



Club Rules & Regulations

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1. Overview

This document details the Club Rules & Regulations for Seattle SAKE Dragon Boat Club, a dragon boating organization. All Members shall follow these Rules and Regulations, except where contraindicated by the Club Bylaws.

2. Mission Statement

Seattle SAKE is a national and international dragon boat organization that promotes the physical, mental, and emotional benefits of dragon boating to the community at large.

Club Goals:

- Support amateur dragon boat athletes for training and competition
- Create a sustainable dragon boating Club in the Seattle area
- Promote the physical, social, and emotional benefits of dragon boating
- Provide safe training, advocacy, and opportunities for paddling enthusiasts
- Build relationships with the community and other paddling Clubs

3. Club Membership

3.1 Membership Rights

1. Access to Club equipment subject to the Equipment Manager's policies.
2. Attend Club events.
3. Vote in Club elections.
4. Receive Club-wide communications.
5. Form a Team at any time, per Club Regulations.
6. Join a Team, with the Captain's approval (joining a Team is optional).
7. Join any practice, with the Team Captain's approval.
8. As outlined in Club Bylaws.

3.2 Membership Period

A Club Membership period is defined as starting Jan. 1 and ending Dec. 31 of the same year.

3.3 Club Membership Fee

1. Membership fee is \$90 for one year, \$170 for two years, \$245 for three years (must be paid in one lump sum).
2. Membership fee for Team Survivor Northwest members, full-time students, and seniors (55 years of age or older) is \$60 per year.
3. Membership fee for Youth (age 13-18) team is \$20 per year, plus requirement for Youth team to perform at least one work party for the Club annually.

4. A non-member, including TSNW members, students and seniors, may join the Club on or after July 1 for a prorated fee of \$50.
5. A person who joins the Club on or after Oct. 1 may pay the full appropriate Membership fee for the following year, which includes the remainder of the current year.
6. Membership renewal requires full payment of the appropriate fee by or before the first water practice after Jan. 1 of the following year.
7. Club Membership Fees are neither refundable nor transferable.

3.4 Club Membership Requirements

1. Members must be 13 years of age or older. Members under the age of 18 must have the signed consent of their parent or guardian.
2. Each member must complete in full a Waiver Release and a Member Information Form, and pay the appropriate dues.

3.5 Club Member Honor Code

All Club Members shall follow the Honor Code.

1. Members shall follow the rules governing any activity in which the Club participates, and shall obey general public laws.
2. Debts to the Club shall be settled by prompt payment to the Treasurer. Debts shall be considered settled when the balance due has been deposited into the Club bank account and has cleared any and all holds placed on those funds.
3. Members shall not represent the Club as a whole unless directed by the Executive Board.
4. Members shall return Club Equipment in a timely manner or when requested by any member of the Executive Board.
5. Members shall report any damage to Club Equipment immediately to their Team Captain(s) or any member of the Executive Board.
6. Members shall not disparage the Club, other Teams or its Members.
7. Members shall not violate the spirit of the Club Bylaws or the Club Rules and Regulations.

If any Member or Team is found in violation of the Honor Code by decision of the Executive Board, the Executive Board may discipline that Member or Team as described in Section 8.

3.6 Guests and Prospective Club Members

A Guest is a non-member granted temporary membership by the Executive Board.

A Child Guest is a Guest between ages of one and twelve, inclusive.

A Prospective Club Member is any person who expresses an interest in joining the Club.

Sponsoring members must take full responsibility for the conduct of their Guests and Prospective Club Members.

3.6.1 Guest Limitations

1. Guests must sign a waiver prior to their first on-water practice.

2. Guests who are under 18 years of age shall require written permission from a legal guardian before being allowed to participate in any Club activities.
3. Guests will have lower priority than paid Members in all respects if there is a limitation of space or resources.
4. Guests may not paddle in a race competition without the express written or verbal consent of the Executive Board.
5. Guests will have no voice or voting power in formal Club Meetings.

3.6.2 Prospective Club Member Limitations

1. Prospective Club Members are limited to three (3) free on-water practices within a one-time, sixty-day (60) period. These practices are for the sole purpose of evaluating the Club and the sport of dragon boating.
2. An on-water practice is defined as any session where the participant is on a boat and the boat is not tied down to the dock.
3. Prospective Club Members will follow the same attendance, limitations and responsibilities as Guests.

3.6.3 Child Guest Limitations

1. A child guest is someone under the age of 13 years old who wants to go out on a dragon boat.
2. Child Guests must have permission of the team captain and current boat steersperson.
3. Child Guests must have a waiver signed by a parent or guardian. The parent or guardian must designate an Adult Supervisor on the waiver. The Adult Supervisor must be a club member, preferably the parent or legal guardian of the child.
4. Child Guests must wear a properly fitting PFD at all times.
5. A maximum of four Child Guests are allowed on a single 6-16 dragon boat at any time. Each Child Guest must be supervised by a dedicated Adult Supervisor that is capable of assisting the Child Guest in the event of a water emergency. Neither Child Guests nor Adult Supervisors may be counted toward the minimum paddlers referenced in section 6.3. **A child may not go out in an IDBF boat, such as a BuK.**

3.7 Lifetime Members

Lifetime membership was granted to selected individuals when the Club was first founded (see Appendix 1 for a list). These individuals' lifetime membership shall be honored indefinitely. To be a Club member in any given year, a lifetime member must still complete in full a Waiver Release and a Member Information Form.

4. Club Communications

4.1 Club-Wide Communications

1. All Members must provide a current email address and contact telephone number to the Executive Board for the purpose of Club-related communication. The Member is responsible for communicating any changes in his/her contact information to the Team Captain(s) and the Executive Board.
2. All Club-wide email distributions shall follow this policy:
 - a. Title prefix with "Club SAKE:"

- b. The TO/CC lines will not contain any member email addresses, other than the Board and the email originator.
3. The Executive Board has the right to send email messages to all Club Members, either directly or through team captains.
4. Any Club-wide communication not originated from the Executive Board must be submitted to the Executive Board or the Communications Manager for approval and distribution. The Executive Board reserves the right to decide whether a message should be distributed to all Club Members.
5. Member responses to Club-wide communication should be directed to the Communications Manager or the Executive Board. Members shall not use the Club-wide Member email distribution list for responses.

4.2 Team-Wide Communications

All team-wide communication is the responsibility of the Team Captains.

5. Teams

5.1 Purpose

The purpose of forming a Team is to:

1. Reserve practice times and equipment.
2. Have the opportunity to participate in races.
3. Have representatives on the Extended Board.

A Member may belong to only one team at a time. A Member can move from one team to another with approval from the captains of the team that he/she is moving to. The Membership/Public Relations Manager must be notified of any member move so that team roster information can be updated appropriately.

5.2 Team Captains

Each Team shall have one or more Team Captains. Team Captains shall follow the responsibilities of their position, and adhere to the Honor Code.

5.2.1 Responsibilities of Team Captains

Team Captains shall:

1. Maintain an accurate list of current Team Members and their contact information, and keep the Executive Board updated with this information.
2. Ensure that each Team Member has completed a Waiver Release, a Member Information Form, and paid Club membership fee. Each Member's payment and forms must be submitted all together to the Club Treasurer within 30 days of the Member joining the Club.
3. Ensure that Prospective Members adhere to Club Regulations, including transitioning to a Club Member on or before their fourth practice.
4. Ensure that all Team Members and Guests comply with Club Bylaws and Rules and Regulations.
5. Forward Club-wide communications to Team Members in a timely fashion. Facilitate all Club communication to Team Members who do not have email access.

6. As requested by the Executive Board, provide information on team operation and activities (such as race participation data).
7. Represent their Team in the Club, at races and in the community.
8. Select and ensure that Team Representatives are informed of Team issues and are empowered to represent and vote on behalf of the Team.
9. Organize Team practices.
10. Oversee their Team's participation in races (including registration, travel, and food/lodging as necessary).
11. Create and/or maintain Team Charter (see Section 5.4).
12. Ensure the safety of all people in and around the boats at all times.
13. Safe-keep key(s) to practice locations. Each Team will receive at least two (2) copies of each key. At the end of his/her term, each Captain must relinquish the key(s) to the succeeding Captain or the Executive Board.
14. Recruit and appoint Team Members to volunteer for the Club.

5.2.2 Selection of Captains

1. Captains must be Club Members in good standing.
2. Captains are chosen by any method that is acceptable to the Members of that Team, as long as that method does not violate Club Bylaws. They can be appointed or elected by Members of that Team, appointed by the Executive Board, or appoint themselves.
3. Each Team must provide the Executive Board with a list of Team Captains and their contact information for the year by Jan. 15. Any change during the year must be communicated to the Executive Board immediately.

5.2.3 Removal of Captains

Team Captains may also be removed from the Captain position by a majority of the Executive Board for actions that violate the Club Bylaws or Club Rules and Regulations. Removal from the Captain position does not affect a person's Club Membership status.

5.3 Team Composition

Teams must have the following:

1. Members in good standing
2. One or more Captains
3. At least 14 paddling Members (including the Captains)
4. Access to Club-certified Steersperson(s)

If a team does not meet these requirements, the team is not formed.

5.4 Team Charter

The Team, at formation, must have a Team Charter. This states, at a minimum, the following:

1. Team name
2. Team mission

Other suggested contents for the Team Charter include:

1. Team goals (short-term and/or long-term)

2. General guidelines and plans for practices and competitions
3. Additional membership requirements and commitments, if any
4. Team selection criteria for competitions, if any

Each Team must have "SAKE" in its name (as either a word or part of a word). The Team Captains shall ensure that the team has the legal rights to use the Team name and be solely responsible for the use of the name. The Executive Board reserves the right to reject a Team name or Team Charter if it is deemed offensive or conflicting with the Club values and goals.

5.5 Team Representatives

1. Each Team shall, by its own method, select two Team Representatives for the Extended Board. This can be a Team Captain or any Team Member designated by the Team Captain. The duty of the Team Representative is to represent the members of his/her Team, communicate between the Executive Board and the Team, and to make decisions on behalf of the Team.
2. During a vote by the Extended Board, each Team will be given the following number of votes based on the number of Team Members in good standing. (Note that the number of votes is independent from the number of Team Representatives at an extended board meeting.) This number does not include any votes by Executive Board members.

14-22 1 vote
23-44 2 votes
45-66 3 votes
67-88 4 votes

3. An unformed Team that has less than 14 paddlers may elect one non-voting Team Representative.

6. Practices

6.1 Practice Policy

1. The Club Equipment Manager shall be in charge of the Club practice schedule and Club equipment resources. The Equipment Manager must present all schedule policy changes to the Executive Board at least two weeks before the schedule takes effect.
2. Non-racing teams have the same priority for practices as racing teams, but racing teams have priority over non-racing teams for use of BuK boat(s) following an established BuK practice schedule as set by the Equipment Manager.
3. Members shall follow noise ordinances at the Leschi Marina neighborhood and on the water. This includes the park area, parking lot, docks, and water approaches to Leschi Marina. The noise ordinance begins at 8:00 p.m. and ends at 8:00 a.m.
4. Members shall not use, touch or disturb non-Club equipment (i.e., other boats and equipment moored at Leschi Marina) without the permission of the owner.

6.2 Practice Scheduling

Practice schedules will be coordinated among the Team Captains and the Club Equipment Manager. The Club Equipment Manager shall ensure that each Team that uses Club equipment meets the requirements of the Club Bylaws and Club Rules and Regulations. All practice schedule changes must be made with the Club Equipment Manager.

6.3 Boat Safety

The Safety Officer is responsible for establishing safety rules in accordance with USDBF requirements. The Captains and Steerspersons are responsible for compliance with all of the safety rules to ensure the safety of the boat.

1. Certified Steersperson

There must be a Club-Certified Steersperson in control of the boat. A "Certified Steersperson" is a person who has first demonstrated in a 6-16 boat, the skill and knowledge of water safety and dragon boat control by passing a practical test approved by the Equipment Manager to a certified steersperson of a different team than the person taking the exam. Upon final completion, the exam form is to be given to the Equipment Manager, who will keep a current list of certified steerspersons to be available to all team captains. Because IDBF boats are lighter and more susceptible to damage, before steering an IDBF approved boat, a steersperson must first pass the competency exam in a 6-16 boat.

2. Crew

- See Section 3.6.3 regarding children (under age 13) on the boat.
- Children under age 13 do not count towards the minimum crew required.
- A minimum of eight (8) paddlers are required for a practice. The steersperson and captain may require more paddlers depending on the wind and water conditions and strength and experience of the crew.
- There is a maximum of twenty (20) paddlers for a BuK type boat with two additional crew, and twenty-two (22) paddlers for a 6-16 boat with two additional crew.

3. Checklist before Undocking:

- PFDs: All crew must wear a properly fitting PFD on the boat, except with steersperson's approval, for brief removal while boat is stopped to adjust clothing or to go off the boat to swim. All non-swimming minors (under age 18) must have their PFD checked by the Steersperson or Captain before boarding the boat to ensure proper fit.
- The Steersperson will perform a total head count before launching from the dock and check for non-swimmers, emphasizing the use of the buddy system for any emergency.
- Equipment: An emergency/safety dry bag (e.g. containing a working cell phone or a marine radio, first aid kit, and an emergency blanket) must be placed in the boat in the Caller area. There should be at least two bailers mid ship, and it is recommended to take one extra paddle in the stern in case the steering oarlock breaks. The emergency bag for the IDBF boats will be specially marked and contain a marine radio with GPS locator.
- After dusk and before dawn, the boats shall have proper running lights: green at starboard (right), red at port (left), and white at stern mounted and lit. Only 6-16 boats are to be used at night.

4. Prohibited Boating

The Team Captains and Steersperson shall only use the boat in safe weather and water conditions that are within the limits of the steersperson's experience and the strength and experience of the crew, to be determined by the Captain and Steersperson, but with a minimum crew size as described above. It is prohibited for any Club dragon boat to leave the dock under hazardous conditions, such as during the weekend of the Seafair Hydroplane Races, lightening storms, or strong white cap conditions.

5. Huli Drills (see Appendix A on Club Sake website for instructions)

Each team is required to have a huli drill at least once each year in a BuK, preferably in warm weather early in the summer, scheduled through the Communications Manager. In addition, Club SAKE will have a club-wide drill in July open to any new paddlers who did not participate in their team's earlier drill.

7. Race Guidelines

7.1 Race Entry

Any Team that is in good standing may enter any race, and must follow the rules of the race organizer while representing the Club. For record-keeping purpose. Team Captains must submit a copy of the Team's race roster to the Executive Board no later than one week after the race.

7.2 Competing under the SAKE Name

Only Members and Teams in good standing may compete in races or participate in events under the name of a Club SAKE team or any other name that represents Club SAKE. In addition, at least 50% of the personnel on the race roster must be Club Members. Exceptions to this rule can only be granted by the Executive Board under special circumstances.

7.3 Guest Racers

If a Team does not have enough personnel to meet a race requirement, the Team Captains may fill their race roster in a manner that does not violate Club regulations or race rules. The Captains must recruit and use available SAKE Club Members (from all teams) prior to seeking guest racers outside the Club.

If a Team needs to recruit additional personnel for a race after a concerted, but unsuccessful, effort to recruit enough Club SAKE members to fill the roster, a Team may recruit non-Club members and are required to notify Membership/PR Manager of the non-Club member additions to the race roster. Those participants must sign a Club SAKE waiver form (in addition to the race waiver form) before they participate in a Club SAKE practice or race on a Club SAKE team. Furthermore, if those participants are not actively registered members of other dragon boat clubs, they must pay Club SAKE dues at whatever rate is applicable as determined by the Board.

8. Misconduct

Misconduct, whether committed by an individuals or a team, reflects negatively on the entire Club. As such, it shall be treated in a serious and fair manner by the Executive Board.

8.1 Individual Misconduct

Destruction of property, violence in any form (physical, verbal, or mental), or any other criminal act will not be tolerated and will result in automatic Suspension or Disqualification of the offending Member's rights and privileges as a Club Member. The involved Member may also be liable for civil or criminal prosecution.

If a Member allegedly violates the Club Regulations or Bylaws, the Executive Board will contact the member for clarification. The Executive Board will rule on the case, and mete out appropriate discipline, including Probation, Suspension or Disqualification. The decision will be communicated immediately, in writing (such as email), to both the Club Member and his/her Team Captain(s). It cannot be appealed.

8.1.1 Probation

Club Member who has committed an infraction is given a verbal or written warning for a specified time period, yet is allowed to continue in all Club activities, practices and races.

8.1.2 Suspension

Club Member who has committed an infraction or violated Probation is given a written warning for a specified time period, and is not allowed to practice or race with any Club Team, nor use any Club equipment.

8.1.3 Disqualification

Club Member who has committed a serious infraction or violated Suspension may be disqualified. This permanently revokes the individual's eligibility for Club Membership.

8.2 Team Misconduct

Teams that engage in misconduct as a group may be disciplined as a group, at the discretion of the Executive Board. The penalties shall be similar to individual penalties described in Section 8.1. The decision will be communicated immediately, in writing (such as email), to the entire Club. It cannot be appealed.

8.2.1 Probation

A team on Probation will be given a warning that it is out of compliance with the Club Bylaws or directives of the Executive Board. The team will be allowed to practice, meet, use equipment and compete in races. The Executive Board will set the probationary period. A team may be placed on a non-disciplinary Probation if the number of its active Members falls below fourteen (14).

8.2.2 Suspension

A team that violates Probation, directives of the Executive Board, or the Club Bylaws and/or Rules and Regulations may be subject to Suspension for an indefinite time period. A team on Suspension will be prohibited from using any Club equipment. It

must relinquish any keys or other Club equipment to the Executive Board. It cannot participate in any events as a team under Club SAKE. The Executive Board will give the team an Action Plan to bring it into compliance. Once the suspended team has satisfied the terms of the Action Plan, it may be reinstated by majority vote of the Executive Board.

8.2.3 Disqualification

A team may not be permanently disqualified.

9. Revision History

Date	Ver	Action
2-16-04	2.4	Reviewed and approved by extended board
9-3-04	2.4	Appended section 5.4 Team Charter to include team captain responsibility for legal team name.
2-14-06	2.4	Updated section 3.3 Club Membership Fee based on Bill 008
2-17-06	2.5	Updated section 3.6 Guests and Prospective Club Members to include Child Guests based on Bill 007
2-17-06	2.5	Added Revision history section
1-1-07	2.6	Revisions to sections 2, 3.7, 4.1, 5, 6.3, 7, 8.
5-17-09	2.7	Revisions to sections 3.6.3 and 6.3
6-28-09	2.8	Revisions to sections 3.6.3 and 6.3
10-1-09	2.9	Revision to section 3.3 re: Youth team dues; added section 6.3.5; added Appendix A – Huli Drill instructions
2-21-10	3.0	Revisions to sections: 4.1 #3; 5.1; 5.2.1 #14; 5.4; 6.1 #2; 6.3; 7.3