

Constitution of
University of Toronto Faculty of Applied Science and Engineering
Iron Dragons Dragon Boat Club

1. Name and Purpose

- 1.1. The official name of the recognized Student group is “University of Toronto Faculty of Applied Science and Engineering Iron Dragons Dragon Boat Club”
- 1.2. The official acronym or abbreviation of the group is “U of T Engineering Iron Dragons”
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to:
 - 1.3.1. Provide an opportunity for Engineering undergraduates as well as other students from the University to learn and compete in the sport of dragon boating;
 - 1.3.2. Encourage physical fitness, co-operative spirit and teamwork among students; and
 - 1.3.3. Increase the profile of Skule™ within the University
- 1.4. For interpretation, The following forms are used:
 - 1.4.1. *The University* — The University of Toronto.
 - 1.4.2. *The Faculty* — The Faculty of Applied Science and Engineering.
 - 1.4.3. *The Society* — The Engineering Society.
 - 1.4.4. *Iron Dragons* — The U of T Engineering Iron Dragons.
 - 1.4.5. *Season* — Activities related to the races occurring in a given calendar year.
 - 1.4.6. *Coaches* — The Coaches and any Assistant Coaches.
 - 1.4.7. *Management* — The Managers, as defined in 3.2.
 - 1.4.8. *Executive Committee* — The Managers and Coaches.
 - 1.4.9. *Veterans* — Paddlers who have been on the team for more than one season.
 - 1.4.10. *The Membership* — All Paddlers, including the Managers.
 - 1.4.11. *Crew* — Racing roster for one boat.

2. Membership and Membership Fee

- 2.1. Iron Dragons will have 2 types of members: general members and roster members, and will maintain a list of group members. Roster members are selected from general who indicate interest to be paddle on a roster.
- 2.2. For roster members, the membership fee will be \$200-800 per year depending on the plan outlined for the season and will be paid in 3 installments (Fall, Winter, Summer). There is no fee for general members.
- 2.3. Voting membership is open to all registered students of the University of Toronto
- 2.4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons outside of the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.

3. Rights of Members

- 3.1. All members may apply for a refund of their fall, winter, or summer membership fee installment within one month of paying for the installment.
- 3.2. All voting members have a right to attend all general meetings of members.

- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election.
- 3.5. All voting members have a right to cast votes in all group elections and referendums.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.
- 3.7. The rights in this section are not awarded to non-voting members.

4. Executive Committee

- 4.1. The term for all positions on the Executive Committee shall be from when a season ends to when the next season ends. The end of the season is marked by the last regatta in the summer, typically in July or August.
- 4.2. The executive committee shall comprise 7-10 voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University.
- 4.4. Non-voting members shall only hold non-voting positions on the Executive Committee.
- 4.5. The maximum amount of non-voting positions on the Executive Committee shall be one position.
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. 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.

5. Executive Committee (Managers) Composition and Duties

- 5.1. The Managers are Paddlers and subject to all the responsibilities thereof, who hold their position for a single season. The Managers form an Executive Committee, of which the Coach is a non-voting member
- 5.2. *Roles and number:* General Manager, Treasurer, Communications Director, Sponsorship and Fundraising Director, and Social and Publicity Director, Inventory Director, and Recreational Crew Coordinator, where no hierarchy is implied by the order. There is no set number of Managers.
- 5.3. In the event there are no suitable or willing candidates, one Manager may assume the responsibilities of no more than two Management roles.
- 5.4. If there is an even number of Managers, the Coach may exercise the deciding vote in the event of a tie.
- 5.5. In the event that a Recreational Crew does not exist, the associated Manager role will be dissolved.
- 5.6. *Eligibility, General Manager* — The General Manager must have been a Manager in the same or other roles for all or part of a previous season. In the event there are no returning Managers in the same or other roles for all or part of the previous season, active veteran paddlers can be nominated for General Manager and seconded as per the procedure described in Section 7.
- 5.7. *Removal* — In exceptional circumstances a Manager may elect to resign his position for the remainder of a season. In the event of conflict among the Executive Committee, the moderation of the Society will be enlisted in determining if the Executive Committee positions should be revoked.

- 5.8. *Replacement* — Any manager that has been removed may be replaced by appointment by Management.
- 5.9. Role specific responsibilities
 - 5.9.1. **General Manager.** The General Manager's responsibilities include, but are not limited to:
 - 5.9.1.1. Signing authority.
 - 5.9.1.2. Overlooking all aspects of the team including the development and execution of a plan for the season.
 - 5.9.1.3. Coordinating all efforts amongst the Executive Committee.
 - 5.9.1.4. Chairing Management and Executive Committee meetings:
 - 5.9.1.4.1. Scheduling Management and Executive Committee meetings and preparing meeting agenda.
 - 5.9.1.4.2. Organization of Annual General Meeting, Veterans Meetings, and Team Meetings.
 - 5.9.1.5. Representing the team at meetings of the Engineering Society Council.
 - 5.9.1.6. Liaise with external contacts regarding race registration, sponsorship, practice bookings, and team paraphernalia.
 - 5.9.1.7. Overseeing recruitment efforts:
 - 5.9.1.7.1. Developing and executing a strategy to attract eligible members of the Society to attend tryouts.
 - 5.9.1.7.2. Organizing all events related to recruitment including, but not limited to, Clubs Fair displays, information sessions and promoting the team at regattas.
 - 5.9.1.8. Overseeing the election of the subsequent Managers according to Section 7:
 - 5.9.1.8.1. In the event that the General Manager is a Candidate in the election, overseeing the election is delegated to another Manager who is not running.
 - 5.9.1.8.2. In the event that all Managers are Candidates in the election, the Coach is responsible for overseeing the election.
 - 5.9.2. **Communications Director.** The Communications Director's responsibilities include, but are not limited to:
 - 5.9.2.1. Broadcasting all information to Paddlers via e-mail, web and announcements at practices as requested by the other Executive Committee members.
 - 5.9.2.2. Maintaining the website and posting announcements and information promptly.
 - 5.9.2.3. Checking the team e-mail box regularly and routing mail appropriately.
 - 5.9.2.4. Recording the minutes at all Executive Committee meetings.
 - 5.9.2.5. Maintaining an up-to-date team calendar and Constitution.
 - 5.9.2.6. Provide information to paddlers regarding logistics of races and transportation, and coordinating car pools for out-of-town regattas.
 - 5.9.2.7. Preparing, distributing, and summarizing results for Year End Survey, and Mid-Season Survey if applicable.

- 5.9.3. **Social and Publicity Director.** The Social and Publicity Director's responsibilities include, but are not limited to:
- 5.9.3.1. Creating and/or directing the Iron Dragons brand including team design and image.
 - 5.9.3.2. Design of team paraphernalia, at least including race jerseys and warm-up jerseys.
 - 5.9.3.3. Production of promotional materials including, but not limited to, tryout posters, Frosh Handbook write-ups and Skulebook submissions.
 - 5.9.3.4. Managing Iron Dragons social media accounts including, but not limited to, Facebook, Instagram, Twitter, and website News page.
 - 5.9.3.5. Organizing social events for team members throughout the season to promote team bonding between members.
 - 5.9.3.6. Organizing Year End Dinner.
 - 5.9.3.7. Promoting Iron Dragons events including, but not limited to, social and fundraising events.
- 5.9.4. **Sponsorship and Fundraising Director.** The Sponsorship and Fundraising Director's responsibilities include, but are not limited to:
- 5.9.4.1. Planning and executing fundraising events throughout the season.
 - 5.9.4.2. Production of sponsorship packages;
 - 5.9.4.3. Submission of all sponsorship applications.
 - 5.9.4.4. Developing and maintaining relationships with external sponsors.
 - 5.9.4.5. Ensuring that the team meets targeted sponsorship and fundraising goals.
- 5.9.5. **Treasurer.** The Treasurer's responsibilities include, but are not limited to:
- 5.9.5.1. Managing team finances, including developing and maintaining up-to-date budgets;
 - 5.9.5.2. Providing regular updates on the team's financial status to the Executive Committee.
 - 5.9.5.3. Ensuring that the team remains fiscally responsible to its Paddlers and sponsors.
 - 5.9.5.4. Overlooking team finances.
 - 5.9.5.5. Obtaining quotes and invoices and completing payment for practice bookings, race registrations, Dragon Boat Canada registration (if applicable), and other necessary expenses.
 - 5.9.5.6. Supporting Sponsorship and Fundraising Director with regards to sponsorship and fundraising.
- 5.9.6. **Inventory Director.** The Inventory Manager's responsibilities include, but are not limited to:
- 5.9.6.1. Keeping track of and maintaining any equipment/inventory stored at storage spaces on campus.
 - 5.9.6.2. Ensuring that all equipment is in a good state, and coordinating with the General Manager and Treasurer if repair/replacement is needed.
 - 5.9.6.3. Managing the Iron Dragons yellow champion dragon boat, including winter storage, repairs and maintenance, and boat launch.

- 5.9.7. **Recreational Crew Coordinator.** The Recreational Crew Coordinator's responsibilities include, but are not limited to:
 - 5.9.7.1. Acting as the liaison between Recreational Crew coaches, athletes, and the rest of the Managers.
 - 5.9.7.2. Managing all communications to Recreational Crew athletes, including but not limited to weekly announcements and answering the email inbox.
 - 5.9.7.3. Working cross-functionally with the rest of the Managers to support Recreational Crew logistics, including but not limited to:
 - 5.9.7.3.1. Leading recruitment efforts for the Recreational Crew.
 - 5.9.7.3.2. Planning Recreational Crew specific socials.
 - 5.9.7.3.3. Managing Recreational Crew equipment needs.
 - 5.9.7.3.4. Taking attendance at Recreational Crew tryouts and practices.

6. Other Positions

- 6.1. **Paddler.** A general member of the Iron Dragons for a single season.
 - 6.1.1. *Number* — The number of Paddlers may vary at the discretion of the Executive Committee between seasons. However, when selecting a crew, the Executive Committee must ensure there are:
 - 6.1.1.1. At least as many females as are required for a mixed crew in any race that season, plus one; and
 - 6.1.1.2. At least as many males as are required to fill a boat in the race requiring the fewest males for a mixed crew that season, plus one.
 - 6.1.2. *Responsibility* — A Paddler is responsible for:
 - 6.1.2.1. Paying team fees;
 - 6.1.2.2. Providing the Executive Committee with appropriate information on medical conditions, and signing a waiver releasing the Iron Dragons from responsibility for injuries;
 - 6.1.2.3. Attendance at all practices and mandatory team meetings, including arranging transportation to and from said events in advance;
 - 6.1.2.4. Communication of absences to the Managers at least one week in advance;
 - 6.1.2.5. Communication of information regarding potential or definite extended absences to the Managers as soon as possible; and
 - 6.1.2.6. Abiding by the decisions of the Executive Committee, except where such decisions appear unfair, in which case the Paddler may approach the Captain with a complaint.
 - 6.1.2.7. *Removal* — Under extreme circumstances a Paddler may be asked or allowed to leave the Iron Dragons for the remainder of a season, subject to unanimous approval of the Executive Committee. Partial or complete refund of team fees and the Paddler's eligibility for the following season will be at the discretion of the Executive Committee.
- 6.2. **Captain.** The Captain is a Veteran who holds their position for a single season.
 - 6.2.1. *Roles and number* — The Captain is elected by the Paddlers, including Managers, not less than one week after team selection.

- 6.2.2. *Responsibility* — The Captain is encouraged to attend Management and Executive Committee meetings when relevant. Direct responsibilities include:
- 6.2.3. Representing general team members at Executive Committee meetings.
- 6.2.4. Assuming a team leadership role at practices and regattas, and attending captain's meetings.
- 6.2.5. Acting as the first point of contact for crew members with regards to any issues or concerns, conflicts or problems related to coaching, training, water practices, paddling and personal conflicts.
- 6.2.6. Acting as a mediator in disputes between Paddlers, or between Paddlers and Managers.
- 6.2.7. Encouraging and motivating general members and leading by example.
- 6.2.8. Leading warm-ups and stretching when applicable.
- 6.2.9. In the event that the Iron Dragons has more than one racing roster, the Captain assumes the role of Crew Captain for their selected crew and oversees additional Crew Captains.
- 6.2.10. In the case that the Captain is on two crews, the Captain assumes the role of Crew Captain for the mixed crew.
 - 6.2.10.1. *Selection* — Following team selection, the membership shall elect the Captain for the remainder of the season as per the nomination and election process in Section 7 beginning after team selection and ending not less than one week following.
- 6.3. **Crew Captain.** The Crew Captain is a Paddler and is subject to all the responsibilities thereof, who hold their position for a single season.
 - 6.3.1. *Roles and number* — In the circumstance that the Iron Dragons has more than one racing roster, a Crew Captain must be elected from each additional racing roster by that corresponding racing roster. The election procedure can be decided at the discretion of the Managers.
 - 6.3.2. In the event that there are no suitable or willing candidates, the Managers may choose to appoint a Crew Captain or to leave the position open.
 - 6.3.3. *Responsibility* — Crew Captains are directly responsible to the Captain, for whom they may:
 - 6.3.3.1. Offer support or opinions on any Executive Committee decisions;
 - 6.3.3.2. Act as a point of contact for crew members with regards to any issues or concerns, conflict or problems related to coaching, training, water practices, paddling and personal conflicts;
 - 6.3.3.3. Encourage and motivate general members and lead by example;
 - 6.3.3.4. Serve any other duty of the Captain in the event she is absent.
- 6.4. **Coach.** The Coach is a non-Paddler, preferably an Iron Dragons alumnus or alumna, who oversees training, who holds his position until retirement or removal.
 - 6.4.1. *Responsibility* — The Coach is entirely responsible for the training of the Crew, including:
 - 6.4.1.1. Overlooking all aspects of team training including the development and execution of a plan for tryouts, practices and races;
 - 6.4.1.2. Selection and modification of paddling technique;

- 6.4.1.3. Crew selection;
 - 6.4.1.4. Roster selection and preparation for races;
 - 6.4.1.5. Delegation of duties to any other Coaches as necessary;
 - 6.4.1.6. Representing the coaching staff at Executive Committee meetings;
 - 6.4.1.7. Consideration of the opinions of Management especially, and any input of Paddlers on any training issue;
 - 6.4.1.8. Record-keeping pursuant to the above duties; and
 - 6.4.1.9. Any other activities relevant to the competitive success of the Iron Dragons.
- 6.4.2. *Selection* — A new Coach will be selected by the Managers with the input of a retiring Coach and any other Coaches.
- 6.4.3. *Removal* — In exceptional circumstances a Coach may elect to resign his position for the remainder of a season. In such cases the Executive Committee will decide on the return of that person for the following season. In the event of conflict among the Executive Committee the moderation of the Society will be enlisted in determining if the Executive Committee positions should be revoked.
- 6.5. **Assistant Coaches.** Assistant Coaches are optional non-Paddler members who hold their position for a single season.
- 6.5.1. *Number* — The decision whether to have Assistant Coaches and their number for a given season will be that of the Coach and Managers.
- 6.5.2. *Responsibility* — Assistant Coaches are directly responsible to the Coach, for whom they may:
- 6.5.2.1. Offer support or opinions on any policy of training;
 - 6.5.2.2. Direct practices in the presence or absence of the Coach or other Assistant Coaches; and
 - 6.5.2.3. Serve any other duty of the Coach in the event she is absent.
- 6.5.3. *Selection* — Where possible Assistant Junior Coaches should be Iron Dragons alumni. Candidates may be suggested by the Managers or other Assistant Coaches, and will be selected by the Coach subject to the approval of the Managers.
- 6.5.4. *Training* — Any Paddler may undergo a transition program to become an Iron Dragons (Assistant) Coach.
- 6.6. **Junior Coaches.** Junior Coaches are Veteran Paddlers who hold their position for a single season.
- 6.6.1. *Number* — The decision whether to have Junior Coaches and their number for a given season will be that of the Coach and Managers.
- 6.6.2. *Responsibility* — Junior Coaches are directly responsible to the Coach, for whom they may:
- 6.6.2.1. Offer support or opinions on any policy of training;
 - 6.6.2.2. Direct practices in the presence or absence of the Coach or other Junior Coaches; and
 - 6.6.2.3. Serve any other duty of the Coach in the event she is absent.

- 6.6.3. *Selection* — Junior Coaches may be suggested by the Managers or other Junior Coaches, and will be selected by the Coach. Paddlers are encouraged to discuss becoming a Junior Coach with the Coaches, if interested.
- 6.7. **Steersperson/Drummer.** In unusual circumstances Iron Dragons alumni or other persons may be requested to participate as steers people or drummers for practices or races. The decision on the need to approach such individuals is that of the Executive Committee. Non-Crew steerspeople/drummers are directly responsible to the Coach.

7. Elections

- 7.1. **Dates.** The dates of elections and related events are at the discretion of the General Manager, provided they meet the following constraints. All dates shall be announced when nominations are opened.
 - 7.1.1. *Nominee Question Solicitation* – Beginning not more than two weeks prior to the start of nominations, and ending not less than one week prior to the end of the nomination period.
 - 7.1.2. *Nomination period* — Ending not less than two weeks after nominations are opened.
 - 7.1.3. *Balloting* — Beginning not more than two days after the close of nominations, and lasting exactly one week, unless all ballots are received prior
 - 7.1.4. *Announcement of results* — Not less than one day before the last race of the season, and not more than two days after the end of balloting, except when a second ballot is required.
- 7.2. **Nominee Questions.** Any Paddler, Manager, or Coach may elect to submit one or more questions which may be asked of the election nominees prior to voting
 - 7.2.1. *Submission* – Questions may be submitted using the website forum or through the team email.
 - 7.2.2. *Final List* – The Managers will select 3-5 of the submitted questions to create a master list, which nominees will answer as a part of their campaign.
- 7.3. **Nominations.** Any Paddler or Manager may nominate any other Paddler or Manager, including himself, to a Management position for which that person is eligible. Each nomination will be seconded by another Paddler or Manager, and accepted or declined by the nominee.
 - 7.3.1. *Confirmation* — The General Manager shall confirm the nomination, the seconding of the nomination and its acceptance or rejection directly with each of the individuals concerned, by e-mail or other means.
 - 7.3.2. *Number* — The General Manager should attempt to ensure there are at least two nominees per position; however, the nomination period may end with zero or one nominees for Communications Director or Social and Publicity Director, or one nominee for General Manager, Sponsorship and Fundraising Director, Inventory Director, or Treasurer.
 - 7.3.3. *Multiple candidacy* — No person shall nominate, or second the nomination of:
 - 7.3.3.1. More than one person for the same position.
 - 7.3.3.2. One person for more than one position.
 - 7.3.4. *Nominee Questions* – With acceptance of a nomination, the nominee must provide answers to the questions in the master list created by the Managers.

Responses to each question must be no more than 50 words. If the nominee accepts more than one nomination, he may also choose to provide only one set of answers for all positions.

- 7.3.5. *Candidate statements* — With acceptance of a nomination, the nominee may provide a 100-word statement describing her suitability for the position. If the nominee accepts more than one nomination, he may also choose to provide only one statement for all the positions.
- 7.3.6. *Single Campaign Platform* — Candidates may not publicly campaign using media outside of those provided by 3.4 and 3.5. Failure to meet these constraints may result in any penalty determined appropriate by the Executive Committee up to and including disqualification from elections.
- 7.4. **Balloting.** Voting will occur using an electronic system that is determined to be secure, tamper-proof and reliable by the Executive Committee. Only the General Manager shall have access to administration of the ballots, and shall ensure that each Paddler receives exactly one ballot.
 - 7.4.1. Where there is only one nominee for a position, that person shall be subject to a “yes-or-no” confirmation ballot.
 - 7.4.2. Where there are zero nominees for the position of Communications Director or Social and Publicity Director, those positions shall not appear on the ballot.
 - 7.4.3. In the event the current General Manager is a nominee in the election, a scrutineer at his discretion, with the approval of the managers, will assume the responsibility of administering the ballots in place of the General Manager.
- 7.5. **Results.** For each position contested by multiple candidates, the candidate with the most votes is elected. In the case of a confirmation vote, the candidate is elected if a majority of ballots vote to confirm. Other actions are defined in the case of specific outcomes below. The election is considered complete once these items are resolved.
 - 7.5.1. If a candidate is elected for more than one position, that person shall choose the position they wish to accept. A second ballot will be conducted with the remaining candidates for any declined positions, with no new nominees. All such second ballots will occur simultaneously.
 - 7.5.2. If a candidate loses a confirmation vote, or there were no nominations for an Executive Committee position, it is considered vacant. The elected Executive Committee members may choose to:
 - 7.5.2.1. Shuffle themselves to fill the empty position and leave another vacant;
 - 7.5.2.2. Unanimously appoint a suitable individual; or
 - 7.5.2.3. Dissolve the position for the upcoming year and distribute the responsibilities of the position amongst themselves.
- 7.6. **Neutrality of Executives.** Through the election period, all managers and coaches must not make public through social media their candidate preferences (e.g. Facebook, Twitter, etc).

8. Finances

- 8.1. **General.** A live and detailed account of all monies credited and debited is kept by the Treasurer and made available to any Crew, Executive Committee member or Sponsor upon request.

- 8.1.1. *Banking* — Iron Dragons funds will be held in the Iron Dragons bank account, and not in cash or in the personal account of any Crew or the Executive Committee. The Managers will promptly deposit any funds received.
- 8.1.2. *Account Status* — The Treasurer and General Manager will ensure that only one or both may make withdrawals from the Iron Dragons account, and keep a record of the details of the account, including its number and the institution at which it is held. All funds may be moved to another institution or account at the discretion of the Managers.
- 8.2. **Funds.** The following sources of funds are valid:
 - 8.2.1. *Sponsorship* — Funds obtained through sponsorship are intended to cover the larger costs of race registration and purchase of practices.
 - 8.2.2. *Team Fees* — All Paddlers will pay a team fee, intended to cover the costs of luxuries including uniforms, clothing and personal Iron Dragons equipment. The fee for any season will be determined by the Management, who must consider that high team fees are prohibitive to some students. Note that:
 - 8.2.3. The Managers will collect team fees from all members as soon as possible upon Crew selection, and provide receipts if requested.
 - 8.2.3.1. Managers will receive no compensation for their efforts managing the Iron Dragons.
 - 8.2.3.2. *Fundraising Activities* — including but not limited to car washes, barbecues, pub nights and similar events. All Crew and Management participate equally in such activities, with the aim of reducing the amount of sponsorship required.
- 8.3. **Expenses.** Acceptable uses of Iron Dragons funds include:
 - 8.3.1. Payment of race registration fees;
 - 8.3.2. Purchase of boat practice time, or rental of facilities for land or pool tryouts;
 - 8.3.3. Purchase of uniforms, or other clothing provided it is equally available to all Crew;
 - 8.3.4. Outright purchase or subsidizing the purchase of dragon boating equipment such as paddles and life jackets, provided that said equipment is equally available to all Crew;
 - 8.3.5. Purchase of modest medals, awards, prizes, trophies, plaques etc. to reward or recognize Crew accomplishments;
 - 8.3.6. Preparation of materials for soliciting sponsorship; and
 - 8.3.7. Other uses approved unanimously by the Executive Committee.
- 8.4. **Imbalances.** The Managers will ensure that there is no funding shortfall for any season, and are personally responsible for any deficit exceeding funds remaining from previous seasons. Surplus for a season may be saved, spent on team equipment or used to partially refund team fees at the discretion of the Executive Committee.

9. Planning

- 9.1. **Pre-Season.** The pre-season extends from the end of the post-season to the announcement of tryouts. During the pre-season the only active Crew are the Managers. The following activities will occur, in some cases concurrently:

- 9.1.1. *Race Selection* — The races in which the Iron Dragons will participate in the Regular Season will be selected. The Managers will determine funds required for registration, restrictions on entering teams, the dates of the races, and whether and when practice times are provided with registration.
- 9.1.2. *Scheduling* — The selection of regular practice dates and times will be conducted by the Executive Committee, considering the potential of free practices, race dates, statutory holidays, the Faculty’s Calendar and any other relevant factors.
- 9.1.3. *Branding* — Any revisions of the Iron Dragons logo, website, masthead or other branding materials will be conducted and finalized before use.
- 9.1.4. *Sponsorship* — Sponsorship packages will be prepared by the Managers and mailed or delivered to potential sponsors. Specific processes and deadlines maintained by each potential sponsor will be heeded. The Management will determine what concessions, such as logo placement on uniforms, will be exchanged in return for sponsorship, and arrange to meet with potential sponsors as necessary to further applications. These may include, but are not limited to:
 - 9.1.4.1. The Society, the Alumni Council, and other organizations affiliated with students within the Faculty;
 - 9.1.4.2. The Students’ Administrative Council of the University;
 - 9.1.4.3. Departments and Divisions within the Faculty;
 - 9.1.4.4. Other groups affiliated with the University; and
 - 9.1.4.5. Corporate sponsors
- 9.1.5. *Booking and Registration* — As funds become available, the Managers will purchase boat practices, book gym and pool facilities and register for races as necessary to prepare for tryouts and the regular season.
- 9.1.6. *Tryout Planning* — A structure for the number, length and type of tryouts will be determined by the Executive Committee, with deference to the Coach concerning the exercises involved, and to the Managers concerning the availability of facilities.
- 9.2. **Tryouts.** Tryouts begin with the announcement of tryouts and ends with crew selection. The following will occur:
 - 9.2.1. *Advertisement* — The tryout schedule; information on races, regular practices, team fees; and contact information for the Management will be advertised through the Iron Dragons website, postering, the Society’s mass e-mail system, and any other feasible means.
 - 9.2.2. *Information Meeting(s)* — At least one extended meeting will be held for students interested in trying out for the Iron Dragons, in which the details of the season will be presented. The Management will prepare signup forms to be made available the Meeting(s) and on the Iron Dragons website. All information should be made available to students unable to attend the Meeting(s).
 - 9.2.3. *Tryouts* — The types of tryouts held are at the discretion of the Coaches, with approval of the Managers. All Management members will assist in conducting the tryouts at the direction of the Coach, and will endeavor to observe closely all students trying out.

- 9.2.4. *Crew Selection* — Crew selection will occur after the final tryout, and at least a month before the first race of the Regular Season. The Executive Committee must consider potential Paddlers on the basis of:
 - 9.2.4.1. Physical fitness, including muscular strength, endurance, cardiovascular ability and apparent potential for improvement;
 - 9.2.4.2. Ability to work as a crew member, including demonstration of team spirit, encouragement of other students trying out, and a positive attitude;
 - 9.2.4.3. Attendance and punctuality;
 - 9.2.4.4. Personal effort and exertion as made apparent during tryouts;
 - 9.2.4.5. Dragon boating form, including familiarity with or ability to develop the stroke;
 - 9.2.4.6. Relevant paddling or rowing experience;
 - 9.2.4.7. Performance in past seasons for Iron Dragons Veterans;
 - 9.2.4.8. Exceptional circumstances including predicted absences during the regular season.
 - 9.2.4.9. The Executive Committee must not make selections based on unfair stereotyping; gender, age, race, religious or other discrimination; personal relationship to potential Paddlers; or bias towards Iron Dragons Veterans. In the absence of any of these factors the decision of the Executive Committee is final, and will be communicated to all those who tried out by the Managers.
- 9.3. **Regular Season.** This period extends from crew selection to the final race of the season. The following will occur:
 - 9.3.1. *Team Meeting* — An initial meeting must be held in the week following Crew selection. The Crew must be sized for uniforms and other clothing, team fees and waivers collected, and more detailed information on the practice schedule presented, along with the plans of the Executive Committee for the season.
 - 9.3.2. *Regular Practices* — Regular weekly practices must be announced in advance by the Managers and conducted by the Coaches according to the Coach’s training plan.
 - 9.3.3. *Races* — The Management will prepare and submit rosters and arrange transportation, meeting places and times for all race days.
 - 9.3.4. *Fundraising Activities* — The Managers will arrange locations and booking for fundraising events, notify the Crew and Coaches of the work involved and arrange scheduling of Paddlers to conduct the events as necessary.
 - 9.3.5. *Other* — Social and team-building events including team trips may be conducted during the regular season on the initiative of the paddlers or at the direction of the Management.
- 9.4. **Post-Season.** The post-season consists of at most one month following the final race of the season. The following will occur:
 - 9.4.1. *Team Dinner* — A final event must be held at which awards are presented, individuals are inducted into the Iron Dragons Hall of Fame, and the contributions of all Crews and the Executive Committee recognized.

- 9.4.2. *Finalization of Accounts* — The Managers will prepare a final budget and brief season report to submit to all sponsors upon request.
- 9.4.3. *New Management Selection* — If not already begun during the end of the regular season, selection of candidates for Management positions for the following season must occur. The candidates must be approached and their acceptance of their positions confirmed, at which point the following season may begin. Refer to Section 7 for the elections process.
- 9.5. **Veterans Meetings.** The Managers are responsible for hosting at least two Veterans Meetings throughout the season (does not include the AGM), one during the Pre-Season and the second prior to the end of the SKULE year.

10. Sportsmanship

- 10.1. **Overview.** Iron Dragons members are required to demonstrate good sportsmanship as representatives of the Faculty and the University of Toronto at large.
- 10.2. **Substance Use.** Illegal substance use affecting members during both team-sanctioned events and team-associated events may result in removal from the team with no refund, at the discretion of the Executive Committee.

11. Constitution

- 11.1. **Availability.** The Constitution will be made available to any Crew, Executive Committee member or Sponsor at any time.
- 11.2. **Changes.** Changes to the Constitution may be proposed by any Paddler, Manager or Coach, and are subject to an open ballot by the Membership for which a two-thirds majority is required to pass said changes. All those voting must be given a week's notice to pursue the proposed changes.
 - 11.2.1. *Repeated Proposals* — The same or significantly similar changes may not be proposed more than twice in one season if defeated in ballots.