

GRAND MASTERS DRAGON BOAT CLUB OF THE VILLAGES

Club Rules and Procedures

SECTION I: Terms of Reference for GMDBC Volunteer Positions

With the intent of making the elected GMDBC Officer's responsibilities manageable, the following responsibilities shall be delegated to a Team Captain or their designee.

Race Coordinator

1. Compiles a list of dragon boat races and festivals complete with all logistics related to the race or festival and shares this information with all Team Captains in a timely manner.
2. Negotiates with the race producer for a discount in entry fees when two or more GMDBC teams compete in the same event.
3. Establishes a race committee with representation from all GMDBC teams to assist in the fulfillment of these duties.

Practice Hours Coordinator

1. Makes all Team Captains aware of the practice hours available on all practice venues.
2. Informs all Team Captains at least two weeks in advance when and where a practice allocation meeting will be held.
3. Facilitates the practice allocation meeting with team Captains, or their designated representative, on at least a semi-annual basis. The practice schedule established for each six month period shall be fair and equitable to all teams.

Equipment Maintenance Manager

1. Maintains all dragon boats, trailers and associated equipment used by Club teams.
2. Moves equipment, including boats, when necessary.
3. Submits requests for equipment repairs to the Board for approval.
4. Submits documentation for reimbursement of all equipment expenses, including costs to move boats and storage, to the Club Treasurer.

Club Activities Coordinator

1. Facilitates GMDBC activities that the Club chooses to be involved in including, but not limited to;
 - Club Regatta
 - Family paddle
 - Club Picnic
 - Beach, boat and barbecue
 - Outdoor Expo
 - New Villager Information Expo

Website/TeamSnap Coordinator

1. Maintains that all aspects of the GMDBC website are up to date.
2. Keeps the GMDBC website calendar current and accurate with Club activities, races and meetings.
3. Accurately posts all practice hours for practice venues on the website calendar and promptly updates changes to the reserved hours.
4. Maintains an accurate roster of GMDBC members on TeamSnap including names and Team affiliation.