



DBSA RACE COMMITTEE CHARTER

Established June 2018

Purpose

The purpose of the DBSA Race Committee (RC) is to provide specialist assistance and advice in running the racing activities and to organise designated race days for DBSA.

Objective

- Plan the DBSA annual racing program
- Organise DBSA Race Days
- Allocate duties for race days
- Monitor and ensure that our race courses are maintained in acceptable order
- Ensure that all equipment required for race days is available and in working order
- Establish an event safety plan for all official DBSA racing events
- Review Race Regulations and recommend any changes to the DBSA Board
- Organise pre-race briefings
- Form a Race Jury of a maximum of 5 members when required, to adjudicate on protests – NB. All members should be clearly impartial
- Other duties as allocated

Accountability

The RC will report directly to the DBSA Board

Structure

- The RC will consist of 1 member plus 1 alternate member from each metropolitan club, plus a DBSA Board Member liaison
- Member clubs will submit their nominated committee members to DBSA prior to 1st July each year
- The term of each appointment is one (1) year. If a member resigns within the year their club will appoint another member for the remainder of the term.
- It is expected that a club's nominee will have the necessary expertise to assist in the Committee's objectives

Chair of the Committee

Race Committee meetings will be chaired by the Club which is organising the succeeding race day – if no race day is scheduled, DBSA will chair the meeting.

- The Chair will preside over their delegated meeting and facilitate discussion according to the associated agenda
- The Chair will oversee the preparation of the meeting agenda and ensure that the designated people perform the associated follow up work
- DBSA will provide a Minute Secretary for Race Committee meetings

Meetings and Quorum

- At any scheduled meeting of the RC two thirds of delegates will constitute a quorum for voting purposes
- Only one delegate per club is entitled to a vote which includes the Chair
- If neither delegate from a club is able to attend a scheduled meeting, a delegate is entitled to a proxy vote on any particular matter
- A minimum of seven (7) days' notice is required for any meeting

Responsibilities

- Race Committee 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, independent of any other affiliations that they may have
- In particular, delegates will be expected to commit themselves to carrying out assigned tasks within allocated time frames and respond responsibly, reliably and promptly to internal committee communications