

| Club Rules & Regulations |                               |         |                  |
|--------------------------|-------------------------------|---------|------------------|
| <b>Author</b>            | Seattle SAKE Dragon Boat Club | Created | 5/12/2000        |
| <b>Revision</b>          | 10.0                          | Updated | October 12, 2020 |

## 1. Overview

This document details the Club Rules & Regulations for Seattle SAKE Paddling (the Club). This document includes Mission Statement, Club Membership, Club Communication, Practices, Rule for equipment use, Race Guidelines, Code of Conduct, and Authorize Procurement. All Members shall follow these Rules and Regulations, except where contraindicated by the Club Bylaws.

## 2. Mission Statement & Club Goals

### Mission Statement

Seattle SAKE Paddling Club 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 & Structure

### 3.1 Membership Categories

1. **Primary Member** - A Primary Member is a member for whom the Club is their primary paddling club. Primary members pay dues to the Club in

exchange for equipment use and membership rights, as defined in section 3.3. Members may hold primary memberships in multiple clubs.

2. **Affiliate Member** - An Affiliate Member is a member for whom the Club 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 Club Structure

The Club 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 3.3.

## 3.3 Membership Rights

- Access to Club equipment subject to Club policies.
- Attend Club events.
- Attend any open Club practices.
- Vote in Club elections. (Primary members only)
- 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 Fees

- Annual Membership fee is \$130 for one year.
- Annual Membership fee for Team Survivor Northwest members, full-time students, and seniors (60 years of age or older) is \$90 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.
- Any non-member may join the Club between July 1 and September 30 for a prorated fee of \$65.

- Any non-member 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 \$65 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 Code of Conduct agreement annually.
- Participate in annual capsized (huli) drill (refer to section 6.1.6).
- Members shall follow the rules governing any activity in which the Club participates, and shall obey general public laws.
- Club dues, race fees and other charges shall be settled by prompt payment to the Treasurer. Payments 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.
- Members shall agree to and follow the Club's Code of Conduct. (Refer to Club Code of Conduct for information on how complaints and investigations are conducted.)
- 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 Visitors and Child Guests**

- A Visitor is a non-member granted practice participation.
- A Child Guest is a Guest between ages of one and twelve, inclusive.

- Visitors 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.
- Sponsoring members must take full responsibility for the conduct of their Child Guests.
- Guest Racers—see section 7.7

### **3.7.1 Visitor Limitations**

- Visitors must review and submit an online waiver prior to their first on-water practice, Club Sake sanctioned race, or event utilizing Club Sake Boats and Equipment.
- Visitors who are under 18 years of age shall require written permission from a legal guardian before being allowed to participate in any Club activities.
- Visitors will have lower priority than paid Members in all respects if there is a limitation of space or resources.
- Visitors will have no voice or voting power in formal Club Meetings.
- Visitors who are experienced paddlers and expect to use Club equipment more than three times must be Affiliate Members.
- Visitors who are experienced paddlers may race with Club SAKE if they are an active member in another paddling Club.

### **3.7.2 Child Guest Limitations**

- A Child Guest is someone under the age of 13 who wants to go out on a dragon boat.
- Child Guests may not participate in other Club paddle sports, such as SUP or OC.
- 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 20 person dragon boat at any time. Each Child Guest must be supervised by a dedicated Adult Supervisor who 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 a 10-person dragon boat.

## **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**

- All Members must provide, via Team Cowboy, 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:"
- The Executive Board has the right to send email messages to all Club Members.
- Any Club-wide communication not originated from the Executive Board must pertain to dragon boat paddling and directly related activities, including emergency/CPR training.
- All club communications must be sent by the Communications Manager.

## **5. Practices**

### **5.1 Practice Policy**

- 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.
- 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 restriction begins at 8:00 p.m. and ends at 8:00 a.m. ([City of Seattle Noise Ordinance](#)).
- 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 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 (20-person Dragon Boat)**

- A minimum of eight (8) crew are required for a practice, including Steersperson. The Steersperson and/or coach may require more paddlers, depending on wind and water conditions, and the strength and experience of the crew.
- There is a maximum crew of twenty-two (22) crew for a 20-person boat. Maximum crew includes the coach and Steersperson.
- Children are permitted per Section 3.7.2 (Child Guest Limitations).

#### **6.1.3 Small Boat Crew (10-person Dragon Boat)**

- 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.

- Children are not allowed in 10-person dragon boats, as per Section 3.7.2 (Child Guest Limitations).

#### **6.1.4 Checklist before Undocking a Dragon Boat**

- PFDs: All crew must wear a U.S. Coast Guard-approved, 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.
- 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.
- 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 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.
- After dusk and before dawn and times of limited visibility, the boats shall have proper running lights: green at starboard bow (right front), red at port bow (left front), 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 between June 1 and September 30, and supervised by the Safety Officer or their 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 capsized drill by the end of the following calendar year.
- The Safety Manager, with assistance from the Membership Director, will keep a Capsized Drill Log for each year showing all active members and their

capsize status, including drill date(s) or capsize date(s). An unplanned qualifying capsize event is one whereby the tiller provides a written report to the Safety Manager, including the names of paddlers who successfully participated in the event.

- After the last capsize drill, or by the end of the year if there is an unplanned qualifying capsize event, the Safety Manager will provide the Board with a list of members who failed to complete the required drill and members excused under medical waivers.
- Coaches and captains will be provided access to the list, either as a shared list or via a designation in Team Cowboy.

### **6.1.6.1 Failure to participate in capsize drill**

- Members who fail to participate in a capsize drill will have their paddling privileges suspended from the start of the next calendar year (January 1), until they complete a qualifying capsize drill or unplanned qualifying capsize event.
- Members who fail to participate in a qualifying capsize drill or unplanned qualifying capsize event will be informed by the Safety Manager or the Membership Director of the impending suspension of the member's paddling privileges, and be informed of the requirements to reinstate their privileges.
- Members with an approved medical waiver are excluded from this rule for the year following the date of the waiver.
  - A medical waiver must come from a licensed healthcare provider.
- Members on hiatus, such as a lapsed club membership spanning a year, are expected to complete a drill upon their return and at the earliest opportunity.

### **6.1.6.2 Reinstatement of paddling privileges**

Members with privileges suspended under 6.1.6.1 will be reinstated immediately upon completion of an approved capsize drill or after unplanned qualifying capsize event. Their status will be updated by the Safety Manager in the Capsize Drill Log for the current year, and the Membership Director will be notified of the change of status and update Team Cowboy accordingly.

## **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**

- All crew members must wear a PFD at all times.
- Safety Leash must be worn at all times.
- When using any one piece of club equipment, a minimum of 2 club members as part of the group going out are required for all outrigger and SUP activity, to ensure safety and to enable emergency procedures.
  - a) OC6 – minimum of 2 club members
  - b) OC2 – minimum of 2 club members
  - c) OC1 – minimum of 2 OC1s with a club member each – must stay within close proximity of each other.
  - d) SUP – minimum of 2 SUPs with one club member each – must stay within close proximity of each other.
- 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.
- All users of club equipment must demonstrate self-recovery from a capsize as well as maintenance (lock/unlock, check out and put away) of the equipment and dock space. For SUP, this is determined by a certified SAKE SUP instructor. For all OCs, it is determined by an experienced SAKE OC paddler.

## **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**

- The Race Registration Manager will work with the Head Coach to coordinate entry into the races on the season's calendar.
- 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.
- 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, steerspersons and drummers 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**

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

## **7.6 Race Logistics**

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

## **7.7 Guest Racers**

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

## **8. Code of Conduct**

The Club 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, race officials 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   |
|----------------------|--|--|
| Board Members        | Food items supporting Club meetings/events | \$100 each event.  |
|                      | Annual Picnic                              | \$750  |
|                      | Administrative supplies                    | \$75 combined purchase   |
|                      | Marketing                                  | \$200 each event   |
| Treasurer            | Moorage                                    | Contract amount of moorage, currently \$1,800 quarterly              |
|                      | Liability Insurance                        | Up to \$800/yr   |
|                      | Licensing Fees (PBDA)                      | Up to \$600/yr   |
|                      | Boat Insurance                             | Up to \$1200/yr  |
|                      | Web site support                           | Up to \$150/yr   |
|                      | Boat Repair – labor                        | Up to \$3000/yr  |
|                      | Equipment Storage                          | Up to \$3000/yr  |
|                      | Post Box                                   | Up to \$200/yr   |
|                      | Licensing fee                              | Up to \$400/yr   |
| Equipment Manager    |  | \$250 for any individual item.<br><br>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 |

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|---------------|------|---|--|
|               |      | 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  |  |
| October 2020  | 10.0 | Major overhaul to bring document up to date regarding club structure, function, safety and equipment.               |  |

