



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

DragonBoatSA

Policy and Procedures

Subject No: DBSA 006

Issue No: 1

Date of Issue: Jan 06

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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 Racing Committee (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 of DBSA.

- ii. Composition of the R.C.**
 1. The Racing Committee will consist of a representative from each Member Club of DBSA and representative from DBSA Board.
 2. A Chairman shall be elected at the first meeting of the Committee of each financial year.

- iii. Role and Duties of the R.C. Chairman**
 1. The R.C. Chairman will preside over all meetings and lead discussions, according to the associated agenda and all decision making.
 2. The R.C. Chairman will oversee the preparation of meeting agendas and minutes and ensure that the designated people perform the associated follow up work.
 3. 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 member for the Racing Committee and submit the nomination to the DBSA Board for ratification on July 1st each year.
 2. When nominating a member 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. Members will be appointed to the R.C. for a one year term commencing from July 1st each year.
 2. Upon expiration of a member's term, their member Club may renominate the member or an alternative member.
 3. In the event of a member leaving the R.C. prior to the expiration of his/her term a replacement will be nominated by the Member Club and submitted to the Board of DBSA for ratification.

- vi. Procedure for the Appointment of R.C. Members**
 1. Vacancies will occur
 - a) Initially from 1st July 2006
 - b) When an R.C. member's one year term expires
 - c) If a member resigns
 - d) If the DBSA Board terminates a members appointment
 2. In any case, each member Club is entitled to a representative on the R.C. and nominations for membership of the R.C. should be submitted to the Board of DBSA.
 3. Annual nominations should be submitted to DBSA Board by the 1st July each year.

- vii. Voting**
 1. At any scheduled meeting of the R.C. two thirds of members will constitute a quorum for voting purposes. Each R.C. member will be entitled to one vote, including the Chairman.



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2. Any R.C. member who is unable to attend a scheduled meeting 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 Membership

1. It is expected that R.C. Members 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, members 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

Endorsed by:

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DragonBoatSA Chairman on behalf of the DragonBoatSA

...../...../.....
Date