



Dragon Scales Two

DBQ

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DBQ Membership Info

Dragon Boat Queensland (previously known as Queensland Dragon Boat Federation) is the state governing body for dragon boating.

The DBQ was established to bring together dragon boat clubs and form a uniform governing body.

DBQ documents can be found by going to <http://www.dbq.com.au/membership>

Club membership

For their first 3 years, developing clubs who do not have 18 paddlers to register can pay the ordinary membership fee but will be considered an associate member until 18 paddlers have been registered (refer DBQ Bylaws – go to www.dbq.com.au).

To complete club membership of DBQ the following is required to be submitted:

- DBQ Nomination Form – Club Membership along with payment of membership fee
- Register & pay for paddlers by following procedure on DBQ website.

DBQ Club Membership Form

Procedure for Registering Paddlers and Updating Information into DBQ Smart space Database.

This nomination is taken to the DBQ Executive committee at a monthly meeting where executives vote on accepting the application.

DBQ Rules regarding membership

Dual club membership

Paddlers can be a member of as many clubs as they wish or are accepted into. However they must choose **ONE CLUB ONLY** to compete with at local sporting regattas, Queensland State Titles, Australian Championships and Club Crew World Championships. That club will then register them with DBQ as a member of their club.

In relation to QDBF endorsed sporting regattas, and the Queensland state titles:
In reference to IDBF Competition Regulation 4.3 and 4.31 defining bona fide club member, DBQ recognises that a bona fide club member is a person that has regularly trained/or competed for a club crew during a minimum period of 6 months.

Exemptions to this ruling are new paddlers to the sport of dragon boat racing, as well as regional paddlers attending from regional areas and Dragons Abreast paddlers that wish to combine with local crews for racing experience.

Other exemptions are made from time to time to DBQ board for combined crews at DBQ sporting regattas. If a club within DBQ does not have the required number of paddlers to

race a specific category, they may apply for exemption to DBQ to still compete, even on the day of the regatta, to allow members from other clubs to assist their club.

However this club will race the day of competition as a “Do not qualify” crew, which means another club will not be prevented from progressing to the next round within the competition.

DBQ will only accept transfer of membership between clubs and no dual club memberships.
The same competition regulation 4.3 and 4.31 defining bona fide membership applies in this situation prior to competition with the new club.

Membership benefits

Sports Club Membership

Note: A club is a member of the DBQ (not the individual paddler)

As a DBQ sporting member, clubs are entitled to:

- Attend all DBQ general meetings;
- One vote at any DBQ general meeting who is in attendance as by Appointed Representative of your club;
- One vote at any special QDBF Meeting.
- DBQ newsletters, which enables to keep track of how DBQ is achieving its stated purpose.
- To nominate for a position on the DBQ management committee
- Use of DBQ equipment when used in accordance with relevant DBQ policies
- Entry to DBQ endorsed dragon boat race regattas at members' rates
- Access to information from AusDBF (the National body) and IDBF (the International body).
- Able to participate in AusDBF National Championships.
- Coverage by all insurance policies held by DBQ.
- Access to QDBF courses and training
 - official
 - coaches
 - sweep training
 - Access grant funding
 -

Individual Registrations

DBQ provides all club individuals with Public Liability Insurance and Personal Accident Insurance as part of their yearly registration fee.

Every paddler **MUST** fill in the DBQ Individual Paddler Registration Form. The information from this form is to be entered into DBQ Smart space database and the form is to be kept by the club registrar or secretary.

Refer to www.dbq.com.au for those documents.

Paddler ID tags

All paddlers nationwide are required to have ID tag. Club Registrars are responsible for taking a photo and uploading to the Smart Space Database System, following instructions in procedures for registering paddlers.

Point Score System

DBQ will approve a series of clubs Sporting Regattas during the racing season. The decision is based on venues meeting specific selection criteria. All other regattas are referred to as festival regattas. It is DBQ's intention to make these regattas as accessible as possible for all sporting competitors. In line with this, DBQ sets a fee per entry each year into local sporting regattas run by individual clubs.

Points are given at all **SPORTING** regattas for race results and these points contribute to DBQ Club Champion for that season.

Sports Club Fees

Club Membership	Refer to By-Laws for current fee
Paddler Membership (Adults & Juniors)	Refer to By-Laws for current fee
Regatta entry fee	Nominal amount advised on each entry form
State Titles entry fee	Subject to change each year depending on Expenses

DBQ Policies

Risk Management

Risk management is all about being aware of things that can go wrong and how the club can limit and avoid the risks. Risk Management is all about looking after your members by reducing their exposure to injury and loss.

Clubs should take a structured approach to risk management. This demonstrates to insurers and others that you have a transparent process on how you reach a decision on whether to accept or not accept certain risks.

A Risk Management Plan gives a club a systematic approach to identify and manage key risk exposures so that you can direct your resources towards the area where they will be most effective.

The QDBF has Risk Management Plan and Action template for all clubs to use and adapt for their own circumstances.

Complaints and Grievances Policy

The Executive Committee must deal with complaints brought against the DBQ stakeholders, including member clubs.

Any complaints must be in writing and in the first instance inform the complainant that a decision will be made within thirty (30) days from the day the Executive Committee/Disciplinary Committee received the complaint in writing.

The Executive Committee must make the necessary investigations to arrive at an informed decision. This includes observing the principle of natural justice that is, giving a fair and reasonable opportunity to all affected parties to tell their side of the story.

Natural justice incorporates the following principles:

- a person who is the subject of a complaint must be fully informed of the allegations against them;
- a person who is the subject of a complaint must be given full opportunity to respond to the allegations and raise any matters in their own defense;
- all parties need to be heard and all relevant submissions considered;
- irrelevant matters should not be taken into account;
- no person may judge their own case;
- the decision maker/s must be unbiased, fair and just; and
- the penalties imposed must not outweigh the 'crime'
- Police check means a national criminal history record check

The Disciplinary Committee must make its final decision by taking into consideration all relevant factors, including the best interests of the organisation and members and compliance with all applicable legislation.

The Executive Committee must convey the final decision to the complainant in writing and may advise them of other avenues for redress such as the Courts.

If the complaint involves individual Executive Committee members, the Executive Committee must initiate disciplinary action against them. At each AGM, DBQ forms a Disciplinary Tribunal Committee made up of at least four members from clubs and a member from the legal profession, this in accordance with the DBQ Constitution.

The Executive Committee must keep an accurate record of the proceedings and outcomes of any complaint and inform relevant authorities if applicable.

Member Protection Policy

Dragon Boat Queensland and members are protected by AusDBF's Member Protection Policy.

A Member Protection Officer is the first point of call in a club or sporting organisation for any enquiries, concerns or complaints about harassment and abuse. The officer provides

confidential information and moral support to the person with the concern or who is alleging harassment. The officer is integral to the successful implementation of a sport's Member Protection Policy.

Member protection officers do not investigate or resolve conflicts or try to bring the complainant and the person complained about together. They help the complainant deal with any emotions they may have about what has happened and operate as a sounding board as the complainant decides what they want to do. The officer may accompany the complainant in anything they decide to do, if it seems appropriate and they are happy to do it. In summary, the member protection officer role involves:

- listening
- providing support (but not taking over)
- providing information and options about what a person might do (but not advice)
- supporting the complainant in taking the matter further if that is what the complainant wants and the officer feels able to do it
- keeping up-to-date with information on harassment, discrimination and other forms of inappropriate behaviour
- understanding their sport's policies and procedures in relation to harassment and discrimination
- being accessible, approachable and able to maintain confidentiality
- Operating regionally as a member protection officer by being available to other sports in the region.

The role of the member protection officer could vary slightly to the above depending on how the role is defined in a sport's policy.

The Australian Sports Commission offers two day courses to assist people become MPOs

<http://www.ausport.gov.au/ethics/memprotol.asp>

Complaints Process

Once a formal complaint is made, a process set up in the AusDBF's Member Protection Policy is followed to ensure the complaint is dealt with in a fair, unbiased, and appropriate manner.

Below are the basic steps, AusDBF recommends these steps to resolve a complaint/issue:

Step 1

As a first step you (the complainant) should try to sort out the problem with the person or people involved if you feel able to do so.

Step 2

If:

- the first step is not possible/reasonable; or

- you are not sure how to handle the problem by yourself; or
- you just want to talk confidentially about the problem with someone and get some more information about what you can do; or
- the problem continues after you tried to approach the person or people involved; then
- Talk with the relevant Member Protection Information Officer (MPIO or AusDBF (B)).
- A list of MPIOs can be found at the Australian Sports Commission website: <http://ausport.gov.au/>. The AusDBF MPIO is Director Administration.

The MPIO or AusDBF will:

- take notes about your complaint which will be kept in a secure and confidential place;
- try to sort out the facts of the problem;
- ask what outcome/how you want the problem resolved and if you need support;
- provide possible options for you to resolve the problem;
- explain how our complaints procedure works;
- act as a support person if you so wish;
- refer you to an appropriate person to help you resolve the problem, if necessary;
- inform the relevant government authorities and/or police if required by law to do so; and
- Maintain strict confidentiality.

Step 3

After talking with the MPIO or AusDBF you may decide:

- there is no problem;
- the problem is minor and you do not wish to take the matter forward;
- to try and work out your own resolution (with or without a support person such as a MPIO; or
- To seek an informal mediated resolution with the help of a third person (such as a mediator or a Manager).

If you wish to remain anonymous, AusDBF can't assist you to resolve your complaint. The principles of natural justice have to be followed and be fair to both sides. This means that AusDBF or you may be required to provide the person/people you have complained about with full details of the complaint so they have a fair chance to respond to all the allegations.

Step 4

If your complaint is not resolved to your satisfaction, you may:

- make a formal complaint in writing to the AusDBF or MPIO;
- Approach a relevant external agency such as an Equal Opportunity Commission, for advice.

Step 5

If you decide to make a formal complaint in writing under Step 4, AusDBF or MPIO will, on receiving the formal complaint and based on the material you have provided, decide whether:

- they are the most appropriate person to receive and handle the complaint;
- The nature and seriousness of the complaint warrants a formal resolution procedure. Some complaints may be of a minor and/or purely personal nature with no connection to the activities of AusDBF. In these cases, the AusDBF may determine that the complaint does not warrant a formal resolution procedure;
- to appoint a person to investigate the complaint;
- to refer the complaint to an informal or formal mediation session;
- to refer the complaint to a hearings tribunal;
- to refer the matter to the police or other appropriate authority; and/or
- To implement any interim administrative or other arrangements that will apply until the complaint process set out in these Procedures is completed.

Step 6

If a person is appointed to investigate the complaint under **Step 5**, the investigator will conduct the investigation and provide a written report to the AusDBF who will determine what, if any, further action to take.

Step 7

If under Step 6, an informal or formal mediation session is conducted and you and the respondent(s) can not reach a mutually acceptable agreement, you may request AusDBF to reconsider the complaint.

Step 8

The MPIO will document the complaint, the process followed and the outcome.

(These steps are excerpts from AusDBF's MPP - please follow the link below for the full version)

Informal Complaint Form

Formal Complaint Form

AusDBF Member Protection Policy www.ausdbf.com.au

Health and Safety

SunSmart Policy Statement from Queensland Government

Rationale

- Queensland has the highest rate of skin cancer in the world. Of all new cancers diagnosed in Australia each year, 80 per cent are skin cancers. Given sporting events often take place during peak ultraviolet radiation (UVR) times throughout

the day, sporting organisations play a major role in both minimising UVR exposure and providing an environment where policies and procedures can positively influence long-term SunSmart behaviour.

- Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Research shows severe sunburn contributes to skin cancer and other forms of skin damage such as sunspots, blemishes and premature ageing. Most skin damage and skin cancer is therefore preventable.
- With this in mind, Dragon Boat Queensland realises the need to protect participants, organisers, officials, coaches or spectators (these participants from here on will be referred to as 'members') from the sun and educate them about SunSmart behaviour, thus reducing the risk of skin damage from overexposure to the sun.

Aims

The policy aims to:

- Provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection;
- Provide sporting environments that support SunSmart practices; and
- Create an awareness of the need to reschedule events, where possible, to support SunSmart practices.

Procedures

- Dragon Boat Queensland recognises that winter sun also contributes to skin damage. The implementation of this policy will be ongoing throughout the year.
- The purpose of this SunSmart policy is to ensure all staff, members and spectators of this sporting organisation are protected from the harmful effects of the sun throughout the year.

http://www.cancerqld.org.au/reduce_risk/prevention/prevent_sport.asp

SunSmart policy guidelines

http://www.cancerqld.org.au/pdf/Sporting_Organisations.pdf

Dragon Boat Queensland commitment

The DBQ will:

- Inform individuals about the organisation's SunSmart policy when they apply for membership
- Follow Queensland Cancer Fund guidelines for SunSmart clothing when choosing, designing or redesigning uniforms
- Where possible, hold training sessions and competitions at venues for State and National events that provide adequate shade for members

- Encourage clubs to provide suitable shade structures for events where existing shade is not adequate for members and encourage spectators to bring their own portable shade structures
- Promote SunSmart behaviour through posters and information brochures
- Provide ongoing education about skin cancer prevention and early detection
- Encourage all coaches, trainers, and adult members of the club to act as positive role models for younger members in all aspects of SunSmart behaviour by:
 - Wearing appropriate hats and clothing for all outdoor activities
 - Using SPF 30+ broad-spectrum, water-resistant sunscreen
 - Seeking shade whenever possible and
 - Wearing sunglasses that meet the Australian Standard (AS/NZS 1067:2003)
- Encourage members who do not bring hats in an area protected from the sun, or enforce a 'no hat, no play' rule for junior members
- Regularly reinforce the SunSmart policy through newsletters, committee meetings and club activities and
- Review the SunSmart policy annually, for example, at the start or end of each season.

DBQ expectations

Members and spectators are encouraged to:

- Be aware of the organisation's SunSmart policy, having been informed about it upon registration
- Take responsibility for their health and safety by being SunSmart
- Comply with SunSmart rules and guidelines by wearing suitable hats, clothing, sunscreen, and sunglasses
- Apply SPF 30+ broad-spectrum, water-resistant sunscreen 20 minutes before going outdoors
- Use shaded or covered areas, where possible, when spectating and during half-time breaks
- Help to design and regularly update the SunSmart policy and
- Act as positive role models for other members and spectators in all aspects of Sun Smart behavior.

General Safety

Dragon Boat Queensland recommends paddlers wear shoes to training (crocs, reef shoes, or surf shoes) to avoid injury from sharp objects and to prevent the spread of fungal disease.

All clubs should have an up to date First Aid kit available during training sessions and regattas. As a minimum, the kit should have, in a waterproof container:

Codes of Conduct

Code of Conduct

Dragon Boat Queensland is committed to promoting and strengthening the positive image of dragon boating and its participants in Queensland and Australia.

In light of this commitment, the DBQ adheres to AusDBF's Code of Conduct that seeks to establish standards of behaviour to ensure that participants act in a professional and proper manner and to ensure that dragon racing is raced and conducted with disciplined and sporting behaviour.

The Code of Conduct also seeks to deter all regatta and race related conduct that could damage the sport of dragon boating by impairing the confidence in the honest and orderly conduct of regattas and competitions or in the integrity or good character of its participants.

These directives seek to ensure that every person involved in dragon boating is liable for penalties and sanctions if they are found by Dragon Boat Queensland Executive Committee to have breached the Code of Conduct.

You can access AusDBF's Code of Conduct at www.ausdbf.com.au

Group Email Code of Conduct

<http://au.groups.yahoo.com/group/dbqmembers>

Email and online groups is a vital tool to communicate with the executive committee, clubs and paddlers, and club reps, but it has to be managed.

Emails and online groups are a 'cold' form of communication and unlike face-to-face communication; it is possible to misinterpret the message, escalating problems. As a rule, it is not appropriate to deal with issues and complaints except to make initial contact.

Email should be an accurate record of requests, conversations, and decisions. Emails are legal documents and should be treated with the same care as any other correspondence with people.

Email is also an extremely effective task-tracking tool, and requests made by email should be treated with the same seriousness as other requests.

Users should avoid defamatory and libelous statements. If the user has an issue or complaint relating to an individual, a club, or the executive committee, they should follow the Dragon Boat Queensland Complaints Process.

Legal Considerations

Users must not engage in any illegal or unlawful conduct in the DBQ yahoo group. In particular, users must not submit, publish, or distribute any defamatory, obscene, infringing or other unlawful material or information in the DBQ yahoo group.

The DBQ reserves the right to remove at any time, without notice, any message or posting that violates these guidelines. The DBQ also reserves the right at any time, without notice, to ban a user who has violated these guidelines from the DBQ yahoo group.

Any space provided to you in the DBQ yahoo group may not be sold, licensed, exchanged, or bartered for any purpose, including advertisements.

Do not submit messages or upload files that contain photos, software, or other material protected by intellectual property laws, rights of privacy or publicity, or any other applicable law unless you own or have rights to these materials. In submitting such messages or files, you agree that the DBQ may reproduce, distribute, adapt, and modify the message or file, at the DBQ's sole discretion. The DBQ is not responsible for anything you submit to the DBQ yahoo group.

Identity and Responsibilities

You must not falsely impersonate any other person on the DBQ yahoo group.

You are responsible and liable for all your activities while participating in the DBQ yahoo group, including anything you submit.

You are responsible for any actions you may take based on information or advice you receive while online. Please use your own good judgment and where necessary, seek professional advice when evaluating information provided through the DBQ yahoo group or any other communication service. The decision to share information or conduct transactions with anyone is your own - please conduct your own research prior to making any decisions.

Community Safety

Do not post any instructions, software, or other materials that would allow DBQ yahoo group users or third parties to harm other users' computers or inappropriately access software or websites.

You are not permitted to post any computer programs that contain destructive features, such as viruses, worms, or Trojan horses. In addition, you must not employ any type of bots for the use of scrolling, showing multiple screens, or other activities that might disrupt online communication.

Community Spirit

Please treat other DBQ yahoo group users as you would expect them to treat you. Personal attacks of other users will not be tolerated. Please also refrain from submitting topics or opinions that are designed to provoke a negative response from one or more specific users.

Do not use offensive language. If you have any doubts about whether a particular statement might be considered offensive by other users, please do not submit it.

Stay On-Topic

Try not to disrupt activity on the blog, discussion forums, and case studies, such as by persistent off-topic submissions, or statements that might incite other users to violate these guidelines or participate in illegal or unlawful activities.

Using the DBQ yahoo group

Do not use the DBQ yahoo group to spam other users, including sending identical and irrelevant submissions to many different discussion forum, mailing lists, or communities. You must not misrepresent the source of anything you say or post.

The DBQ yahoo group is for sharing information between dragon boat clubs/members and DBQ. You must not use the DBQ yahoo group as a means of promoting your business.

Please do not rely on the DBQ yahoo group for the safe and secure storage of any materials, such as photos, documents, and software. The DBQ yahoo group is not designed as the primary place to store any of these materials, and the DBQ is not responsible for the alteration, deletion, or loss of any stored items. We strongly recommend that you create back-ups for any materials that you post to the discussion forum.

Some users may post Internet website links in their area. The DBQ is not responsible for the content on the websites associated with these links.

Acknowledgement: Australian Sports Commission, Tom O'Connor - Sports Consultant