



Survivors Abreast Dragon Boat Team Rules and Regulations

Please read this document and keep a copy for your records. It will be reviewed annually at a team meeting. Members will be required to sign off indicating they have read understood and will follow the team rules and regulations.

Membership Requirements and Responsibilities:

- All new members will have been diagnosed with breast cancer at some time in their life. New members must have their doctor's approval to participate in this strenuous sport. Participation with the team in all activities and practices are permitted but members in active chemotherapy and/or radiation treatment cannot participate in races and practices. In addition, approval of the team coach/captain prior to participating in races and practices is required.
- The membership year is November 1 to October 31. Registration for the coming year will take place during the month of October. Registration is complete only when a signed registration form including committee sign-up sheet, membership fee and a signed Waiver and Medical Form have been received. An annual general meeting will take place each year in February or March. Only fully registered general members are eligible to vote, paddle and be included on the general membership email list.
- New members will be accepted throughout the year with the exception of the month leading up to Peterborough's Dragon Boat Festival. Fees are not pro-rated. New members joining after winter training is complete may take part in practices however participation in races will be at the discretion of the Coach and/or Team Captain and in accordance with the Participation Points Policy.
- All members must show commitment to the team through active participation at meetings, practices, fundraising, awareness and social events. All members must sign up and work on a team committee and/or the board. Members must volunteer for Peterborough's Dragon Boat Festival in some capacity.
- Members unable to paddle due to changes in health status are expected to show continued commitment to the team as their circumstances allow. These members cannot be subsidized for registration fees, transportation, room costs or race gear unless they have a role to play example: race manager.
- Members are responsible for their personal safety and well-being. They must be able to listen to and carry out the steersperson's instructions quickly. They must understand the buddy system and how to use it. Emphasizing the need for personal accountability, Survivors Abreast also urges members to be responsible for the safety of others while paddling or travelling as a group. Should the captain or coach have any doubt regarding the ability of a member to take care of



themselves or their seatmate, they may refuse to allow that member to participate. Furthermore, when travelling, the captain or coach may require that a family member or non-paddling friend accompany a member and be responsible for them at all times.

- Each member is responsible to report changes of their contact information to the membership chair.
- Pre-training and training are encouraged for all members to ensure the overall protection of the team's health and safety. Members have an obligation to maintain fitness through the off-season by participating in a regular exercise program.

Members Behaviour Guidelines

All members of Survivors Abreast, are responsible for their own conduct. Survivors Abreast members are expected to demonstrate the character traits of respect, responsibility, fairness, kindness, trustworthiness and citizenship. Specifically, members are expected to abide by the following conduct and behaviour guidelines.

- Be courteous and respect all team members and their choices.
- Accept and respect team and board decisions.
- Respect that the coach is the leader in the boat and concerning the skills of individuals.
- The steer is responsible for everyone's safety in the boat; trust and follow the steer person's direction at all times.
- Strive for personal best and continue to improve.
- Show kindness to others and give assistance when needed.
- Members must bring forth concerns and ideas to any member of the board ; confidentiality will be maintained if requested.

Inappropriate behavior by team members as shown by the examples listed below could result in the review and/or possible termination of their membership by the board of directors and/or team as a whole.

- Rudeness
- Berating another Survivors Abreast member, coach or official.
- Tactless comments & inappropriate communications.
- Unwillingness to participate in Survivors Abreast activities.

Direct questions or concerns to the Team Captain or Coach. In the case of a conflict or formal complaint, these should be directed to any member of the board of directors and the Survivors Abreast Complaint and Conflict Resolution Policy will be followed.



Health Information

- As part of the annual registration process, each member and coach must submit a health information data sheet. These sheets will be kept in a sealed envelope with the Safety Kit and travels with the team. In the event of a medical emergency, the envelope will be unsealed in order to access the required medical information. Only the captain/coach, and emergency personnel shall access and be privy to this Information. Someone with a severe allergy should notify the team captain and coach and carry a card in their lifejacket identifying the allergy. During manual registration, members of the membership committee will put paper forms directly into an envelope which will be sealed at the end of registration night. It is understood that in the case of electronic forms, the member receiving those forms will print and place the health information form in a sealed envelope and submit the envelope to the team captain or designate. Old forms are destroyed/deleted on an annual basis.
- For the safety of all members, any health changes should be reported to the Team Captain who will communicate this to the Coach. This information will be shared with the team only as directed by the member.

Equipment

All team members will respect the equipment that belongs to the team and will ensure diligent care for their life jackets, paddles and the boats. Loss or damage of these items as a direct result of careless behaviour will result in reparative or replacement charges. Nothing will be affixed to or written on the boat by members without board permission.

Paddles

- All new members will be issued a carbon fibre paddle. Members may purchase these at replacement cost if they wish.
- Paddles should not be used to lean on. Rest the handle on your foot.
- Paddles should not be tossed onto the dock or used for anything but paddling.
- Members are responsible for their paddle and must bring it to each practice and race event.
- When a member leaves the team, the paddle must be returned to the Equipment Storage Chairperson, unless it has been purchased.

Lifejackets

- Team lifejackets will be provided and must be worn at all practices and races.
- It is your responsibility to carry the jackets to and from the practices and to store them properly to prevent mildew.
- When a member leaves the team the lifejacket must be returned to the Equipment Storage Chairperson.
- Any member wishing to wear an inflatable personal floatation device (PFD) will provide their own Canadian government approved device.



Uniforms

- All members will be issued a short sleeve race shirt, and a team hat.
- It is members responsibility to supply black bottoms to complete the racing outfit.
- The cost of a team jacket will be reimbursed by the team after two (2) years of membership. If a new member wishes to purchase the team jacket prior to this, they will be reimbursed the cost upon payment of the second year of membership. A receipt must be submitted to be reimbursed.

Safety Rules

- A properly fastened lifejacket or inflatable personal floatation device (PFD) is required prior to getting in the boat.
- Paddlers will observe the Steer/Coach/Captain and Assistant Captain's directions at all times including entry and exit from the boat.
- Paddlers must refrain from talking when the steer is departing or returning to the dock to properly hear instructions and to prevent accidents.
- Paddlers will observe silence in the boat whenever the boat is moving and/or the Coach is instructing. Questions and quiet casual talk can occur during rest periods.
- All members will abide by the SA/PDBF Safety Procedures Policy.
- Potential new members who can swim will not require a water test in order to attend two (2) trial practices on the lake. Non-swimmers must be water tested prior to attending a lake practice.
- Upon registration, all new members must pass a water test prior to paddling on the lake. The water test consists of entering the water while wearing a life jacket and swimming 50 meters to demonstrate familiarity and comfort in the water. Members wishing to wear their own inflatable PFD must pass a swim test of 200m without a PFD (rolling start from side of pool).
- The "Buddy System" will be reviewed throughout the paddling season to ensure everyone's safety.

Weather

- Practices on the water occur twice a week from May until September, in all weather conditions.
- Practices will be cancelled when there is lightening.

Practice Requirements

- Members are expected to attend practices regularly.
- Members are expected to notify the team captain of practice attendance within the specified time frame. Failure to do this could result in not having a seat in the boat on practice day.
- Members are responsible for notifying the team captain prior to practice if unable to attend.



Team Meetings

- Team meetings are scheduled throughout the year.
- The Meeting Procedure Guide will be followed to conduct meetings.
- An agenda will be prepared by the President and/or Board of Directors and will be sent via email prior to the meeting.
- Members may request an item be added to the agenda a minimum of 7 days prior to the meeting.
- Policy changes proposed in the month of October will be deferred until after the election of the incoming Board of Directors in November.
- Meetings will begin promptly and business will be kept to a reasonable length. They will be subject to a two-hour curfew unless extended by resolution.
- Attendance will be recorded at meetings and a quorum declared prior to dealing with business. In the event there is no quorum, the meeting will be adjourned.
- Meeting minutes will be recorded and be sent by email to the membership.
- Elections and the voting process will occur according to Survivors Abreast By-Laws and Election of Survivors Abreast Board of Directors document.

History:	Date:	Comments:
Original Policy:		
Amendment:	September 12, 2012	
Amendment:	September 2015	Approved by the team at the October 7, 2015 meeting.
Amendment:	August 31, 2016	Approved by the team at the September 7, 2016 meeting.
Amendment:	May 16, 2017	Updated paragraph re working on a team committee and PDBF. Added paragraph on page 1 regarding members being responsible for their personal safety and well-being. Approved by the team at the May 16, 2017 meeting.
Amendment:	Sept 19, 2017	Updated to reflect past year's policy changes. Clarified swim water test requirement for new members. Clarified registration process. Approved at the Sept 19 team meeting.
Amendment:	October 12, 2018	Changed the AGM from November to February or March. Added 2 new bullets to member behavior guidelines. Approved by the team via online poll.
Amendment:	September 17, 2019	Updated to include wording regarding the use of inflatable PFD's. – approved by the team at the September 17 th meeting.
Amendment:	September 26, 2023	Updates approved by the team at the September 26 2023 team meeting