



UCDBC

University College Dragon Boat Club (UCDBC)

CONSTITUTION

Draft edited: November 13th, 2022

Article 1 - Definitions

“Boat” means a group of people that will paddle in the same dragon boat during competition.

“Competitive Team” means members of UCDBC chosen to participate in dragon boat competitions.

“Off-Season” means the given period from when the new captain(s) are selected until the on-water training begins (typically August-April of a given year).

“On-water Season” means the period of time when UCDBC will compete at regattas and attend weekly water practices at a paddling facility location (typically May-July of a given year).

“Paddle-Coach” refers to coaches in charge of developing and running on-water training. They do not need to be UCDBC members.

“Season” means the combination of the off-season and regatta/on-water season in a given cycle.

“University” means the University of Toronto.

“UC” means University College.

“UCDBC” means University College Dragon Boat Club.

Article 2 – Purpose

The purpose of the UCDBC is to:

1. Promote the pursuit of excellence, teamwork, and physical fitness in the University community through membership in UCDBC;
2. Provide an opportunity for members of the University to engage in and pursue the sport of dragon boat;
3. Represent University College in the dragon boat community.

Article 3 – Membership

Section 1 – Eligibility

The following conditions must be met to gain membership:

1. A full name and valid email address must be provided to a UCDBC executive, either in person or via online form.
2. The registrant must attend at least one practice/training session run by UCDBC.



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3. All members of the University as well as non-University members are eligible to become UCDBC members.

There is no fee associated with becoming a member of UCDBC.

Section 2 – Voting and Non-voting Membership

1. Voting membership is open to all registered students of the University of Toronto.
2. Voting membership is open only to registered students of the University of Toronto.
3. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.

Section 3 – Rights of Members

1. All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
2. All voting members have a right to attend all general meetings of members.
3. All voting members have a right to cast votes at all general meetings of members.
4. All voting members have a right to stand for election unless otherwise stated in this document.
5. All voting members have a right to cast votes in all group elections and referenda.
6. All voting members have a right to propose and vote on amendments to this constitution.
7. The rights prescribed in Section Three are not awarded to non-voting members as described in Section Two.

Section 4 – Breakdown

Members shall be organized as follows:

1. “**Executives**” include the captain(s) and executives, and are automatically considered members. They are in charge of the running of the club, and are selected via an election.
2. “**Trainers**” are previous paddlers chosen by the captain(s) to aid in running UCDBC practices and training sessions. They are automatically considered members, but not necessarily paddlers.
3. “**Recruits**” are UCDBC members that have yet to be chosen for the competitive team. Prior to team selection, all members excluding executives and trainers are considered recruits. Recruits do not need to pay any fees to remain a part of UCDBC.
4. “**Paddlers**” are UCDBC members that have accepted an invitation to that year’s competitive team. All paddlers (including executives) are expected to pay a team fee set in January-February. Paddlers will receive dragon boat-specific training following their selection and will be eligible to compete for UCDBC in competitions.

The full roles of members holding positions are outlined in Article 5.

Section 5 – Termination of Membership

1. Membership in UCDBC may be revoked in any one of the following circumstances:



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- a. Failure to attend UCDBC practices for more than one month without prior communication to the executives
 - b. Egregious conduct where the reputation of UCDBC would be harmed by their continued membership, as determined by a vote amongst the executives with at least a 3/4 majority
 - c. Mutual agreement to terminate membership
2. Team fees paid by a terminated member will only be refunded to the extent that the executives see fit to do so, and outstanding fees may still be due where costs cannot be recovered by the club.

Article 4 – UCDBC Competitive Team

Section 1 – Invitation

UCDBC members may be invited to join the competitive team by the executives. Invitations will be issued democratically by the executives based on the following considerations:

- a. Eligibility (see Article 3 Section 1);
- b. Submission of a letter of intention prior to invitation;
- c. Completion of at least one fitness test run by UCDBC that off-season;
- d. Attendance at training sessions/practices from the beginning of the off-season to team selection;
- e. Performance on UCDBC fitness tests;
- f. Improvement on fitness metrics;
- g. General attitude and commitment to the team as judged by the executives;
- h. Gender balance of the competitive team (i.e a close to equal split of those who identify as male or female based on Dragon Boat Canada guidelines will be pursued);
- i. Age where the team's competitiveness in age-restricted divisions would be affected;
- j. Status as a member of the University where the team's competitiveness in university divisions would be affected;
- k. In extenuating circumstances, the executives may invite eligible individuals notwithstanding the aforementioned invitation criteria;
- l. Preference will not be based on personal bias, race, sexual orientation, or any analogous kinds of discrimination in this context.
- m. Executives are automatically considered to be invited to the team unless decided otherwise by a 2/3 majority of executives

Section 2 – Team Composition

1. The UCDBC competitive team will be composed of at least two boats, the **Jade Dragons** and the **Golden Hydras**. Hydras is an optional boat that will exist only with a minimum number of paddlers. The following outline the description of both crews:
 - a. **Jade Dragons:**
 - i. Is comprised of paddlers such that the minimum numbers of female and male paddlers required to fill a mixed crew dragon boat per the rules set out by Dragon Boat Canada are met (i.e. at least 10 female and 10 male paddlers);
 - ii. Is a competitive crew;



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- iii. Is chosen by the captains and paddle coaches based on available performance metrics, paddle-coach assessments, and physical limitations of the boat (i.e. weight, paddling side);
 - iv. Aims to be successful in the top relative division at every regatta;
 - v. Will participate in at least 3 regattas in any given season barring exceptional circumstances.
- b. **Golden Hydras:**
- i. Is comprised of paddlers such that the minimum numbers of female and male paddlers required to fill a mixed crew dragon boat per the rules set out by Dragon Boat Canada are met (i.e. at least 10 female and 10 male paddlers);
 - ii. Exists to further promote the sport of dragon boat and maintain interest from eligible members, whose level of commitment or ability does not match the paddlers of Water Dragons;
 - iii. Can become either a competitive crew or a non-competitive crew based on the performance of its paddlers in a given season;
 - iv. Will participate in at least 3 regattas in any given season barring exceptional circumstances.
2. Inclusion on either boat may change based on injury, improved performance, disciplinary issues, and other similar factors
 3. Additional boats may be introduced for competitions with special divisions. The composition of these boats will be determined on a case-by-case basis.

Section 3 – Racing Policies

Participation in competitions will be based on the following policies:

1. Paddlers of the Water Dragons will achieve more paddling time based on projected performance;
2. Barring injury, failure to adhere to team guidelines or similar considerations each paddler is expected to paddle in at least one race per regatta;
3. Unless competition rules state otherwise, all paddlers may paddle for either crew as the situation calls for in any given regatta;
 - a. This decision can only be made by the captain(s) and/or paddling coaches.
4. 3 unexplained absences and/or outstanding fees owed to the team (Article 7, Section 1) prior to a given regatta may result in a paddler not being permitted to paddle at said regatta



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Article 5 – UCDBC Positions

UCDBC will have the following positions: paddler, trainer, captain, executive, and paddling coach.

Section 1 – Paddler

The competitive team will consist of a minimum of 10 female paddlers and 10 male paddlers. The responsibilities of a paddler are as follows:

1. Must pay team fees in full within 14 days of their official announcement.
 - a. The time frame may be extended by the executives based on the financial circumstances of the paddler.
2. Must sign a par-q, noting any medical conditions and releasing UCDBC from all liability of injuries.
3. Must notify an executive of any lateness or absences at least 24 hours in advance of practices.
 - a. Exceptions can be made at the discretion of the executives.
4. Must notify an executive of any extended absence or absence from a regatta at least two months in advance.
 - a. Exceptions can be made in the event of illness, family emergencies, or unforeseen circumstances.

Section 2 – Elections

1. All voting positions on the Executive Team and Captain/Co-Captains shall be filled through an annual election.
2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
6. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
7. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

Section 3 – Trainers

There shall be up to 10 trainers selected by the captain(s) at the start of any given season. Selection is based on the strength of the application and behaviour over the past year. They have the following responsibilities, which are shared by executives:

1. Must lead a minimum of two training sessions per week during the off-season unless deemed unnecessary by the executives;
2. Train all involved recruits or paddlers in any given training session or on-land practice;
3. Refuse any sort of monetary or analogous compensation for their work;



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4. Progressively develop knowledge of strength and conditioning, form, and dragon boat paddling technique;
5. Participate in all UCDBC athletic initiatives where possible;
6. Act as role models, and mentors, and provide support for other members.

Section 4 – Captain/Co-Captains

There shall be one captain or two co-captains in any given season. New captains will be selected through an election process as outlined in Section 2 above. New captains are selected based on their responsibility, ability to lead, and experience in the club.

Responsibilities include but are not limited to:

1. Be eligible to cast votes at meetings of the Executive Committee
2. Overseeing all team operations from the beginning to the end of a given season;
3. Taking over or redistributing the responsibilities of executives where circumstance call for it;
4. Managing communications between executives and paddling coaches;
5. Implementing and overseeing training programs;
6. Acting as experienced trainers;
7. Conducting weekly meetings with the executives during the school year when available;
8. Making sure all financial matters are settled at the end of the season;
9. Selecting the captain(s) for the next season;
10. Transferring all pertinent files and materials to the co-captains of the next season within 30 days of selection.

Section 5 – Executive Team

1. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
2. Non-voting members may hold only non-voting positions on the Executive Committee.
3. The maximum number of non-voting positions on the Executive Committee shall be one (1) position or ten percent (10%) of the positions on the Executive Committee, whichever is greatest.
4. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
5. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

Section 6 – Executive Positions

There shall be up to 12 executives selected by an election at the start of a given season, as outlined in Section 2 above. Executives are not limited to claiming a single role. The primary roles and responsibilities of an executive are listed below:

1. Director of Design
 - a. Be eligible to cast votes at meetings of the Executive Committee



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- b. Development and oversight of merchandise and team apparel;
 - c. Social media graphics;
 - d. Maintenance of the team website;
 - e. Promotional material (posters, banners, etc.);
 - f. Team gifts, awards, and other miscellaneous items;
 - g. Creation of all things visual (team presentations, workout schedules, etc.);
2. Sponsorship Manager
- a. Be eligible to cast votes at meetings of the Executive Committee
 - b. Outreach to sponsors/community organizations for partnerships
 - c. Coordination of events/partnership with the UCLit
 - d. Helping organize and run club fair booth
 - e. Pillar sponsorship (track impressions, do the reports, make the presentations, send things for approval, and think of Pillar-focused events)
 - f. Creating a sponsorship package (what the team can offer the sponsor, our numbers, our mindset and culture etc.)
3. Director of Finance
- a. Be eligible to cast votes at meetings of the Executive Committee
 - b. Monitoring of the UCDBC account (income and expenses within budget)
 - c. Development of the yearly budget & team fees
 - d. Funding applications
 - e. Making payments and reimbursements and collecting funds
 - f. Booking of hotels (if applicable)
 - g. Regatta registration
 - h. Meeting with third parties to discuss payments/plans (e.g. with Sunnyside Paddling Club)
4. Social Director
- a. Be eligible to cast votes at meetings of the Executive Committee
 - b. Brainstorming interesting fundraiser events
 - c. Scheduling, bookings, planning, organizing, and executing of Parties (Fundraiser focused), Misc. Fundraisers and events (e.g. League of Legends tournament, trivia nights)
 - d. Planning, organization, and execution of social events (non-fundraiser-focused, social-focused)
 - e. Help with recruitment efforts and strategies
 - f. Maintain communication between recruits, vets and the rest of the team (main point of contact for new recruits)
 - g. Leading/ coming up with team-building exercises (like at Saturday practice)
 - h. Help organize and run club fair booth



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5. Director of Logistics & Operations
 - a. Be eligible to cast votes at meetings of the Executive Committee
 - b. Drafting and management of team email updates and calendar
 - c. Recording of and distribution of meeting minutes
 - d. Booking of spaces on and off campus for (incl. but not limited to): weekly meetings, team meetings, Saturday practices etc.
 - e. Scheduling and coordinating team (incl. but not limited to): workout schedule, fitness testing, transportation, rooming, etc.
 - f. Manage Fitness-Test results and calculate athletes' respective scores for team/boat selection
 - g. Facilitate CCR credit for those that request it with our CLNx and a validator
 - h. Monitor attendance (on and off-season, through the development of the documents and the recording of attendance), making sure fellow executives, trainers, vets and recruits are kept accountable
 - i. Creating/enforcing fitness ladders and similar systems/programs
 - j. Scheduling and coordinating team (incl. but not limited to): workout schedule, fitness testing, transportation, rooming, etc.

6. Director of Marketing
 - a. Be eligible to cast votes at meetings of the Executive Committee
 - b. Advertisement of events and initiatives to various groups (recruits, UofT, Toronto etc.)
 - c. Responsible for more work-intensive, less frequent posts (requiring more editing)
 - i. Sponsored Posts
 - ii. Monthly/ yearly recaps
 - iii. Recaps of events
 - iv. videos
 - d. Management of all social media outlets (daily posts, stories, reels)
 - i. Run Facebook page, Instagram, and TikTok
 - ii. Pictures/stories of practices and events
 - iii. Keep post frequency high
 - iv. Check and manage the growth/ statistics of social media
 - v. Set goals for growth/ recruitment
 - e. Posting updates for recruits/ members (on recruits forum, Instagram etc.)
 - f. Promotion of UCDBC to the general public
 - g. Maintenance of brand and image
 - h. Strengthen relationship with broader dragon boat community
 - i. Develop and execute a recruitment plan



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Section 7 – Paddling Coaches

Paddling coaches are composed of individuals that are knowledgeable in the sport of dragon boat and give their time to UCDBC, primarily in aspects related to the on-water season. Preference for this position is given to UCDBC and university alumni, but coaching may extend from the dragon boat community. The responsibilities of the role include but are not limited to:

1. Obtaining the services of steerspeople and/or drummers in the dragon boat at the time of the on-water season, including but not limited to water practices and regattas;
2. Working with the captains to design training regimes for on-water practices and training directly related to the sport of dragon boat;
3. Running on-water practices;
4. Providing feedback on the paddling form of paddlers throughout the on-water season;
5. Providing knowledge and training in the sport of dragon boat, strength & conditioning in the gym, and health & nutrition information to the team;
6. Maintaining communication with the captain(s), student coaches, and paddlers during both the off-season and on-water season in the manners and development of the team.

Article 6 – Mandatory Events

The following are mandatory events to be held in any given season:

1. Veterans Meeting
 - a. A meeting is to be held prior to the beginning of the school year, where paddlers from the previous season will be able to offer feedback on the previous year.
2. Information Sessions
 - a. Sessions where information about the team and the upcoming season will be provided to potential members of UCDBC.
3. End of season gathering:
 - a. Must be held after the last regatta of any given season;
 - b. Will include a speech by the captain(s) and recognition of exceptional paddlers;
 - c. Will include the announcement of the captain(s) for the next season.

Article 7 – Finances

Section 1 – Income

The following is a non-exhaustive list of the revenue streams of UCDBC:

1. Team fees:
 - a. Paid by paddlers of UCDBC
 - b. Any refunds will be subject to the terms of the team contract signed by the paddler.
2. Student-group funding
3. Fundraising
4. Late/absence fees
 - a. Paid by paddlers of UCDBC per the terms of the team contract signed by the paddler.



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Section 2 – Expenses

The following is a summary of likely expenses of UCDBC:

1. Race registration fees;
2. Accommodations where necessary;
3. Transportation (gas reimbursements, rental fees, ferry tickets, etc.);
4. Rental fees associated with practices;
5. Jerseys for paddlers and paddle coaches;
6. Miscellaneous expenses needed for the running of the team (bank fees, marketing materials, etc.);
7. Other expenses related to an improved team experience (trophies for awards, team gifts, etc.);

Section 3 – Reimbursement Policies

1. Gas costs
 - a. Drivers must have proof of payment for gas costs incurred during work for the team (i.e. driving paddlers to regattas).
 - b. Proof of payment must be provided to the Director of Finance within 7 days of the given regatta.
 - c. When possible, odometers in the car must be used to track the total distance travelled.
 - d. If proof of payment and distance travelled is not available, the Director of Finance and captain(s) reserve the right to reimburse gas costs as seen fit based on an estimated cost.
 - e. Gas costs will be split amongst the paddlers that used a certain vehicle; however, UCDBC may reimburse drivers where they cannot recover costs from paddlers. In this case, UCDBC will recover the costs from the paddler.
2. Parking and gate fees
 - a. When possible, proof of payment must be obtained.
 - b. Proof of payment must be provided to the Director of Finance within 7 days of the regatta.
 - c. If team fees are not sufficient to cover the costs of gas, this cost will be split between all passengers of each car.
3. Other reimbursements
 - a. For all other reimbursements, proof of payment must be provided to receive a reimbursement.
 - b. If proof of payment is not available then it is up to the Director of Finance and/or captain(s) to determine the amount to be reimbursed.
 - c. Reimbursements may be made from the Director of Finance or captain(s)' personal bank accounts where the extra cost would be incurred by making them from the UCDBC bank account. In this case, proof of the reimbursement is required to eventually pay back the initial reimbursing.
 - d. Reimbursements may also be made by providing discounts of equal monetary value to other fees owed by the reimbursee.



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Article 8 – Future Amendments

If amendments to the constitution are necessary, they will be thoughtfully considered and discussed amongst the executives before being applied:

1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
2. All voting members may propose and vote on amendments to the constitution.
3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.