

Club Rules & Regulations			
Author	Seattle Club SAKE Dragon Boat Club	Created	5/12/2000
Revision	9.1	Updated	May 14 2018

1. Overview

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

2. Mission Statement

Seattle SAKE is a regional, national and international paddling organization that promotes within the community at large the physical, mental, and emotional benefits of the paddle sports, including but not limited to the sports of Dragon Boat, Outrigger Canoe, Stand Up Paddle Board, and Kayak.

Club Goals:

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

3. Club Membership

3.1 Membership Categories

1. **Primary Member** - A Primary Member is a member for whom Club SAKE is their primary paddling Club. Primary members pay dues to Club SAKE in exchange for equipment use and membership rights, as defined in section 3.2. Club SAKE has a "one team, one Club" structure, meaning that all members train together and learn together, with no provision for long-term, independent teams. There are two established teams whose existence predates the Club model, but whose unique structure exempts them from the "one team, one Club" approach. These teams are Team Survivor Northwest and Sunrise Dragon Boat. These teams pay dues to Club SAKE as their

primary paddling Club, and they also receive benefits as defined in section 3.2, but their members may not hold more than 2 concurrent voting positions on the Board of Directors.

2. **Affiliate Member** - An Affiliate Member is a member for whom Club SAKE is their secondary paddling Club. Affiliate Members must be active members of another Western Washington Paddling Club, be in good standing with current dues, and declare their primary Club upon joining. These members pay a reduced rate in dues, and receive the same membership rights as a Primary Member, except that they may not hold office or vote.

3.2 Tenant Clubs

Club SAKE supports growth in the paddle sports, and from time to time may allow an outside team to lease equipment from Club SAKE. These teams must have their own, independent structure and management, but can pay lease fees to Club SAKE in exchange for equipment use and insurance coverage. Their members are then Tenant Members, and they receive no membership rights beyond equipment use and insurance. Club SAKE will provide this support for a maximum of 2 years, at which point the team must form their own corporation, or choose to blend in with Club SAKE's "one Club, one team" model. Tenant Members that are interested in attending Club SAKE practices must pay the Affiliate Member dues, at which point they become an Affiliate Member, with the rights that carries.

3.3 Membership Rights

- Access to Club equipment subject to Club policies.
- Attend Club events.
- Attend any Club practices
- Vote in Club elections.
- Receive Club-wide communications.
- As outlined in Club Bylaws.

3.4 Membership Period

An Annual Club Membership period is defined as starting January 1st and ending December 31st of the same year.

3.5 Club Membership Fee

- Annual Membership fee is \$110 for one year.
- Annual Membership fee for Team Survivor Northwest members, full-time students, and seniors (60 years of age or older) is \$75 per year.
- Annual Membership fee for Youth (age 13-18) team is \$25 per year, plus requirement for Youth team to perform at least one work party for the Club annually.

- A non-member, including TSNW members, students and seniors, may join the Club on or after July 1 for a prorated fee of \$60.
- A person who becomes a member of the Club on or after October 1st may pay the applicable annual Membership fee and is then a member for the remainder of the year and the following year.
- Membership renewal requires full payment of the applicable fee by or before the first water practice after January 1st.
- Club Membership Fees are neither refundable nor transferable.
- A person who is a regular member of another area dragon boat Club may join Club SAKE as an affiliate member at the rate of \$60 for the year.

3.6 Club Membership Requirements

- 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.
- Each member must complete in full a Waiver Release and pay the applicable fees prior to participating in any water practices.
- Members shall follow the rules governing any activity in which the Club participates, and shall obey general public laws.
- 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.
- Members shall not represent the Club as a whole unless directed by the Executive Board.
- Members may only borrow equipment with the approval of the Club Equipment Manager.
- Members shall report any damage to Club Equipment immediately to the Steersperson, the Equipment Manager, or any member of the Executive Board.
- Members shall not disparage the Club, other Teams or its Members.
- 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 Club By-Laws or the Club Rules and Regulations by decision of the Executive Board, the Executive Board may discipline that Member or Team as described in Section 8.

3.7 Guests and Prospective Club Members

- A Visitor is a non-member granted practice participation. 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.

3.7.1 Guest Limitations

- Guests must sign a waiver prior to their first on-water practice, Club Sake sanctioned race, or event utilizing Club Sake Boats and Equipment.
- 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.
- Guests will have lower priority than paid Members in all respects if there is a limitation of space or resources.
- Guests will have no voice or voting power in formal Club Meetings.
- Guests who are experienced paddlers and expect to use Club equipment more than three times must be Affiliate Members.
- Guests who are experienced paddlers may race with Club SAKE if they are an active member in another paddling Club.

3.7.2 Prospective Club Member Limitations

- 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.
- 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.
- Prospective Club Members will follow the same attendance, limitations and responsibilities as Guests.

3.7.3 Child Guest Limitations

- A child Guest is someone under the age of 13 years old who wants to go out on a dragon boat.
- Child Guests may not participate in other Club paddle sports.
- Child Guests must have permission of the coach and current boat Steersperson.
- 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.
- Child Guests must wear a properly fitting PFD at all times.
- 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 or Champion.**

3.8 Lifetime Members

Lifetime membership is granted to selected individuals for extraordinary service to the Club, as determined by the Board of Directors. 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.

Current life members: Todd Nishikawa, Troy Nishikawa, Koichi Kitazumi, Lesley Blyth, Albert Ting, Charlene Wee, Eddie Lee, Peyton Gaunt, Denise Johnson, and Bruce Heath.

4. Club Communications

1. All Members must provide a current email address to the Executive Board for the purpose of Club-related communication. Coaches and Steerspersons must also provide their phone contact information. The member is responsible for maintaining current contact information in their profile at Team Cowboy. All Club-wide email distributions shall follow this policy:
 - a. Team Cowboy or a similar communication tool should be used as the standard mechanism for communications.
 - b. Title prefix with "Club SAKE:"
2. The Executive Board has the right to send email messages to all Club Members.
3. Any Club-wide communication not originated from the Executive Board must pertain to dragon boat paddling and directly related activities, including emergency/CPR training.

5. Practices

5.1 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. 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.
3. 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.

5.2 Practice Scheduling

Practice schedules will be coordinated between the Head Coach and the Club Equipment Manager. The Club Equipment Manager shall share report to the Executive Board any violations of the Club's Bylaws and Club Rules and

Regulations. All practice schedule changes must be made with the Club Equipment Manager.

5.3 Boat Safety

The Safety Officer is responsible for establishing safety rules in accordance with USDBF requirements. The Safety Officer has the authority to enforce the rules, including suspension for non-compliance with the rules. The Steerspersons are responsible for compliance with all of the safety rules to ensure the safety of the boat.

6. Rules for Equipment Use

6.1 Dragon Boats

6.1.1 Certified Dragon Boat Steersperson

There must be a Club-Certified Steersperson in the boat and able to take control if necessary. A "Certified Steersperson" is a person who is proficient in the handling of all types of dragon boats owned by the Club, and has demonstrated the skill and knowledge of water safety and dragon boat control by passing a practical test approved by the Safety Officer. The test must be administered by a certified Steersperson. Upon final completion, the completed exam form is to be given to the Safety Officer, who will keep a current list of certified Steerspersons.

6.1.2 Dragon Boat Crew

- Children are not permitted in IDBF boats as per Section 3.7.3 (Child Guest Limitations).
- On the 6-16 boats, children under age 13 and their adult supervisor do not count towards the minimum crew required.
- A minimum of eight (8) crew are required for a practice, including Steersperson. The Steersperson and/or coach may require more paddlers, depending on the wind and water conditions and strength and experience of the crew.
- There is a maximum of twenty-two (22) crew for a BUK type boat, and twenty-four (24) crew for a 6-16 boat. Maximum crew includes the coach and Steersperson.

6.1.3 Small Boat (10-person Dragon Boat) Crew

- Children are not allowed in the IDBF small boats, as per Section 3.7.3 (Child Guest Limitations).
- A minimum of five (5) crew are required for a practice, including Steersperson. The Steersperson and/or coach may require more paddlers

depending on the wind and water conditions and strength and experience of the crew.

- There is a maximum of twelve (12) crew, including coach and Steersperson.

6.1.4 Checklist before Undocking a Dragon Boat:

1. 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.
2. 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.
3. The Steersperson shall carry a working cell phone or marine radio while the boat is away from the dock, and carry a whistle at all times, attached to their PDF if possible.
4. Equipment: A first aid/safety kit must be placed in the boat. At minimum, the first aid/safety kit must contain bandaids, gauze, ace wrap, and a reflective blankets for hypothermia. 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.
5. 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. A safety flare is also required on board at these times.

6.1.5 Prohibited Boating

The 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 Coach 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, lightning storms, or strong white cap or windy conditions.

6.1.6 Capsize drill (AKA Huli Drill)

Each crew member is required to complete a capsized drill at least once each year in a dragon boat, preferably in warm weather in the summer, and supervised by the Safety Officer or his approved designee. Exceptions to how and when the drills are conducted are accepted on a case-by-case basis. See the Safety Officer and Equipment Manager for exceptions.

New members joining the club in the current calendar year must complete a capsizing drill by the end of the following calendar year.

6.2 Coach/Chase Boat Usage

- All crew members must be over the age of 13.
- All crew members must wear a PFD.
- The driver must have completed the Washington State Boating Safety online course, and must carry the Washington State Boater Education Card when operating the boat.
- All drivers must go through the Club SAKE Coach Boat training session. See the Equipment Manager to schedule the training.
- The maximum number of people allowed on the boat is 2, unless an emergency requires the captain to carry more passengers.

6.3 Outrigger (OC) and Stand Up Paddleboard (SUP) Usage

1. All crew members must wear a PFD.
2. Safety Leash must be worn at all times.
3. A minimum of 2 paddlers is required for all outrigger and SUP activity, to ensure safety and to enable emergency procedures.
 - a. OC6 – minimum of 2 paddlers
 - b. OC2 – minimum of 2 paddlers
 - c. OC1 – minimum of 2 OC1s with a paddler each – must stay within close proximity of each other.
 - d. SUP – minimum of 2 SUPs with one paddler each – must stay within close proximity of each other.
4. One paddler must carry a marine radio or working cell phone in a waterproof case at all times, except in the case of single-person watercraft, then each paddler must do so.

7. Race Guidelines

7.1 Race Schedule

The Head Coach and the Executive Board will determine the schedule of races for the season.

7.2 Race Registration

1. The Race Registration Manager will work with the Head Coach to coordinate entry into the races on the season's calendar.
2. It is each paddler's responsibility to RSVP for races through Team Cowboy, using Yes if they are sure they can attend, Maybe if they plan to attend but are not sure, and No if they cannot attend.
3. The number of boats registered for any given race will be determined by the number of firm paddlers who RSVPd Yes at Team Cowboy.

7.3 Team Composition

The benching on any given boat in a race will be determined by the Head Coach, according to the goals set for any given race.

7.4 Race Fees

Race Fees will be determined by dividing the cost of registration over the total number of paddlers RSVPd Yes at the time of registration. Collection of the fees will be done through Webscorer, and should be paid at least 2 weeks prior to the race.

7.5 Refunds and Substitutions

1. Once your race fee is paid, it is non-refundable.
2. Should a paddler pay their fee and then find themselves unable to attend, they may locate a replacement to take their seat. The replacement will pay their race fee directly to the original paddler, who should notify the Race Registration Manager of their replacement for record keeping.

7.6 Race Logistics

1. The Race Logistics Manager for any given race will be responsible for managing rosters, waiver completion, and race day scheduling.
2. It is each paddler's responsibility to pay attention to communications regarding race details, and action any requests in a timely manner.

7.7 Guest Racers

1. Guests from other regional paddling Clubs are welcome to race with Club SAKE.
2. Guest racers must be active, paid members in good standing of another paddling Club.
3. Club SAKE members have priority over Guest Racers where space and resources are limited.
4. Guest Racers must complete a Club SAKE waiver before racing.
5. Guest Racers are subject to the same fees as Club SAKE members.

8. Code of Conduct

Seattle Club SAKE is committed to a culture and environment that values integrity, fairness, respect and trust. Everyone associated with Club SAKE, including but not limited to board members, volunteer leaders, members and guests, is expected to act in alignment with these values.

Although it is impossible to list all forms of unacceptable behavior, following are examples of infractions that may result in corrective or disciplinary action:

- Any form of dishonesty.
- The use of offensive, disrespectful or disparaging language directed at another member, competing team or the public.
- Inappropriate use of electronic communication that may harm or disrespect other club members or the interests of the club.
- Theft, misuse or inappropriate removal of property.
- Falsification of records.
- Possession, use or distribution of alcohol or drugs except as explicitly allowed.
- Verbal or physical violence.
- Negligence or improper conduct leading to damage of the club's or another member's property.
- Smoking in prohibited areas.
- Possession of firearms, weapons or other dangerous materials.
- Failure to comply with Club SAKE's rules and regulations and bylaws.
- Failure to comply with the terms of any corrective or disciplinary action as imposed by the club.
- Sexual, unlawful or unwelcome harassment or discrimination (see 8.2 for additional detail)

8.1 Ethics Committee

The board shall appoint and maintain an ethics committee, typically comprised of 2-3 members. Members of the ethics committee will possess a working understanding of how to handle complaints and investigation practices. In complaints involving members not serving in coaching or board capacities, the ethics committee will report, with appropriate sensitivity to confidentiality principles, its recommendations to the board. In cases where a board member or coach may be the subject of a complaint, the ethics committee's decisions shall serve as the final conclusions.

8.2 Harassment and Discrimination

A critical part of Club SAKE's values and members' experience is that of equity and respect for all individuals, regardless of gender, race, religious affiliation, sexual orientation, gender identity, ethnicity, language, physical or mental ability, age, and any other way in which we may differ from each other.

Those associated with Club SAKE should never tolerate inappropriate behavior. If feasible, a member or guest should first make his/her feelings known to the offending person, tell him/her that the behavior is not appropriate and request that the behavior stop.

However, if a member or guest is uncomfortable in addressing the issue with the offending party, or if the behavior is judged to be pervasive or more severe, the member or guest must promptly report any offending behavior, whether such

behavior is directed towards him/her personally or towards others associated with the club. Reports of offending behavior must be made to the head coach, a member of the ethics committee, or a member of the board. The individual receiving the complaint will communicate it to the ethics committee.

Club SAKE is committed to conducting a timely investigation of any harassment complaints and taking appropriate action based on the findings from the investigation. The club prohibits retaliation against those who've raised complaints of harassment or assisted in the investigation of harassment complaints.

8.3 Complaints Regarding Other Infractions

Similar to the process for complaints relating to harassment, members are requested to submit any concerns regarding inappropriate behavior (such as those within the examples above) to the head coach, ethics committee member or board member. The individual receiving the complaint will communicate it to the ethics committee.

8.4 Investigations of Complaints

Concerns relating to harassment or other inappropriate behavior shall be investigated in a timely, fair and confidential manner. A member of the ethics committee shall conduct or lead the investigation of complaints. Investigations will be conducted as discretely as is practical, understanding that complete confidentiality may not be possible in many cases. When the subject of a complaint is a member not serving as a coach or board member, the findings and recommendations from the investigation will be presented to the board for a final decision/resolution by the board. If the subject of a complaint is a coach or board member, the ethics committee's findings and conclusions shall serve as the final decision/resolution.

8.5 Corrective and Disciplinary Actions

If necessary, the club may apply a range of remedies in response to violations of club policy. These may include:

Probation—verbal or written warning for a specified period, during which the individual may participate in club activities as defined within the terms of probation.

Suspension—written warning for a specified period, during which the individual is not allowed to participate in any club activities nor use any club equipment.

Disqualification—permanent revocation of the individual's eligibility for club membership.

8.6 Communication of Policy to Members

All members will receive a copy of the Code of Conduct annually, with the waiver. All Board members and Coaches shall review the policy annually.

9. Authorized Procurement Limits

The following are the authorized limits for Club Sake Expenditures charged against the Club's finances. All proposed expenditures that exceed the following limits require approval by a minimum of three Board members and the Club Treasurer.

Authorizing Position	Items	Limits
<ul style="list-style-type: none"> Board Members 	<ul style="list-style-type: none"> Food items supporting Club meetings/events 	<ul style="list-style-type: none"> \$100 each event.
	<ul style="list-style-type: none"> Annual Picnic 	<ul style="list-style-type: none"> \$ 750
	<ul style="list-style-type: none"> Administrative supplies 	<ul style="list-style-type: none"> \$75 combined purchase
	<ul style="list-style-type: none"> Marketing 	<ul style="list-style-type: none"> \$200 each event
<ul style="list-style-type: none"> Treasurer 	<ul style="list-style-type: none"> Moorage 	<ul style="list-style-type: none"> Contract amount of moorage, currently \$1,800 quarterly
	<ul style="list-style-type: none"> Liability Insurance 	<ul style="list-style-type: none"> Up to \$800/yr
	<ul style="list-style-type: none"> Licensing Fees (PBDA) 	<ul style="list-style-type: none"> Up to \$600/yr
	<ul style="list-style-type: none"> Boat Insurance 	<ul style="list-style-type: none"> Up to \$1200/yr
	<ul style="list-style-type: none"> Web site support 	<ul style="list-style-type: none"> Up to \$150/yr

	<ul style="list-style-type: none"> • Boat Repair – labor 	<ul style="list-style-type: none"> • Up to \$3000/yr
	<ul style="list-style-type: none"> • Equipment Storage 	<ul style="list-style-type: none"> • Up to \$3000/yr
	<ul style="list-style-type: none"> • Post Box 	<ul style="list-style-type: none"> • Up to \$200/yr
	<ul style="list-style-type: none"> • Licensing fees (boats and trailers) 	<ul style="list-style-type: none"> • Up to \$400/yr
<ul style="list-style-type: none"> • Equipment Manager 	<ul style="list-style-type: none"> • Boat supplies/equipment 	<ul style="list-style-type: none"> • \$250 for any individual item. • Combined purchases up to \$750

10. 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	
8-18-11		Reviewed and updated document /jp	
October 2012	4.0	Updated LB	
November 2012	4.0	Approved by Executive Board	
October 2013	5.0	Revisions by RR regarding membership dues; formatting revisions by LB	
November 2013	7.0	Revisions to member requirements : moved items under 'honor code' to requirements. Some minor formatting revisions.	
December 2014	8.0	Change dues for Senior/Survivor members, clarification of wording in section 5.5.8	
March 2017	9.0	Major overhaul to bring up to date regarding current Club structure, function, and equipment.	
April 2018	9.1	Replaced section 8 Misconduct with section 8 Code of Conduct	
May 2018	3.8	Added Bruce Heath to Lifetime Members list	