

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;
 - a. Club Regatta
 - b. Family paddle
 - c. Club Picnic
 - d. Beach, boat and barbecue
 - e. Outdoor Expo
 - f. New Villager Information Expo

Website/TeamSnap Coordinator

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

SECTION II: Financial Matters

Dues

1. Annual membership dues to GMDBC will be determined by the Board.
2. All team members are required to pay annual dues.
3. Once paid, annual dues are non-refundable.
4. Any changes in the amount of dues must be announced at least three months prior to the change going into effect.

Fair Share Contribution

1. Each team shall pay a Fair Share Contribution to GMDBC for the use of the Club's dragon boats.
2. The amount of the Fair Share Contribution will be determined by the Board and will be fair and equitable to all teams.
3. Teams shall pay their Fair Share Contribution monthly to the Club Treasurer.

Spending Authority

1. Any expenditure over \$300 must be submitted to the Club Treasurer for Board approval.
2. No GMDBC funds may be used to reimburse Club purchases without receipts or proper documentation that are submitted to the Club Treasurer in a timely manner.
3. Any expenditure up to \$5000 must first be pre-approved by the Board, pending clearance by the Club Treasurer that there are sufficient funds to cover the expenditure.
 - a. Pursuant to GMDBC Bylaws, Article III, Section 3, any expenditure over \$5000 must be approved by a majority vote of Club members.
4. All purchases must benefit the entire GMDBC.
5. Allocation of funds to cover the annual costs of the website, trailer storage and insurance premiums are not subject to the above policy.

Excess Funds Disbursement to Teams

1. When the semi-annual budget meeting determines that there are funds in excess of an amount the Board determines should remain in the Club Treasury, the funds in excess of any amount required for Club purchases and expenditures shall be refunded to the teams using the following formula;

- a. The total Fair Share Contribution during the period set by the Board at the budget meeting is calculated from the Treasurer's records.
- b. Each team's Fair Share Contribution during the set period is calculated from the Treasurer's records.
- c. Each team's total is divided by the Club's total to determine the percentage of time team used the boats.
- d. The total funds to be reimbursed is then multiplied by each team's percentage to calculate the amount to be refunded to the team.

Joint Fund Raising

The Board may decide to schedule joint fundraising activities with Club teams. Only teams participating in the activity, with a minimum number of participants as determined by the Board, will receive an equal share of the profits. Team members may assist by selling tickets or working the event.

SECTION III, Boat Related Policies

The GMDBC and its member must comply with all rules and regulations set forth by The Villages Recreation Department (VRD).

Guest Paddlers, Steerpersons, Drummers and Coaches

1. All paddlers on Lake Sumter and Eastport must possess a valid blue or green Villages Resident ID, including a white Lifestyle Preview Plan ID.
2. Unless permitted by VRD for a special occasion, guests without a valid Villages Resident ID, or a white Villages Lifestyle Preview Plan ID, are permitted on Lake Miona only. All guest paddlers on Lake Miona must have a valid Villages Guest ID. An exception may be granted at Lake Miona Park for special groups to paddle without guest passes, subject to prior board approval.
3. A guest paddler is a person who has been invited by a team member to paddle with a team, or a person who has a valid Resident ID and wants to try paddling to determine their interest in joining the team/Club.
4. Before getting on a boat, all guests must;
 - a. Sign all waivers, including GMDBC, VRD and USDBF insurance waivers.
 - b. Be provided with a personal flotation device and given basic safety instruction.
5. Guests may only go on the boats three times in any given calendar year before they must join GMDBC. Individuals must meet the requirements for membership as outlined in the GMDBC Bylaws.
6. Team Captains shall ensure team compliance with the restrictions on boat usage on all Club practice venues and that all team members and guests have signed all required waivers.
7. In the event of a planned GMDBC event or VRD activity permitting guests on boats, (eg Family Paddle Day) all guest paddlers must sign all GMDBC, VRD, USDBF and any other waivers deemed necessary.
8. Dragon boat events sanctioned by The Villages Recreation Department will follow VRD guidelines.

9. Children must be at least 14 years old and are allowed on Lake Miona only, other than a VRD sanctioned event such as Camp Villages. Waivers are to be signed by the responsible adult.

Paddling Safety on ALL Practice Venues used by GMDBC

Safety for all paddlers is our number 1 priority.

1. The Steerperson is the safety officer on the boat and their command supersedes any other.
2. All paddlers must have personal identification with an emergency contact on their person while on the boat.
3. The Steerperson must have a cell phone available while on the boat in the event of a medical emergency.
4. All paddlers must WEAR an approved PFD at all times while on the boat. It cannot be on the floor of the boat.
5. Boats are not permitted on the water when there are whitecaps and should end practice lake conditions change.
6. Boats are not permitted on the water if lightening is seen or thunder is heard. Teams must return to the dock if thunder is heard while practicing and should not return to the water until 30 minutes after the last thunder was audible.
7. Fog conditions:
 - a. Lake Miona - If the shoreline opposite the loading dock cannot be seen, the boats should not be on the water.
 - b. Lake Sumter - If the lighthouse cannot be seen from the loading dock, boats are not permitted on the water. If the lighthouse is visible from the loading dock, but the bridge is not visible, boats are permitted on the water only to the lighthouse, but are not permitted beyond the lighthouse if the bridge is not visible from the loading dock.
8. If the weather conditions deteriorate while on the water the team must return to the dock and terminate practice.
9. Practice should be cancelled in advance if the weather conditions are questionable. Use resources in advance of practice to check for wind and possible storm conditions.

Incident Reporting

1. Team Captains must file an Incident Report with the Club Vice President for any incident involving personal injury to any team member or guest or any damage to Club property.
2. This report must be filed within 48 hours of any incident occurring.
3. Template for GMDBC Incident Report is found on the GMDBC website under Safety.

SECTION IV: Race Related Policies

Every team Captain must ensure that their team is in full compliance with SRDBA, USDBF and IDBF rules and policies at races sanctioned by that organization.

1. For festival events not sanctioned or affiliated with the above listed organizations, team Captains must ensure compliance with the published rules and policies of the festival providers.
2. Only GMDBC members may paddle with GMDBC teams in competitions. Steerpersons and /or drummers are exceptions to the Club membership requirements.
3. GMDBC members may participate on non GMDBC teams.

GRIEVANCES

1. Any GMDBC team Captain who believes another team has violated the Club's Rules and Procedures, may submit a grievance in writing to the Secretary of the Board.
2. The explanation of the alleged grievance must be accompanied by verifiable evidence that a GMDBC Rule and Procedure has been violated.
3. The Board shall consider the merits of the grievance and shall invite the team captain of the accused team to a meeting of the Board.
4. Any Board member from either the team filing the grievance or the accused team must be recused from the meeting with the accused team's captain and from any decision regarding any sanctions imposed.
5. The accused team has the right to an impartial review of the grievance.
6. The Board shall make a determination of the veracity of the complaint and work with the team captain to resolve the problem.
7. If deemed appropriate, the Board shall determine the nature of any sanctions that may be imposed.

SECTION V: INTERNATIONAL COMPETITION TRAINING

The GMDBC recognizes the commitment of individuals and teams that compete at the international level. To that end, the club supports these individuals and teams with the following policy,

1. Any GMDBC team, including a GMDBC composite team, which is training for an international competition, may reserve boats on Club practice venues for hours when boats are not already scheduled. These hours do not replace the teams regular practice hours and fair share contributions will apply to these hours. Practice hours must be reserved with the Practice Hours Coordinator.
2. A composite team made up of both GMDBC members and individuals who are not Village residents, which is training for an international competition, may reserve, with GMDBC permission, any unreserved hours on Lake Miona for practice. Fair share contributions will apply to these practice hours. Hours must be reserved with the Practice Hours Coordinator.
3. With the written request to the GMDBC Board from a Club team captain, non-Village residents may be permitted to practice with any team in preparation for a specific international competition. Upon Board approval, non-residents will be permitted to practice with the requesting team commencing sixty (60) calendar days prior to the beginning of the competition and continuing through the duration of the event.

4. Non-Village residents on a composite team must sign all applicable waivers, including GMDBC, VRD, and USDBF insurance waivers.

SECTION VI: Requirements For Forming a New Dragon Boat Team

1. Must have an experienced steer person who can teach others if necessary.
2. Have a coach who knows the stroke, understands boat safety and is capable of balancing the boat.
3. Have a minimum of 16 paddlers willing to join the team.
4. Have a team name
5. Bring to the GMDBC Board for approval.

If the team is approved for membership to GMDBC, the team will need to do the following;

1. Open a team checking account.
2. Submit paperwork to the Florida Department of State (SunBiz) for non profit status.
3. Have all team members join GMDBC and pay annual dues Work with the Practice Hours Coordinator to establish approved practice times on Club
4. practice venues.
5. Pay the monthly Fair Share contribution for hours of boat usage.

The above Rules and Procedures were adopted by the membership of the Grand Masters Dragon Boat Club on November 18th, 2022, and may be amended as necessary by a vote of the Club membership as outlined in Articles III and IV of the GMDBC Bylaws.

Verified correct:

Elly Olesen, GMDBC Secretary 1/9/2023

The above Rules and Procedures were amended to update Section III, Item 2 to provide an exception process for guest paddlers without Villages IDs on Lake Miona. This amendment was approved by unanimous vote of the board on May 13, 2025 as documented in the May board meeting minutes.

Verified correct:

Laura Reynolds, GMDBC Secretary 6/10/2025

Rev: 6/10/2025