register will be kept by the Secretary to record items as they are acquired.

12. RECORD OF PADDLERS AT PADDLE SESSIONS

(Board Meeting 19th September 2010) CCDBC sign-on sheets must be used for all paddle sessions to ensure a record of all paddlers is made and retained.

13. REIMBURSEMENT OF EXPENSES INCURRED ON BEHALF OF CCDBC Inc.

(Board Meeting 19th September 2010) Approval must be given prior to any expenses being incurred for which reimbursement from the Club will be expected. If prior approval has not been given, reimbursement should not be assumed. Approval should be obtained from any two of the Treasurer and one other Board member.

Exception: if the purchaser is one of the above then approval must be obtained from two of the above or as a minimum one of the above and another board member.

(a) (Board Meeting 11th April 2019) If a member chooses to attend a course or is involved in club activities which will benefit the club it is of a voluntary nature only. No member will be pressured to attend or be part of the activity.

Course fees - that will benefit the club will be paid by Clarence Coast Dragon Boat Club

Towing – an amount of \$10 will be offered to any member/volunteer towing the boat to and from training sessions. If a member/volunteer tows the boat to another venue out of the area fuel cost will be met by the club on receipt of fuel dockets.

Accommodation – The club will pay \$100 per day towards expenses to members attending courses where the venue is more than 100klms and/or the course exceeds more than one day.

Fuel – Dockets for fuel costs for attending courses/activities for the club can be presented to the Board of Directors for consideration of reimbursement.

The above regulation will be reviewed yearly, prior to the AGM, and will only apply if CCDBC has adequate funds in reserve.

14. PADDLER SAFETY – PADDLE SESSIONS

The sweep is responsible for paddler safety and welfare at all paddle sessions. This includes determination of whether a session should commence, due to water and / or weather conditions, and the capacity of the paddlers attending the session to safely launch the boat and return the boat to storage after any session. Each Member is ultimately responsible for deciding whether their own health and fitness will enable them to paddle safely at any given session.

(Board meeting 11 April 2019) Members are required to demonstrate their ability to swim 50m or tread water for 10 minutes fully clothed, as per DBNSW safety recommendations. If not competent, a member will be required to wear a PFD for all paddle sessions. ***Competency will be assessed yearly.*** At the beginning of the year, following the Christmas break, sweeps and coaches will organise a safety briefing and demonstration, reinforcing measures to be observed to ensure the safety of all members.

15. FINANCIAL RECORDS

(Board Meeting 30th July, 2015) “The members recognize Clause 29 Sections a & b of the Constitution dated 1st July, 2010.

The members deem it appropriate given the administrative and cost burden of a comprehensive audit that Clause 29 sections a & b be removed and replaced with the following regulations to take immediate effect. Board members review financial reports presented by the Treasurer every month.

The financial records are to be examined by an independent suitably qualified accountant who shall hold a professional membership with a registered accounting body. The examinations will not require a full and comprehensive audit of the financial information but will constitute a review. The review is to take place after the end of a financial year and prior to the AGM. The outcome of the review will be detailed in writing by the accountant and made available at the AGM by the committee. There is no requirement for the review to take place every year, but rather at the discretion of the committee.

16. TOWING THE DRAGON BOAT

(Board Meeting 11th February 2020) The club is grateful to any member who volunteers to tow the boat to training sessions or regattas. However, all vehicles towing the dragon boat must have comprehensive insurance. Policy number and expiry date are to be kept on an established register with the club secretary. If a driver, whilst towing the CCDBC dragon boat, is deemed at fault in a motor vehicle accident, CCDBC will cover the excess cost of the driver's insurance policy.