



# DragonBoatSA

## Policy and Procedures

**Subject** Procedure for the Formation and  
the Functions of the Racing  
Committee

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## **PROCEDURES FOR THE FORMATION AND THE FUNCTIONS OF THE RACING COMMITTEE**

- i. Role of the Racing Committee (R.C.)**
  1. The R.C. is a committee established and appointed by the Board of DragonBoat SA.
  2. Its role is to provide specialist assistance and advice in running the racing activities and to organise designated race days for DBSA.
  
- ii. Composition of the R.C.**
  1. The R.C. will consist of a delegate and an alternate delegate from each Member Club of DBSA and a representative from DBSA Board and a DBSA alternate.
  2. Race Committee meetings will be chaired by the Club which is organising the succeeding race meeting. If no race meeting is scheduled, DBSA will chair the meeting.
  
- iii. Role and Duties of the R.C. Chairman**
  1. The R.C. Chairman will preside over his/her delegated meeting and lead discussions, according to the associated agenda.
  2. The R.C. Chairman will oversee the preparation of the meeting agenda and ensure that the designated people perform the associated follow up work.
  3. DBSA will provide a minute secretary for Race Committee meetings.
  4. The Chairman will also perform other duties as requested by the R.C. unless these requests are contrary to the policies and objects of DBSA.
  
- iv. Eligibility for the R.C.**
  1. Each member Club of DBSA shall nominate a delegate and an alternate delegate for the Racing Committee and submit these names to DBSA.
  2. When nominating a delegate to the R.C., Clubs should consider the relevant experience of their nominee and his/her ability to work within the committee framework.
  
- v. Period of Appointment to the R.C.**
  1. Delegates will be appointed to the R.C. for a two year term commencing from July 1<sup>st</sup> each year.
  2. Upon expiration of a delegate's term, their member Club may renominate the delegate/s or alternate delegates.
  3. In the event of a delegate leaving the R.C. prior to the expiration of his/her term a replacement will be nominated by the Member Club and submitted to DBSA.
  
- vi. Procedure for the Appointment of R.C. Members**
  1. Vacancies will occur
    - a) Initially from 1<sup>st</sup> July 2006
    - b) When an R.C. delegate's two year term expires
    - c) If a delegate resigns
    - d) If the DBSA Board terminates a delegate's appointment
  2. In any case, each member Club is entitled to a representation on the R.C. and nominations for delegates to the R.C. should be advised to DBSA.
  3. New nominations should be submitted to DBSA as near as possible to 1<sup>st</sup> July each year.
  
- vii. Voting**
  1. At any scheduled meeting of the R.C. two thirds of delegates will constitute a quorum for voting purposes. Each R.C. delegate will be entitled to one vote, including the Chairman. Only one delegate per club is entitled to vote.
  2. If neither delegate from a club is able to attend a scheduled meeting, a delegate is entitled to register a proxy vote on any particular matter. Those attending the meeting would treat such a proxy vote on a par with votes cast.
  3. A minimum of 7 days notice is required for any meeting.
  
- viii. Responsibilities of Delegates**
  1. It is expected that R.C. delegates will undertake to apply their knowledge and skill to the matters that come before the committee in a manner that is in the best interests of DBSA and the further development of Dragon Boat Racing, independently of any other affiliations that they might have.
  2. In particular, delegates will be expected to commit themselves to carrying out assigned tasks within allocated time frames and to responding responsibly, reliably and promptly to internal Committee communications.

**ix. Functions of the R.C.**

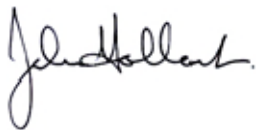
The functions of the Racing Committee shall cover (but are not limited to) the following:

- Plan the DBSA annual racing program
- Organise DBSA race days
- Allocate duties for race days
- Form a race jury of a maximum of 5 members when required, to adjudicate on protests – all the members should be clearly impartial.
- Monitor and maintain our race courses
- Review local race regulations and recommend changes to the Board for ratification
- Ensure all equipment required for race days is available and in working order
- The R.C. shall establish an Event Safety Plan for all official DBSA racing events
- Organise pre-race briefings
- Other duties as allocated

**POLICY REVIEW**

This Policy will be reviewed annually to ensure that the document remains current, practical and relevant for DBSA. The next review date being June 2018.

**Endorsed by:**



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**President DragonBoat SA**

14/6/17

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**Date**