



# DRAGON BOAT USA

## ADMINISTRATIVE AND OPERATING PROCEDURES

### 1. Name

This body shall be known as **Dragon Boat USA**. The administrative group responsible for the operating of Dragon Boat USA shall be known as the Dragon Boat USA Board of Directors.

### 2. Purpose

The Purpose of Dragon Boat USA is to promote the sport of Dragon Boat Racing in the United States both nationally and internationally, at all levels of competition, and in all racing classes with the assistance of USA Canoe / Kayak (USACK).

- (2.1) Dragon Boat USA shall be specifically responsible for matters related to International Canoe Federation (ICF) and USA Canoe / Kayak sanctioned competitions.
- (2.2) Dragon Boat USA shall work with the USA Canoe / Kayak National Office to assure; adequate planning, preparation and conduct for any future race events. Team USA selection, support and accreditation shall be coordinated between Dragon Boat USA and USA Canoe / Kayak National Office.
- (2.3) Dragon Boat USA shall support the goals and strategies of USA Canoe / Kayak.

### 3. Dragon Boat USA Board of Directors

- (3.1) The affairs of Dragon Boat USA are the responsibility of the Board of Directors.
- (3.2) Board of Directors shall consist of the following:
  - Chairperson (1 vote)
  - Secretary (1 vote)
  - Treasurer (1 vote)
  - Chief Racing Officer (CRO) (1 vote)
  - Regions Director (RD) (1 vote)
  - USACK Ex Officio (no vote)
- (3.3) Qualifications: All persons must be an active member of Dragon Boat USA and USA Canoe / Kayak
- (3.4) An incumbent Board member of Dragon Boat USA shall cease to hold office if he/she:
  - (a) becomes bankrupt or is declared insolvent,
  - (b) becomes of unsound mind,

- (c) resigns office by notice in writing to Dragon Boat USA,
- (d) has been absent, and/or not offer a report (without being excused by resolution of the board), from two consecutive meetings of the board
- (e) is voted off the Board by 2/3 of the Board of Directors
- (f) is in violation of the USACK Code of Conduct / Conflict of Interest Policy

**4. Dragon Boat USA Coordinating Committee Delegates**

- (4.1) Qualifications: All persons must be an active member of Dragon Boat USA and USA Canoe / Kayak
- (4.2) An incumbent Coordinating Committee Delegate of Dragon Boat USA shall cease to serve if he/she:
  - (a) becomes bankrupt or is declared insolvent,
  - (b) becomes of unsound mind,
  - (c) resigns office by notice in writing to Dragon Boat USA,
  - (d) has been absent, and/or not offer a report (without being excused by resolution of the Board) from two consecutive meetings of the Board
  - (e) is voted off by 2/3 of the Board
  - (f) is in violation of the USACK Code of Conduct / Conflict of Interest Policy

**5. Dragon Boat USA Regional Delegates will be members of The Coordinating Committee**

- (5.1) Six (6) – Regional Delegates - North East Region, South East Region, Mid West Region, North West Region, South West Region, and Caribbean Region
- (5.2) Regional Delegates will receive the full support of both Dragon Boat USA and USACK

**6. Dragon Boat USA Standing Committees**

- (6.1) Chairpersons of all Committees shall serve as Delegates to the Coordinating Committee.
- (6.2) Membership Committee:
  - To promote growth and to ensure all teams, clubs, race organizers and athletes are compliant in membership with Dragon Boat USA and USA Canoe / Kayak.
- (6.3) Coaching and Training Committee:
  - Responsible to hold regional paddling / coaching clinics and to ensure all international teams / clubs are properly staffed with athletes. Establish selection standards for National Teams and/or National Coaches.
- (6.4) Communication Committee:
  - (6.4a) Create and maintain communication media for the Board, Coordinating Committee, and all Regional and Committee communications
  - (6.4b) Initiate and maintain DBUSA website updates

- (6.5) Marketing Committee:  
Responsible for marketing and image development
- (6.6) Ad-hoc committees - will be appointed and serve at the pleasure of the Board

## **7. Power of Committees**

No committee shall have the power to act for or on behalf of Dragon Boat USA or otherwise commit or bind Dragon Boat USA to any course of action. Committees shall only have the power to make recommendations to the Board, or to the members, as the Board may, from time to time, direct.

## **8. Vacancies on the Board of Directors**

(8.1) Vacancies on the Dragon Boat USA Board of Directors, however caused, may, so long as a quorum of committee members remain in office, be filled by the Board from among the regular members of Dragon Boat USA, if they see fit to do so, otherwise the vacancy shall be filled at the next annual meeting of the Board but, if there is not a quorum of Board members, the remaining Board members shall forthwith call a meeting of the Board to fill the vacancy. If the number of Board members is increased between the terms, a vacancy or vacancies, to the number of the authorized increase, shall be deemed to have occurred, which may be filled in the manner provided.

(8.2) Nominations to fill Board positions expiring each December 31 must be solicited and voted on by the Board by November 30 of each year, for terms beginning January 1 of the following year.

## **9. Meetings**

(9.1) Regular Business Meetings – The Board will hold a minimum of 12 monthly meetings and attend the USA Canoe / Kayak Annual Meeting. The Coordinating Committee will hold 12 monthly meetings.

(9.2) Special Meetings – Special Meetings of the Board, or Coordinating Committee can be called by the Chairperson or at least two committee members whenever it is deemed necessary.

(9.3) Quorum – A quorum is constituted by more than ½ of the membership of the Board and Coordinating Committee.

(9.4) Deputies and Proxies – Deputies and Proxies are not accepted. A written and signed vote on an agenda item may be submitted to the Chair or Secretary prior to the meeting if that person is not able to attend and they have been previously excused.

(9.5) Open Meetings/Executive Session – Meetings of Dragon Boat USA shall be open unless the majority of the Board vote to close the meeting and meet in executive session.

## **10. Agenda**

Business transacted at all meetings shall be limited to the subjects stated in the meeting notice unless the majority wish to waive this requirement for any particular item in question. Agenda must be submitted 2 days prior to regular scheduled meetings.

## 11. Method

Meetings may be conducted in person, by telephone, fax, email or other communication device where there can be a free exchange of thought and no member is prevented from participation due to lack of required technology.

## 12. Election and Term of Office

(12.1) Chairperson – Term is two years. Nominated and voted on by the members of the Board.

(12.2) Secretary – Term is two years (year one - 1 year term). Nominated and voted on by the members of the Board.

(12.3) Treasurer- Term is two years (year one – 1 year term). Nominated and voted on by the members of the Board

(12.4) Chief Racing Officer (CRO) - Term is two years. Nominated and voted on by the members of the Board

(12.5) Regions Director (RD) – Term is two years. Nominated and voted on by the members of the Board

(12.6) USACK Ex Officio - Term is one year. Nominated and voted on by the members of the Board

(12.7) Dragon Boat USA Regional Delegates, Committee Delegates - Term is two years. Nominated and voted on by the members of the Board in year one and initial term will be for one year. After first year two year terms begin.

(12.7a) Regional Groupings:

Region #1. North East

Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, Delaware, Maryland, Washington DC, Kentucky, Ohio

Region # 2. South East

West Virginia, Virginia, North Carolina, South Carolina, Tennessee, Arkansas, Louisiana, Mississippi, Alabama, Georgia, Florida

Region #3. North West

Alaska, Washington, Oregon, Idaho, Montana, Wyoming,

Region #4. South West

Guam, Hawaii, California, Arizona, Nevada, Utah, Colorado, New Mexico, Texas, Kansas, Oklahoma

Region #5 Mid West

Iowa, Missouri, Minnesota, Nebraska, North Dakota, South Dakota, Michigan, Indiana, Illinois, Wisconsin

Region #6 Caribbean

All Islands in the Caribbean Basin

### **13. Voting at Meetings of the Board**

Questions arising at any meeting of the Board shall be decided by a majority of votes.

### **14. Powers of Directors**

The Board shall have full power with respect to all affairs of Dragon Boat USA and no resolution passed or enacted by the Board, or any other action taken by the Board, requires confirmation or ratification by the members of Dragon Boat USA in order to become valid or to bind Dragon Boat USA. Without limiting the generality of the powers of the Board, the Board shall have the power to pass without any confirmation by the members all necessary rules and regulations related in any way to the operations of Dragon Boat USA, including, without limitation, conduct of members and guests, rules of order for meetings and all other aspects of operation.

### **15. Membership on Committees**

Members of committees shall be appointed by, and hold office at the pleasure of, the Board.

### **16. Reports of Committees**

Each Regional Delegate, and Committee Delegate shall submit to the Board such reports as the Board may, from time to time, request but, in any event, each committee shall submit a monthly report to the Board 3 days prior to each monthly meeting and at such time as the Board may, from time to time, determine.

### **17. Officers**

There shall be a Chairperson, a Secretary, a Treasurer, Chief Racing Officer, USACK Ex Officio and such other officers as the Board may determine from time to time. No person may hold more than one office. The Board shall elect all the officers after each election of directors from among their number at their first meeting.

### **18. Duties of Chairperson**

- (a) The Chairperson shall, when present, preside at all meetings of the members of Dragon Boat USA, the Board, and the Coordinating Committee.
- (b) The Chairperson, subject to the authority of the Board, shall have general supervision of the affairs and business of Dragon Boat USA.
- (c) The Chairperson shall be, *ex officio*, a member of all committees.
- (d) The Chairperson shall perform such other duties as may from time to time be determined by the Board.
- (e) During the absence or inability of the Chairperson, the Chairperson may delegate another member of the Board to exercise the duties and powers the Chairperson.
- (f) The Chairperson will closely monitor the activities of the Coordinating Committee.
- (g) Perform such other duties as may, from time to time, be determined by the Board.

### **19. Duties of Secretary**

The Secretary shall be, *ex officio*, clerk of the board who shall:

- (a) attend all meetings of the board and record all facts and minutes of all proceedings in the books kept for the purposes,
- (b) give all notices required to be given to members and to directors,

- (c) be the custodian of all books, papers, records, contracts and other documents belonging to Dragon Boat USA which shall be delivered up only when authorized by a resolution of the Board and to such person or persons as may be named in the resolution, and
- (d) perform such other duties as may from time to time be determined by the board.
- (e) The Secretary shall closely monitor the activities of the Communications Committee.

## **20. Duties of Treasurer**

The Treasurer shall:

- (a) keep full and accurate accounts of all receipts and disbursements of Dragon Boat USA in proper books of account and shall deposit all moneys or other valuable effects in the name and to the credit of Dragon Boat USA in such bank or banks as the Board may from time to time designate,
- (b) disburse the funds of Dragon Boat USA under the direction of the Board, taking proper vouchers for the funds and shall render to the Board at its regular meetings or whenever required, an account of all transactions as treasurer, and of the financial position Dragon Boat USA, and
- (c) perform such other duties as may, from time to time, be determined by the Board, and
- (d) closely monitor the activities of the Membership and Marketing Committees.

## **21. Duties of the Chief Racing Officer**

The Chief Racing Officer (CRO) shall work in concert with the Board, and Coordinating Committee members to:

- (a) initiate, coordinate, and evaluate all DBUSA sponsored racing regattas (in concert with the Board),
- (b) coordinate with USACK's Talent ID Program,
- (c) initiate, coordinate, set standards for, and evaluate Coaches, Paddlers, and Steering clinics and mini-camps,
- (d) promote widespread club participation at DBUSA / USACK Dragon Boat Regional, National Championships, and ICF World Club Crew Championships,
- (e) promote cross discipline paddling activity for all USACK athletes.
- (f) CRO will establish selection criteria for Team USA athletes and coaches representing DBUSA / USACK in ICF National and /or International events,
- (g) CRO will closely monitor activities of Coaching and Training Committee, and any regatta specific ad hoc committee, and
- (h) perform such other duties as may, from time to time, be determined by the Board.

## **22. Duties of Regions Director**

The Regions Director shall work with the Regional Delegates to accomplish the goals and mission of Dragon Boat USA within the regions. Including:

- (a) DBUSA regattas,
- (b) USACK's Talent ID Program,
- (c) DBUSA clinics and mini-camps,
- (d) membership promotion,
- (e) club participation in DBUSA / USACK events, and
- (f) perform such other duties as may, from time to time, be determined by the Board.

### **23. Duties of Other Officers**

The duties of all other officers of Dragon Boat USA shall be such as the terms of their engagement call for or the Board requires of them.

### **24. Fees**

Each member of Dragon Boat USA shall pay the membership fees as shall be determined, from time to time, by the Board.

### **25. Remuneration of Board, Coordinating Committee, and standing or ad hoc committee members / delegates**

The above shall receive no remuneration from Dragon Boat USA, but shall be entitled to compensation for any approved expenses incurred by them upon proof of such expenses.

### **26. Error or Omission in Notice**

No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the members of Dragon Boat USA shall invalidate the meeting or make void any proceedings taken at it and any member may at any time waive notice of any of these meetings and may ratify any proceedings of the meeting. For the purpose of sending notice to any member, director, delegate, or officer for any meeting or otherwise, the address of any such individual shall be at the persons' last address recorded on the books of Dragon Boat USA.

### **27. Accountability**

Dragon Boat USA shall be accountable to its membership and to USA Canoe / Kayak. Its directors should produce, maintain, and update the plan and the goals for each of the areas of responsibility, and maintain status of progress of fulfilling these goals in a meaningful way.

### **28. Transparency**

Dragon Boat USA shall be committed to transparent governance. It shall make its plans, goals, and reports of status and progress periodically transparent by publishing to its members and to USA Canoe / Kayak.

## **29. GRIEVANCE PROCEDURES**

(29.1) Designation of Grievance - The following kinds of Grievances may be filed with Dragon Boat USA:

- (a) Administrative Grievance. USA CANOE/KAYAK or any member of Dragon Boat USA may file a Grievance pertaining to any matter within the cognizance of Dragon Boat USA, including but not limited to any alleged violation of or grievance concerning: (i) any Dragon Boat USA rule or regulation, (ii) any provision of Dragon Boat USA's Operating Procedures,
- (b) Right to Compete. Any athlete, coach, trainer, administrator or official may file a Grievance pertaining to any alleged denial, or alleged threat to deny, of that

individual's opportunity to sanctioned competition.

compete/participate in a Dragon Boat USA

(29.2) Manner of Filing - The complainant shall file the Grievance with Dragon Boat USA. Dragon Boat USA will appoint a committee (the Committee) of at least three individuals to hear the Grievance. The Grievance shall set forth in clear and concise language, preferably in numbered paragraphs: (I) the alleged violation, grievance, denial or threat to deny, and (II) the remedy requested. The complainant shall sign the Grievance. Grievances must be sent - via return signature receipt - to Dragon Boat USA's physical mailing address.

(29.3) Filing Fee - A Grievance filed by an individual shall be accompanied with a \$250.00 filing fee payable to Dragon Boat USA. A Grievance filed by an organization shall be accompanied with a \$500.00 filing fee payable to Dragon Boat USA, with the exception of active board members of Dragon Boat USA's Board, and USA CANOE/KAYAK who are not required to pay a filing fee. The complainant may request that the filing fee be reduced or waived for reasons of significant financial hardship. If such request is made, the Committee shall determine whether or not to reduce or waive the filing fee.

(29.4) Statute of Limitations - A Grievance filed under these Operating Procedures shall be filed within sixty - 60 - days of the occurrence of the alleged violation, grievance, denial or threat to deny.

(29.5) Field of Play Decisions - The final decision of an official during a competition regarding a field of play decision (a matter set forth in the rules of the competition to be within the discretion of the official) shall not be reviewable through the procedures for, or the subject of, Administrative Grievances or Right to Compete Grievance unless the decision is: (I) outside the authority of the official to make, or (ii) the product of fraud, corruption, partiality or other misconduct of the official. For purposes of this Section, the term "official" shall include any individual with discretion to make field of play decisions.

(29.6) Roster / Race Crew / Race Strategy Decisions - The final decision of a coach during a competition regarding roster, race crew selection, and race strategy shall not be reviewable through the procedures for, or the subject of, Administrative Grievances or Right to Compete Grievance unless the decision is: (I) outside the authority of the coach to use coach's discretion to make decisions, or (II) the product of fraud, corruption, partiality or other misconduct of a coach.

(29.7) Administration - The Committee shall generally administer and oversee all administrative grievances and right to compete matters filed with Dragon Boat USA. The Committee shall be responsible to ensure that all Grievances are heard in a timely, fair and impartial manner. The Committee may promulgate procedures in addition to those set forth in these Operating Procedures for the effective administration of Grievances filed with Dragon Boat USA.

(29.8) Hearing Panel - Upon the filing of a Grievance, and the appointment of the Committee, the chair of the Committee, after consultation with the other Committee members, shall acknowledge receipt of the Grievance. Other disinterested individuals identified by the Committee may also be appointed to and serve on the hearing panel. At

least one (1) member of the hearing panel shall be an athlete. Members of the panel need not be members of Dragon Boat USA or involved in the sport of dragon boat.

(29.9) Conduct of the Proceeding - The Committee shall rule on all motions and other matters raised in the proceeding. If the grievance is not dismissed, the Committee shall hold a hearing on the grievance. The Committee shall set such timelines and other rules regarding the proceeding and the conduct of the hearing, as it deems necessary. The hearing may be conducted by teleconference, if necessary or convenient to the parties. All parties shall be given a reasonable opportunity to present and examine evidence, cross-examine witnesses and to present argument. Members of the Committee shall have the right to question witnesses or the parties to the proceeding at any time. Documents that will be used at the hearing, and the names of any witnesses must be disclosed to opposing parties at least three – 3 - business days prior to the hearing. Any party may have a record made of the hearing. The party requesting the recording shall pay for costs for such recording, or if mutually agreed, the cost may be equally divided. The party requesting the transcript shall pay for any transcript.

(29.10) Expedited Procedures - Upon the request of a party, and provided that it is necessary to expedite the proceeding in order to resolve a matter relating to a competition that is so scheduled that compliance with regular procedures would not be likely to produce a sufficiently early decision to do justice to the affected parties, the Committee is authorized to order that the Grievance be heard and decided within three (3) business days of the filing of the Grievance. In such a case, the hearing panel is authorized to hear and decide the Grievance pursuant to such procedures as are necessary, but fair to the parties involved.

(29.11) Grievances Involving Selection to Participate in a Competition - Where a Grievance is filed involving selection of an individual to participate in a competition, the complainant shall include with the Grievance a list of all other individuals, together with their contact information, that may be adversely affected by a decision rendered on the Grievance. The Committee shall determine which additional individuals must receive notice of the grievance. The complainant shall then be responsible for providing appropriate notice to these individuals. Any individual so notified then shall have the option to participate in the proceeding as a party. If an individual is notified of the grievance, then that individual shall be bound by the decision of the Committee even though the individual chose not to participate as a party.

(29.12) Decision - A decision shall be determined by a majority of the Committee. The Committee's decision shall be in writing and distributed to the parties within fifteen -15 - business days.

### **30. Amendments**

These Dragon Boat USA Administrative and Operating Procedures may be amended or supplemented, from time to time, by a resolution of the Board, which is confirmed by a majority of the votes at a board meeting called for that purpose.

Amended: August 23, 2011

Approved: August 24, 2011