

# EUROPEAN DRAGON BOAT FEDERATION

*Founded 5<sup>th</sup> May 1990*



## BYE LAWS

**EDBF Council Revision - 27 February 2018**

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**EDBF BYE-LAWS**

**General.** These Bye-Laws supplement, enhance and where necessary, clarify the intention of the EDBF Statutes. When reference is made to a specific Article within the Statutes, the Bye-Law should be read in conjunction with that Article. The Bye-Laws also cover the working practices of the EDBF. These Bye-Laws are prescribed by the EDBF Council and Executive Committee under Articles 9.13 and 10.2.5 of the Statutes and may be altered, repealed or added to at any time by the Council with immediate effect. These Bye-Laws follow those adopted by the IDBF and are, in the main, common to them.

**Bye Law 1 DESCRIPTION**

**1.1** The EDBF is a federation of national level governing associations for dragon boating; dragon boat clubs and other organisations with an interest in dragon boating, which meets regularly for the purposes of participating in, and developing; promoting and contributing to the sport, on an educational, scientific or technical level.

**Bye Law 2 PRINCIPLES**

**2.1** The EDBF is committed to the following principles of service to its Members:

1. to represent the views of its Members to and within the IDBF.
2. to support and maintain the authority and autonomy of its Members.
3. to convey to other organisations the views of its Members.
4. to co-ordinate and protect the common interests of its Members.
5. to collaborate, on behalf of its Members, with organisations having as an objective the promotion of sport within Europe.
6. to collect, collate and circulate information from, to and among its Members and to publish an annual Calendar of EDBF and Members events.

**Bye-Law 3 - DEFINITIONS**

**The Dragon Boat.** The Dragon Boat is a displacement boat of an open design, based on a chine method of construction and traditionally made out of teak wood. The boat which originated in Southern China, is commonly called a "Chinese Dragon Boat". The boat's main distinguishing features, are a Dragons Head attached to the bow (front); a Dragons Tail attached to the Stern (rear), both made to a traditional Chinese design, and dragons scales painted along the sides of the boat.

A large Chinese style drum, together with a Drummer's seat, is usually situated in the bow and a large Steering oar is attached to one side at the stern. On some types of dragon boat a brass Gong is also mounted in the centre of the boat.

The length of a boat may vary from around 8 metres to over 18 metres. The width and internal depth of the dragon boat will vary, according to the length and purpose of the boat, as does the number of people in its crew, which will normally exceed ten (10), especially when in a competition.

**3.2 Dragon Boating.** Dragon Boating is the act of going by dragon boat, from one point to another, but especially as a competitive pursuit or recreational hobby.

**3.3 Dragon Boat Racing.** Dragon Boat Racing is the propulsion of a Dragon Boat by the muscular force of its crew sitting in a forward facing position and using single bladed paddles as simple levers on the water, over a predetermined distance or for a specified period of time. There are two kinds of Dragon Boat Racing recognised by the EDBF.

**3.4 Festival Racing.** Festival Racing is informal competitive racing that takes place traditionally at a Dragon Boat Festival, or at events of a similar nature, such as corporate events and events for Charity, where entry to the races is normally open to any crew that seeks to race. Festival Racing takes place at both National and International level

**3.5 Sport Racing.** Sport Racing is formal competitive racing, as defined in Bye-Laws 3.7 to 3.12, organised or sanctioned by the IDBF, the EDBF or their Member Dragon Boat Associations, for bona fide crews within their own membership. Sport Racing takes place at both National and International level

**3.4 Object.** The object of Dragon Boat Racing is to race crews in Dragon Boats over a clearly defined course in the shortest possible time.

**3.5 Contests and Crews.** A Dragon Boat contest is a sporting event consisting of timed runs down a set course by two or more crews or any number of 'first past the post' races, which may be organised into progressive rounds of competition according to the number and the classification of the crews taking part; or a combination of the two, or a timed 'point to point' race by crews against the clock. Other types of contest may be defined, in these Bye-Laws or the Competition Regulations, from time to time. A crews' classification is determined by the age, sex *and ability* of the crew members.

**3.6 Crew Members.** Dragon Boat competitors shall normally be defined as:-

**3.6.1 RACER** - Any member of a Dragon Boat crew.

**3.6.2 PADDLER** - A crew member whose specific task is to propel a boat forward with a single blade paddle.

**3.6.3 STEERER** (or Helm). The crew member whose specific task is to steer a boat with the aid of a Steering Oar or Paddle.

**3.6.4 DRUMMER** the crew member whose specific task is to beat a Drum carried on Executive Committee the Dragon Boat.

**3.6.5 SPARE**

**3.6.6 SPARE**

### **3.7 International Competition.**

Competitions arranged by the EDBF, its Members, or their crews, or other organisations recognised by the EDBF, shall be considered to be International if competitors or crews of another country are invited to participate.

**3.8 Types.** There shall be two types of International competitions recognised by the EDBF under the general title of International Regattas, namely:

**3.8.1 Dragon Boat Championships.**

**3.8.2 International Dragon Boat Races.**

**3.9 Dragon Boat Championships.** The following competitions shall be recognised as Dragon Boat Championships by the EDBF:

**3.9.1 World Championships.** The EDBF will only recognise World Dragon Boat Championships defined and sanctioned, as such, by the IDBF.

**3.9.2 EDBF and other Continental Dragon Boat Championships.** The EDBF will only recognise as valid, those Continental Championships organised or sanctioned by an IDBF Continental Federation.

**3.9.3 Regional and National Championships.** The EDBF recognises that IDBF Regional Championships may be organised where a Continental Federation does not exist. The words 'National Championships', are taken to mean any national competition, such as a National League or Cup competition that is organised or sanctioned by an EDBF/IDBF Member Association, for the crews in membership of the Association concerned.

**3.9.4 International Games.** That is multi-sport games – see 3.14 & 3.15.

**3.9.5 Championships Races** (National Championships excepted) may be held for either **National Crews** or **Club** crews, as defined in this Bye-Law. Non-National Championship Races shall be conducted under EDBF(IDBF) Competition Regulations and Rules of Racing. Championships Races are considered, by the EDBF, to be Sport Racing events as defined in Bye-Law 3.3.2.

**3.9.6 National Crew Races,** are races organised specifically for crews that have been selected to represent their country by an EDBF or IDBF dragon boat association.

**3.9.7 Club Crew Races,** are races organised or sanctioned by the EDBF and its Members, for crews that are not representing a country. By definition crews that are not selected on a national basis are Club Crews. EDBF Members may send Representative Crews, or crews representing their own Clubs, to Club Crew Races.

**3.10** Only crews representing a Governing Member of the EDBF will normally be allowed to compete in an EDBF National Crews Championship Regatta. An EDBF Associate Member may be permitted to compete at the discretion of the EDBF Executive Committee

**3.11 EDBF Titles.** EDBF titles shall only be used for Dragon Boat Championships that are organised directly by the EDBF, or its agents, such as an EDBF Governing Association, in accordance with a decision of the Congress. Championships may be organised for Club Crews as well as National Crews.

**3.12** In a country where a governing association, recognised by the EDBF, exists, any National Championship held shall bear the title of the association concerned and not that of the EDBF.

**3.13 International Dragon Boat Races.** International Races may be held for either **Club** Crews or **National** crews. For International Races sanctioned by the EDBF, the EDBF/IDBF Competition Regulations and Rules of Racing should be adopted where-ever possible. Dependant on the circumstances in which they are held, International Races can be either Festival or Sport Racing events, as defined in Bye-Law 3.3.1 and 3.3.2. Corporate Races, such as those held as part of the World Corporate games; Masters Games; Fire-fighters Games and the like, shall always be defined as Festival Racing, for the purpose of these Bye-Laws.

**3.14 International Games.** Multi-sport games, at European Level, are accepted as being Dragon Boat Championship Races for the purpose of this Bye-Law.

**3.15** Sport Racing held as part of an International Games, shall have the same status as an EDBF or IDBF Championships, provided that such racing has been sanctioned by the EDBF.

#### **Bye-Law 4 - DUTIES OF THE OFFICERS AND COUNCIL MEMBERS**

**4.1 The President.** In accordance with the Article 8.1 of the EDBF Statutes, the President is the Leader of the Congress and shall take the Chair at the IDBF Member's Congress.

The President as the Senior Elected officer of the EDBF, shall ensure that the objects of the Federation are pursued at all times; that meetings of the Executive Committee are called at regular intervals and of the Council at least annually.

The President shall be responsible for ensuring that the interests of the Federation are fully represented with outside agencies, that the Statutes of the Federation are complied with and that the EDBF Bye-Laws, Competition Regulations and Rules of Racing are adhered to.

The President shall be an ex-officio member of *all EDBF* Commissions, Committees, Panels and Working Parties. It is incumbent upon the President to:

**4.1.1** Guide and control the entire work of the EDBF. Attend multi-sports games, European Championship Regattas and other important EDBF competitions and preside as the Chair of the Jury at Championship Regattas

**4.1.2** Be the prime representative of the Federation in its relations with national and international sports organisations.

**4.2** Should the President be *temporarily unavailable or not able to fulfil* the duties of the *President's* office, the *Senior Vice-President* shall undertake them. Temporary shall general be taken to mean a period of absence of up to six (6) months.

If the Senior Vice-President is also unavailable or not able to fulfill the duties of the President, then the duties shall be undertaken by the 2nd Vice-President and so on.

If none of the Vice Presidents' are available, then the Secretary-General may undertake the President's duties and in the absence of the Secretary-General the Treasurer may undertake the duties of the President.

**4.3** In the event that none of the of the Vice-Presidents', the Secretary-General or the Treasurer are able to temporarily undertake the duties of the President, then providing that a quorum of at least four (4) Council Members are present, the Council shall appoint a Temporary President from one of its own number or from an IDBF Full Member, to temporarily undertake the duties of the President.

**4.3.1** In the event that the President is unavailable or not able to carry out the duties of his or her Office, as laid down in the EDBF Statutes and Bye-Laws, for a period exceeding six(6) months, then the Council, as above, shall appoint an Acting President, normally the Senior Vice-President or another Vice President, if available, until the elected President can resume his or her duties or until the next IDBF Member's Congress, whichever date is the soonest.

**4.4** The President shall sign solely (or together with the Secretary-General and, or Treasurer) official documents of the EDBF, as laid down in Art 36 of the EDBF Statutes and shall keep members of the Executive Committee, the Council and the Commissions, informed on all matters affecting their areas of responsibility.

**4.5 Expenses:** The traveling and accommodation expenses of the *President* or the *President's* nominee, in connection with the duties of the Office shall be paid by the appropriate hosting organization or as an exception by the EDBF.

**4.5.1** The *President* shall provide the Secretary-General and Treasurer with copies of all correspondence originated on behalf of the EDBF.

**4.6 The EDBF President of Honour.** By custom and practise a President of Honour, when so elected, shall be nominated by the EDBF Council and elected unopposed by the acclamation of the EDBF Member's present at the Congress.

The President of Honour shall be entitled to attend all meetings of the EDBF Council in a not voting, advisory capacity.

**4.7 The Vice-Presidents.** The Senior Vice-President, as defined in Article 21 of the Statutes (that is, the Vice President who has held such Office the longest) shall be responsible for undertaking the duties of the *President* or any of the Officers of the Federation, whose duties are detailed in this Bye-Law, in the event that one or other of them is prevented from exercising the office concerned.

In the case that 2 or more VP have held such office for the same length of time, the President shall be responsible for ensuring the chain of command of the Federation by nominee the Senior, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> VP and agreed by the Executive Committee.

In the event that more than one of the Officers is unavailable, then one or more of the other Vice Presidents, as the situation demands, shall assist the Senior Vice President in carrying out the work of the EDBF. Whilst so acting, the Vice Presidents shall enjoy the same rights as the President or Officers of the Federation concerned.

**4.7.1 Duties and Responsibilities:** The duties and responsibilities outlined in this Bye-Law will be allocated by the President and agreed by the Executive Committee according to the location, interests and experience of the Vice-Presidents as elected at the time. The general duties and responsibilities of the Vice-Presidents will be:

1. Liaising with and supporting EDBF members in developing the Sport.
2. Supporting and advising the Chair-holders of the IDBF Commissions.
3. Liaising with International Sports Federations and Multi Sport Games in conjunction with and on behalf of, the President
4. Dealing with Membership issues; liaising with and visits to, the EDBF Members in conjunction with and on behalf of, the President.
5. Assisting the President in carrying out his or her duties.

**4.7.2** In addition to the general duties outlined above each Vice President will have a specific portfolio to carry out in the organisation and administration of the EDBF.

On their election the Vice President' will indicate to the EDBF Members Congress the specific portfolio that they wish to undertake or their portfolio's will be discussed with and agreed with the President before the Congress meets.

The VP portfolios are:-

- a. Be responsible for matters of EDBF protocol and ceremonies, that is:- define, develop and implement EDBF protocol procedures at Congresses, European Championships etc and in regard to other Sports Organisations, VIP Guests etc
- b. To assist new EDBF Members with the development of the Sport in their Countries or Territories and to establish good relationships with their government sports authorities.
- c. Be responsible for recording statistical information on the Sport, maintaining the EDBF historical records and the production of EDBF publications in conjunction with the EDBF Secretariat.
- d. Responsible for Sponsorship matters; developing the EDBF Partners and Patrons Schemes and for liaising with the EDBF Affiliates and developing the EDBF Affiliates Festivals Scheme.

**4.8** The Vice-Presidents shall fulfil any *other* specific tasks allocated to them by the EDBF Council, the Executive Committee *or* the President and shall contribute for example, to EDBF publications. They shall report on all such activities.

**4.8.1** The Vice-Presidents may also assist the Officers of the Federation in carrying out their duties and under the authority and co-ordination of the President, act as the Commission Chair Holders or Continental Representatives. The Secretary-General shall be provided with copies of all official correspondence originated by the Vice-Presidents.

**4.9** Whenever the EDBF does not have an Honorary President, the Senior Vice-President shall assist the President and President of Honour in these duties and in representing the EDBF.

**4.10 The Honorary Presidents' and Honorary Vice-Presidents'.** Under Article 9.8 of the EDBF Statutes EDBF Presidents' and Vice Presidents' of Honour may be appointed and shall be entitled to attend the meetings of the Council and the Congress in a non-voting, advisory capacity.

The Honorary Presidents and Honorary Vice-Presidents, may assist the President and the President of Honour in protocol duties and representation of the EDBF.



**BYE-LAW 4. DUTIES OF THE OFFICERS AND COUNCIL MEMBERS.**

**4.11 The Secretary-General.** The Secretary-General shall direct the administrative work of the EDBF. It is incumbent upon the Secretary-General to:

- 4.11.1** Keep the registers, documents and files of the EDBF, including the records of EDBF Dragon Boat Championships, etcetera.
- 4.11.2** Make the arrangements for the production of EDBF books and other publications, in collaboration with the Marketing and Media Commission.
- 4.11.3** Make the administrative and technical preparations for the meetings of the Congress; Council and the Executive Committee.
- 4.11.4** Draft the agenda for meetings of the Congress and prepare documents relating to the items on the agenda for submission to the Council and to despatch them to all concerned.
- 4.11.5** Send Minutes of Congress to Member Organisations and the Council and to circulate Council and Executive Committee Minutes to all concerned.
- 4.11.6** Co-ordinate the work of the Council and Commissions in collaboration with the President and help to effect the resolutions passed by the Congress and the Council. (Amdt 2).
- 4.11.7** Circulate any urgent information which cannot be held for publication in an official EDBF bulletin.
- 4.11.8** Conduct the correspondence of the EDBF and provide the President with copies of all letters relating to policy or principle.
- 4.11.9** Prepare in consultation with the President the working programme of the Council and forward it to the Members of Council.

**4.13 The Treasurer.** The Treasurer shall prepare in consultation with the Finance Sub-Committee, see Bye-Law 4.14, the budget for *bi*-annual submission to the Congress. The Treasurer shall be responsible for seeing that the annual expenditure keeps within the limits laid down in the EDBF Budget. It is incumbent upon the Treasurer to:

- 4.13.1** collect all membership subscriptions and other monies due to the EDBF.
- 4.13.2** keep the financial records of the EDBF.
- 4.13.3** prepare the EDBF accounts for audit purposes and obtain the report of the auditors.
- 4.13.4** present budgets and financial reports to EDBF Executive and Council Meetings.
- 4.13.5** prepare and present a bi-annual report and auditor's reports to the EDBF Congress.
- 4.13.6** Should the Treasurer be temporarily prevented from fulfilling the duties of the office, the Deputy or Assistant Treasurer, when appointed under Bye-Law 4.17, shall undertake them. If there is not an appointed Deputy or Assistant Treasurer, then the Secretary-General or Deputy Secretary General, when appointed or the Senior Vice-President, shall undertake them.
- 4.13.7** In the event that the Treasurer is unavailable or not able to carry out the duties of his or her Office, for a period exceeding six (6) months, then the EDBF Council shall appoint an Acting Treasurer, normally the Deputy or Assistant Treasurer or Deputy Secretary General, if appointed,

or the Secretary-General or Senior Vice-President, if available, until the Treasurer can resume his or her duties or until the next EDBF Member's Congress, whichever date is the soonest.

**4.14 The Finance Committee.** The EDBF Finance Sub-Committee shall consist of the President; the Secretary-General and the Treasurer. The Finance Committee shall have special responsibility for the financial control of the EDBF, on a day to day basis, including making decisions of a financial nature and for monitoring the EDBF budget, between meetings of the Executive Committee and the EDBF Council.

**4.15 The Auditing Committee.** The EDBF Full Member appointed as the Auditor (Article 31 of the Statutes) shall appoint an Auditing Committee of two (2) people from its own membership, to conduct the audit of the EDBF accounts and assets. The Auditing Committee shall hold office for two (2) years and their duties shall commence on the 1<sup>st</sup> January following the appointment, by the Congress, of the Member concerned as the Auditor.

**4.16** The Auditing Committee shall examine the details of the financial state, bank accounts of the EDBF and the working papers of the Treasurer, together with any financial details relating to the Secretariat. Through the EDBF Auditor, the Auditing Committee shall give a report to the Council annually and Congress biannually, on the Treasurer's Report and Accounts.

**4.17 The EDBF Secretariat.** The Executive Committee may appoint under Article 44 of the EDBF Statutes, people to assist the Secretary-General and the other Officers of the Federation in carrying out the administrative duties laid down in these Bye-Laws and to effect the decisions of the Congress and the Council on a day to day basis.

**4.18** This administrative arm of the EDBF, may consist of voluntary or paid officials as determined and nominated by the Executive Committee and may include elected or appointed officers of the Federation. Those so appointed together with the Secretary-General, shall be known as the EDBF Secretariat.

**4.19** Members of the Secretariat who are not elected Officers of the EDBF, may attend the Congress, the Council, the Executive Committee and meetings of the Commissions, in an advisory capacity. Members of the Secretariat may not vote at EDBF meetings unless they hold an elected or appointed position, with voting rights, appropriate to the meeting.

**4.20 Secretary to the Executive (SEC).** The EDBF Executive Committee may appoint a Secretary (paid or voluntary) to take and keep the Minutes of all Executive and Council meetings and the Congress. The SEC shall assist the Secretary-General in preparing agendas and documentation for EDBF meetings; making the administrative arrangements for such meetings and despatching correspondence and minutes, relative to the meetings.

**4.21 Chair Holders of the Commissions.** The Commission Chair Holders shall direct the work of their Commissions in accordance with the decisions of the Congress and from the directives given by the Council. They shall prepare a plan of work and the budgets of their Commissions and present copies to the Secretary-General and Treasurer for approval by the Finance Sub-Committee and submission to the Council.

**4.22** The Chair Holders shall be responsible for the correct expenditure of all moneys allocated to their Commissions and shall submit a detailed account, to the Treasurer, including any appropriate receipts, at least 30 days after the expenditure. All costs should be authorized by the Treasurer in advance.

**4.23** They shall be responsible for calling meetings of their Commissions. A notice of such meetings shall be despatched to commission members, with an Agenda and any supporting papers before a meeting takes place. Commissions may meet in sub-groups and make decisions by correspondence or telecommunications conferences. They should refer to the VP according to their Portfolio.

**4.24** Chair Holders shall ensure that Minutes of all meetings are taken and copies sent to their commission members; the Secretary-General and the President.

**4.25 Council Representatives.** The Members Representatives to the Council shall represent the interest of their own Governing Members within the Council and of the EDBF within their own country. They shall ensure the proper conduct and organisation of all EDBF sanctioned events held within their own country.

**4.27** In cases of non-observance of the EDBF Statutes; Bye-Laws; Rules of Racing or Competition Regulations, they shall submit a report to the EDBF Executive Committee.

**4.28** Representatives shall submit a report on their own activities and on the general situation regarding Dragon Boating in Europe to the Council annually, at the time of the Congress

**4.29 Members of Council.** It is incumbent upon all the Members of the Council to promote, within their spheres of influence, the development of Dragon Boating and the policies of the EDBF. They shall carry out all tasks, which may be given to them by the Council, the Executive Committee or the Chairholder and they shall report on their activities.

#### **Bye-Law 5 - DUTIES OF THE COMMISSIONS.**

**5.1** Members of the Commissions shall be appointed in accordance with Article 11 of the Statutes. Generally the same person may only be a member of one Commission at any one time, exceptions will be at the discretion of the Executive Committee.

**5.2** EDBF Members and Commission Chair Holders, may recommend to the Executive Committee candidates, as commission members (Article ..... of the Statutes) but generally the Executive Committee will only accept one candidate, per country, per Commission. Each Commission may consist of up to four (4) members, including a Chair Holder and a Vice-Chair Holder. A nominated Member of the Executive Committee may also be assigned to each Commission to give advice and assistance to the Chair Holder, as necessary.

**5.3 Casual Vacancies.** In the case of a casual vacancy on a Commission, the EDBF Executive Committee shall replace the member after consultation with the Chair Holder of the Commission concerned. Such appointments shall be confirmed at the next meeting of the EDBF Council.

**5.4 Duties and Fields of Activity.** The duties and fields of activity for each of the commissions, shall be published in these Bye-Laws in accordance with Article ....., of the Statutes. These shall be determined by the Executive Committee, as the need arises, but all Commissions shall work closely with EDBF Commissions covering the same activities.

**5.5 Competition & Special Events Commission (Comspec).** Comspec shall:

5.5.1 Formulate the Regulations and co-ordinate the annual programme of EDBF for the Euro Cup and/or Euro Series, as a proposal to the Executive Committee. Ensure that each Race is effectively organised and that all conform to both the Comspec's Regulations and the EDBF Rules of Racing.

5.5.2 Appoint the Technical Race Officials for EDBF Championships, and the members of the Competition Committee for EDBF Euro Cup Races and EDBF sanctioned International Races.

6.5.3 Advise EDBF Members on the Competition Regulations and Rules of Racing; and the equipment and officials required at EDBF Competitions.

6.5.4 Make recommendations on the type and range of technical installations that are appropriate to EDBF competitions.

5.5.5 Ensure that all EDBF competitive events are organised to promote the development of mixed, women's, junior and senior racing. In consultation with the Executive Committee, issue Regulations for the health, safety and welfare of competitors

6.5.5 Develop competitive events for EDBF Members to take part in; advise the Executive Committee on all matters concerned with the development and enhancement of EDBF competitive events.

**5.5.7 Race Officials Secretariat (ROS).** Comspec shall establish a Race Officials Secretariat, of appointed persons, with specific responsibilities as detailed below, who shall work direct to the Chair of Comspec. The ROS shall:

- a. Liase with the EDBF Competition & Technical Commission on all matters to do with Race Officials and to assist EDBF Members, if requested to formulate and implement training programmes for National Race Officials.
- b. To monitor the development of qualified IDBF Race Officials and make recommendations on their grading to the IDBF. Maintain a database of all qualified IDBF Race Officials in Europe (and where known, National Officials) and if requested provide officials for EDBF sanctioned competitions.
- c. Organise symposiums for National Officials with a view to preparing them for the IDBF Race Officials examination and to discuss matters of common interest to Race Officials, especially the Racing Rules. Arrange through the EDBF for at least one IDBF Race Officials Examination annually in Europe
- d. Report to the Executive Committee, through Comspec, on the standards of officiating at EDBF events and on any developments internationally, to do with the racing rules and training of officials, and make recommendations accordingly.
- e. To make recommendations to the Executive Committee, through Comspec, on changes and amendments to the Competition Regulations and Rules of Racing

**5.6 Marketing & Media Commission (M&M Com).** M&M Com will liaise closely with the IDBF Marketing and Media Commission and shall:

5.6.1 Give advice to the Council and Executive Committee on non-technical and non-competitive matters, such as sponsorship; merchandising strategy; marketing policy; finance (see also the Annex to this Bye-Law).

5.6.2 Formulate product licensing agreements; produce corporate designs and EDBF logos and, when required, represent the EDBF Executive Committee in sponsorship negotiations concerning the Federation and its events or services.

5.6.3 Provide an information service to EDBF Members on sponsorship, marketing and the media and provide a media service for EDBF Dragon Boat Racing Championships, in conjunction with the Organising Committee.

5.6.4 Develop and maintain an EDBF internet web site and provide a media information service on the work of the EDBF and prepare for publication books and other documents concerning the sport, in conjunction with the Secretariat.

**5.7 Sports Medicine, Psychology and Science Commission (Smed Com).** Smed Com will liaise closely with the EDBF Medical Commission and shall:

5.7.1 Advise the EDBF, its Commissions and Members on general medical matters and on all aspects of sports medicine, sports psychology and sports science and in particular on questions of sport hygiene; the scientific training of athletes and the general welfare of competitors.

5.7.2 Advise the EDBF and its Members on the prevention of accidents in sport, the dangers of drug abuse and the effects of dope on the body. Assist the Executive Committee in formulating Anti-Doping policies for the Federation and its Governing Associations.

5.7.3 Advise the EDBF, its Commissions and Members on all aspects of modern training methods with special reference to Dragon Boat Racing. In conjunction with Comspec organise symposiums at which Smed matters of mutual interest to officials, coaches and competitors can be discussed

5.7.4 In consultation with the Executive Committee, issue instructions concerning drug testing and doping control at EDBF organised and sanctioned competitions. Maintain records on all drug testing carried out at EDBF competitions and championships and where instances of drug abuse have been detected report the full details to the Executive Committee.

5.7.5 At EDBF Championship Regattas supervise the arrangements made by the Organising Committee for doping control and appoint a doctor to be a direct witness of any drug testing and doping control procedures that may be carried out.

#### **5.8 Youth Commission (new)**

The Commission shall liaise with the appropriate Commissions or Representatives of the National Federations and shall:

- assist and advise on aspects of the organization of European Championship Regattas, that impact on Junior and under 24s Championships
- monitor trends in youth dragon boating at national and international levels
- support the EDBF Development Programmes for Junior Racing and Schools participation in the

Sport

- assist National Federations to increase participation in youth dragon boating

### **5.9 Women Athletes Commission (new)**

The Commission shall liaise with the appropriate Commissions or Representatives of the National Federations and shall:

- promote the participation of women in all levels of dragon boating
- advise on strategies to promote the opportunities for women
- work with other agencies to promote women in sport
- strengthen and promote women in coaching, officiating and organization and advise the EDBF accordingly

### **5.10 Spare**

**5.11 Directives and Procedures.** Within their fields of activity, it is incumbent upon each Commission to formulate detailed instructions and working practises to cover the duties given to them by Executive Committee. These instructions shall be prepared by the Commission Chairholder and agreed by the Executive Committee before being approved by the Council. Such instructions shall be published as EDBF Commission Directives and Procedures. When so published such Directives and Procedures shall be shown as Annexes to the appropriate EDBF Bye-Law.

**5.12 Authority.** The EDBF Council, without prejudice to its overall responsibilities, authority and control, delegates to the Commissions the authority to carry out the duties published for each Commission in these Bye-Laws; the Competition Regulations and the Rules of Racing.

## **Bye-Law 6 - EDBF CALENDAR OF EVENTS.**

**6.1** EDBF Members and any Event Organiser planning Festival or Sport Racing events, who wish their event to be included in the EDBF Calendar of Events, for the following year, shall forward to the EDBF Secretary-General, by the 1st November annually, the following details:

6.1.1 Date and Place of the Races.

6.1.2 Title of the Races.

**6.2** In addition the following information should be made available to interested crews at the earliest opportunity and a copy of the details sent to the EDBF Secretary-General and the Chairholder of the M & M Commission.

6.2.1 Classes and Divisions of the Races.

6.2.2 Racing Distances.

6.2.3 Description of the Course.

6.2.4 Type of Dragon Boat to be used.

6.2.5 Brief details of any financial subsidy.

6.2.6 Organisers Name and Contact Address, Telephone, Fax, Email.

6.2.7 Closing Date for Entries.

**6.3** The EDBF shall publish annually, no later than the 10th December each year. a Calendar of Events for the next year, listing all Euro Races, EDBF Championships, EDBF Members Sport Racing events and International Races notified to the EDBF Secretariat.

**Bye-Law 7 - NATIONAL RACES AND RULES and USE OF EDBF STATUTES ETC**

**7.1** Races held for crews domiciled in the same country as the Event Organiser shall be defined as National or Domestic Races. Such races shall be governed by the Competition Regulations and Rules of Racing adopted by the organisers of the race concerned. These should normally be those used by an EDBF Governing Association.

**7.2** EDBF Members may adopt any, in part or whole; or all of the EDBF Statutes, Bye-Laws, Competition Regulations or Rules of Racing for use in their organisations, as they see fit, provided that they acknowledge the use, of such Statutes, Bye-Laws etc. The use of such EDBF legislation shall not effect, in any way, the freedom and independence of any Member, who shall in all cases, retain complete independence and control over all matters falling within the field of activity of the Member.

**Bye-Law 8 - DISCIPLINARY MEASURES.**

**8.1** Under Articles 5.13, 6.2 and 16 of the Statutes, Member Organisations of the EDBF may face Suspension or Expulsion from the Federation. This Bye-Law lays down the circumstances in which action to Suspend or Expel a Member will be taken. In addition to the disciplinary measures of Caution, Reprimand or Exclude, allowed for in Article 16 of the Statutes, under this Bye-Law the EDBF Executive Committee or Council may impose a **Fine** on an EDBF Member or individuals of an EDBF Member.

**8.2 Suspension.** Action to suspend a Member from membership of the EDBF will be commenced by the Executive Committee for any of the following reasons:

- 8.2.1 non-payment of any liabilities to the ESBF or IDBF.
- 8.2.2 becoming two (2) years or more in arrears with any annual membership fees.
- 8.2.3 failure to comply with the provisions of the EDBF Statutes or Bye-Laws.

**8.3 Expulsion.** Following a recommendation of the Executive Committee, action to expel a member from the EDBF will be commenced by the Council, for any of the following reasons:

- 8.3.1 refusal to pay any liabilities due to the Federation.
- 8.3.2 non-payment of membership fees due to the EDBF for three (3) or more years.
- 8.3.3 refusal to comply with the provisions of the EDBF Statutes or Bye-Laws.

**8.4** These disciplinary measures can be taken against individual members of an EDBF Member, or a Member Organisation in its entirety, for a breach of the EDBF Statutes; Bye-Laws; Competition Regulations or Rules of Racing; or for having harmed the interests of the EDBF, or for behaviour detrimental to the status of the EDBF.

**8.5 (6.3) Conditions.** Suspension shall bar the individual member of an EDBF Member or the Member Organisation itself, of all rights and prerogatives appertaining to the EDBF, until the suspension is lifted. In the case of the expulsion of an EDBF Member its membership of the EDBF shall cease forthwith.

**8.6** *Disciplinary measures 8.2 (Suspension) shall be taken by the EDBF Council (Article 16.4 of the Statutes refers) with the exception of Temporary Suspensions (see Bye-Law 12.15) which can be dealt with by the EDBF Executive Committee.* Disciplinary measures 8.3 shall only be taken by a Congress, on the recommendation of the Council and with a two-thirds majority of the Full and Basic Members represented and entitled to vote.

### **Bye-Law 9 - COURTS OF ARBITRATION.**

**9.1** In the case of a dispute between EDBF Members the disputing parties may ask the EDBF to appoint a Court of Arbitration. Such a Court shall consist of three (3) members and a Chairholder, nominated by the EDBF Executive Committee.

**9.2** The decision of the EDBF Court of Arbitration, as well as a complete report on the case, must be given in writing. The original shall be sent to the Secretary-General. Copies shall also be sent to the parties concerned and one copy retained by the Chair.

a. The costs of the Court shall be borne equally by the parties concerned. The EDBF Court shall do everything possible to keep the costs as low as possible, without being detrimental to either of the parties concerned in the case, or to the EDBF.

**9.3** When one or more of the parties involved in a dispute is an EDBF Member and in the event that such a Member is not satisfied by the EDBF Court of Arbitration, then, under Article 17.1 of the Statutes, such an EDBF Member may appeal to the EDBF Court of Arbitration.

a. Alternatively, if one of the parties involved in the dispute is an EDBF Governing Member then, under this Bye-Law, such an EDBF Member may appeal, instead, to the Court of Arbitration for Sport, in Lausanne, Switzerland.

b. Appeals to either the EDBF or the Court of Arbitration for Sport shall be in the time and at the expense of the party making the appeal.

**9.4** The only form of arbitration open to an EDBF Member in the case of a dispute with the Federation, its Officers, Staff or appointed Officials, is through a specific motion to a Congress in accordance with Article 8.9 of the Statutes. Such a Motion will only be accepted after all other internal methods of trying to resolve any such dispute, as published, from time to time, in the Statutes and Bye-Laws, have failed.



**Bye-Law 10 - THE EDBF EMBLEM.**

**10.1** The emblem of the EDBF shall be a distinctive badge representative of the nature and history of Dragon Boat Racing. As such the emblem shall be the identifying symbol of the EDBF.

**10.2** The Council shall approve the design of the emblem from time to time. The EDBF Executive Committee shall determine the conditions for the use of the emblem. The Commission for Marketing and the Media may assist with these tasks.

**10.3** The emblem, incorporated in a flag, shall always be flown at EDBF Championships and embossed on all EDBF Championship Medals. The EDBF flag shall be flown at EDBF International Races, where appropriate.

**10.4** At the EDBF Congress the emblem will be prominently displayed. The use of the emblem in its original form or stylised, shall appear on all EDBF printed matter and on all official correspondence and publications.

**10.5** The incorporation of the emblem on merchandising of any nature shall be at the discretion of the Executive Committee as determined under Bye-Law 10.2 above.

**Bye-Law 11 - NOMINATIONS AND ELECTIONS TO THE COUNCIL.**

**11.1** Nominations from EDBF Members, for candidates for election to the EDBF Council, under Article .... of the EDBF Statutes (that is, the members of the Executive Committee, the Members representatives, the Representative of Members and Commission Chair holders) must be in the hands of the Secretary-General at least 35 days before the date of the Congress at which the relevant elections will take place.

**11.1.1** The Nominators must be Full or Basic Members, not individuals, as laid down in Article .... of the Statutes but Nominees need not be domiciled in the same country as the Nominator). (Proposals from EDBF members concerning any other matters, such as the Statutes, must be submitted at least 60 days before a Congress as laid down in Article .... of the EDBF Statutes).

**11.2** All Nominees must be adults and in full possession of their civil rights. The Secretary-General will distribute to the EDBF Members, with the Agenda for the Congress, a list of the Members Nominees received by the deadline date.

**11.2.1.** Nominations, from EDBF Members, which arrive after the deadline shall not be taken into consideration.

**11.2.2.** A Nominee may simultaneously be a candidate for several different positions within the Council. His or her election, to one position, invalidates the nominations for any other position.

**11.3 Elections.** Voting at an EDBF Congress will take place in accordance with Article ....of the Statutes and these Bye-laws. If the number of nominees corresponds to the number of offices to be filled, the election shall be by an Open Vote, unless two (2) Members, having voting rights, request that a Closed (secret) Vote take place.

**11.3.1** The voting papers for the election of members of the Executive Committee and the Commission Chair holders, shall list all the Nominees for election and their Nominators. **Voting slips shall be distributed by the Secretary-General at the commencement of the Congress.**

**11.3.2 (11.2.5)** During the election of the EDBF President, the out-going Office Bearer, if seeking re-election, will return the conduct of the Congress to the Congress Chair Holder, who will then conduct the election. Immediately after the election of the President, the outgoing President will continue with the conduct of the meeting for the remainder of the Congress

**11.3.3 (11.2.4) Scrutineers.** At the start of the Congress, the Delegates will select three (3) scrutineers, from amongst those delegates who are not nominated for office.

They will be responsible for counting and confirming all votes cast during any elections.

**11.4 (11.8) Voting.** Voting for elections shall always be by Closed Ballot (secret) whenever there is more than one (1) candidate. When this is the case and additional ballots are necessary, the candidate obtaining the smallest number of votes in each ballot, shall be eliminated until one candidate obtains the majority of votes. In similar situations, for example awarding the right to organise an EDBF Championship, this method of voting shall also apply.

a. **Open Voting Procedure.** For all Open Votes the Chief Scrutinisers will issue to each EDBF Member a coloured voting card. The colour will relate to the class of membership held. For example, Red for Full Members; Blue for Basic Members and so on. The voting cards may have additional information, such as voting instructions printed on them

b. When a vote is called for, the card colours entitled to vote will be confirmed, for example, only Full Members can vote on Constitutional matters, and the appropriate Voting Delegates will vote by holding their voting card above their heads for the Scrutineers to count.

**11.4.1.** Spare

**11.4.2** Members of the EDBF Executive Committee and Council are entitled to be present at the Congress and to speak but not to vote.

**11.4.3** Other than in an election by secret ballot, should the Chair NOT be satisfied after a show of hands that a vote is clear, then voting may then also take place by roll call in alphabetical order of those Members present or represented.

**11.5. When, by exception,** the elections form part of an Extraordinary Congress (EGA) called under Article 8.17 of the Statutes, then all nominations must be in the hands of the Secretary-General at least three (3) weeks before the date of the EGA called for the purpose (Motions from Members concerning any other matters at an OGA, must also be submitted at least six (6) weeks before the Ordinary Assembly (Article 8.9 of the Statutes). There can be no other business at an EGA). The nominees must be adults and in full possession of their civil rights. The names of the Members seeking election and their nominated representatives, will be notified, by the Secretary-General on the Convening Notice, for the Congress at which the election will take place.

**11.6 Elections.** The Members Representatives to the Council shall be democratically elected for a period of four (4) years, as laid down in Article 9.6 of the Statutes.

**11.7** The voting papers for the collective election of Members Representatives, at the Congress in which their election takes place, shall list all those Members nominees for election and the Governing Association or Club that they represent. Voting slips shall be distributed by the Secretary-General at the commencement of the Congress.

**11.8** Spare

**11.9 Co-opted Members.** Under the terms of Article 9.10 of the Statutes, the EDBF

Council may co-opt additional members to its number from among the EDBF Members, irrespective of their class of membership or from nominated individuals. Such co-options shall be for a minimum period of twelve (12) months and shall be renewable.

**11.10** Recommendations from the Executive Committee shall only be made if the co-option will assist with the development of the sport in the country of the member concerned or, if in the opinion of the Executive Committee, the co-option is in the best interests of the sport or the EDBF. Co-opted Members may take part in all Council discussions and may vote on informal matters, at the Chairholders discretion, but not on formal Council resolutions.

**11.11** Newly elected, or re-elected, EDBF Officers and Representatives to the Council shall take office on the next 1<sup>st</sup> January.

**11.12 Casual Vacancies – Representative to the Council.** In the case of a casual vacancy arising on the Council (Article 9.9 of the Statutes refers) in respect of a Representative to the Council, for whatever reason, including the non-attendance of the nominated representative at a specific Council Meeting, the EDBF Member concerned shall notify the Secretary-General of an alternative representative.

- a. The alternative representative may attend one or more Council Meetings, as notified.
- b. When the number of nominations received from the members for Member's Representatives is less than the number of vacancies, then the Council may appoint such numbers of Representatives, as is necessary, until the next Congress

#### **Bye-Law 12 - EDBF MEMBERSHIP.**

**Purpose and Recognition.** Part 2, Articles 4 to 6 of the Statutes lay down the classes and terms of Membership This Bye-Law defines the criteria for the membership classes; details the requirements for EDBF membership and lays down the conditions attached to such membership.

- a. Under these Terms and Conditions, EDBF Members are required to recognise the authority of the EDBF and its Continental Federations, as the sole International Federations' (IFs') for dragon boating and the sport of Dragon Boat Racing. EDBF Members in breach of this Bye-Law will face disciplinary action under Article 16 of the Statutes and Bye-Law 8.

**12.1 Europe.** For the purpose of EDBF Membership, Europe means any member country of the European Union; any country within the geographical continent of Europe; any country recognised by the International Olympic Committee (IOC) as being in Europe for the purposes of sport and any other applicant for membership that the Congress may wish to accept into the Federation, from time to time.

**12.2 Members.** The EDBF recognises that Dragon Boating in the modern era, is a developing sport. Therefore the organisation initially responsible for its development may vary from country to country and even change as the sport grows. It may be a group of Dragon Boat crews or a Regional group; a Festival Organisation or Chinese Cultural Group; a private or public organisation or a combination of such organisations. The EDBF classes of membership as laid down in Article 4.2- 4.7 of the Statutes acknowledge this wide variety of organisations and are applicable as follows:

**12.3 Governing Member Associations.** Are those autonomous dragon boating organisations (generally known as Dragon Boat Associations or Federations) which group together the majority of bona fide Dragon Boat Clubs in the their own country, with the object of practising the sport and holding regular dragon boat competitions at national level.

An EDBF Governing Association is defined as one that is not part of another Governing Body of Sport. (for example, other water sports governing bodies like Canoeing or Rowing or a sports body that does not have a direct interest in water sports).

An EDBF Governing Association will be expected to have a Constitution in line with one of the 'model constitutions' laid down by the International Dragon Boat Federation (EDBF) and have in its membership Dragon Boat Clubs and/or regional associations, whose own Constitutions are consistent with those of the Governing Association concerned. (Draft Model Statutes and Bye-Laws are contained in the EDBF Members Handbook).

**12.3.1. Full Membership.** Full Membership of the EDBF is designed for fully constituted Governing Bodies for the sport and will only be given to those Governing Associations who comply with the conditions of Articles 4.3 and 5 of the EDBF Statutes.

**12.3.2.** As required by Article 4.3, applicants for Full Membership of the EDBF will be required to provide proof of the status of their member Dragon Boat Clubs and of their authority as a Governing Body for dragon boating, through documentary evidence of their recognition, as described in Bye-Laws 12.3.4.

**12.3.3 Basic Membership.** Basic Membership of the EDBF is reserved for those groups in which autonomous Dragon Boat Clubs have a controlling interest but which have not fully satisfied the conditions for Full Membership (Article 4.3.2 refers). For Basic Membership to be granted, a dragon boat group must have at least three (3) dragon boat clubs as described in Bye-Law 12.4, in their own membership.

**12.4 Dragon Boat Clubs.** For the purpose of Article 4.3 of the Statutes, a bona fide Dragon Boat Club is defined as being a Crew or group of Crews which have a formal Sports Club Constitution which, in general terms, shows that the Club's individual members are responsible for the Club's affairs; that they elect representatives to their Governing Dragon Boat Association; that they elect Club Officers and Officials to manage the affairs of their Club; that the Club keeps properly maintained and controlled accounts; that the Aims and Objectives of the Club and its Constitution or Statutes, are consistent with those of their own Governing Dragon Boat Association, where one exists and where appropriate, the EDBF.

**12.5 Club Members.** Independent Dragon Boat Clubs in countries where an EDBF Governing Member does not exist (or is not in membership of the EDBF) may join the EDBF as individual Club Members, under Article 4.4 of the Statutes, until such time as there are three such Club Members for a particular country, when a National Governing Association Steering Committee should be formed. When there are four such Club Members in a Governing Association, then EDBF Club Membership will cease and the Clubs concerned must form a Governing Dragon Boat Association and re-apply for EDBF Membership as a Governing Member Association (Article 4.4.2 refers).

**12.6 Associate Members.** EDBF Associate Membership, as provided for under

Article 4.5 of the Statutes, is primarily designed to enable those organisations with an active interest in Dragon Boat Racing, for example, a Festival Organiser or a non-autonomous Dragon Boat Association (DBA) (see BL 12.7) who are domiciled in a country where no EDBF autonomous DBA exists, to be represented at EDBF level and take part in the sport internationally.

**12.6.1.** Where the EDBF Member is a Full or Basic Member, that is, a Governing Member, then EDBF Associate Membership shall be restricted to Dragon Boat Festival or International Race Organisers, approved and recommended by their EDBF Member, see also Bye-Law 12.6.2

**12.6.2** When an autonomous DBA is formed in a country where an EDBF Associate Member exists, then the Associate Members rights of EDBF Membership will cease in favour of the autonomous DBA. The EDBF recognises that a group or organisation responsible for the initial development of the sport, may be replaced by an autonomous DBA. In such cases if the group concerned is a Festival Event Organiser then, at the annual discretion of the EDBF Executive Committee, Associate Membership can continue for a maximum period of 5 years, after which time 12.6.1 above will apply.

By exception, and on a recommendation from the EDBF Executive Committee the EDBF Council may consider giving Associate Membership to a single Dragon Boat Club in a country or territory where no other dragon boat organisation is based or where such an organisation is not in membership of the EDBF.

**12.6.4 Supporting Members (Affiliates).** EDBF Supporting (Affiliate) Membership, as provided for under Article 4.6 of the EDBF Statutes, is primarily designed to enable those organisations with an interest or involvement in Dragon Boat Racing, who are domiciled in a country where an EDBF Governing Member does not exist, to be represented.

a. The EDBF Council may therefore offer to a non Dragon Boat organisation with an active interest in the sport and to an International Sports Federation (ISF) that is NOT active in the sport, EDBF Supporting Membership.

b. The EDBF classifies all Members of other organisations and ISFs, as non-autonomous dragon boat groups (see BL 12.3.3 above and BL 12.7 below).

**12.6.5** Where a Governing Member does exist in a country, Supporting Membership of the EDBF shall be restricted to International Event Organisers and non-dragon boat based organisations recommended by the EDBF Governing Member of the country concerned.

**12.7** A Dragon Boat Association or an independent Dragon Boat Club, joining the EDBF after 1<sup>st</sup> January 1997, that is in membership of another governing body of sport, or has formal or informal status within another governing body of sport; or is affiliated or associated with, or subservient to or financial supportive of or by, another governing body of sport; or that has links with a governing body of sport that does not recognise Dragon Boat Racing as an independent competitive sport; shall only be entitled to Associate Membership of the EDBF, Amendment 1/97 of the Statutes accepted – see Article 4.5.

**12.8** Any EDBF Governing Member Association that changes its status in any of the above ways will cease to be an EDBF Governing Member and will only be entitled to Associate Membership, as such a voluntary change of internal status will *classify the Member concerned as 'non-autonomous' under these Bye-Laws and Bye-Law 12.10 will apply.* For the purposes of Amendment 1/97 such a change of status will be considered to be a cessation of Membership.

**12.9 Non EDBF Member Dragon Boat Associations.** Article 7.4 of the Statutes notwithstanding, where a Dragon Boat Association exists (autonomous or not) that is not in EDBF membership, the Council reserves the right to offer EDBF Membership, as appropriate, to any other Dragon Boat organisations in the country concerned.

**12.10 Temporary and Provisional Membership.** The EDBF Executive Committee may, at its absolute discretion, accept into **Temporary Membership** of the EDBF (Article 4.7 of the Statutes refers) an organisation with an interest (active or not) in dragon boating, whilst enquiries into the bona fides of the applicant are conducted by the EDBF Secretary-General, *see BL 12.11*, to ensure that the applicant satisfies the criteria for membership as laid down in the Statutes and Bye-Laws

a. All such Temporary Membership shall be ratified by the EDBF Council (Article 5.11) and shall remain in effect until the next meeting of the EDBF Congress, when the applicant for membership will be subject to approval by formal election.

b. The Congress may, at its absolute discretion under Article 5.11 of the Statutes, reject any Temporary EDBF Membership, given by the Council or give its final approval for the EDBF membership class proposed, by a majority vote of the delegates present.

**12.10.1** An EDBF Temporary Member classified by the EDBF Executive Committee as an autonomous DBA, as described in these Bye-Laws, may subsequently be offered EDBF **Provisional Membership** by the EDBF Council which shall remain in effect until the next meeting of the EDBF Congress, when the application for EDBF Membership will be considered under Article 4.3 of the Statutes.

a. The Congress may at its absolute discretion reject the application for Membership or extend the Provisional Membership or give its final approval for Membership, by a majority vote of the delegates present. In the event that the Congress extends a Provisional Membership, the Member concerned shall be accorded the same representation rights within the EDBF as a Basic Member.

**12.10.2** An EDBF Temporary Member classified by the Executive Committee as a non- autonomous DBA; Festival Organiser or other type of organisation, as described in Bye-Law 12.6.4, may at the absolute discretion of the EDBF Council be offered EDBF **Associate or Supporting Membership** as allowed for under Articles 4.5 and 4.6 of the EDBF Statutes.

**Observer Status.** An EDBF Temporary or Provisional Member or an organisation considering joining the EDBF may be granted 'observer' status by the Executive Committee for attendance at a Congress. This status shall not carry any right to speak except at the invitation of the President. The status of Observer will normally only be granted for one (1) Congress unless the Council feels it necessary to prolong such a status.

**12.10.4** A Temporary or Provisional Member may not be represented in the EDBF Congress at which its Membership status is being considered or discussed, other than to reply to specific questions by invitation, until after it has been elected as a Member of the Federation.

**12.11 New Members.** Investigations as to the bona-fides of any applicant organisation, as required under Article 5 of the Statutes, shall be conducted by the Secretariat or a 'Membership Committee' set up by the Executive Committee, specifically for the purpose, and under the control of the Secretary-General. In order for applications to be fully considered by the EDBF Executive Committee and the Council membership forms and supporting documentation, should be submitted

to the Secretary- General, as prescribed in Article 5.1, at least six (6) months before the date of the Congress at which the final approval for membership will be sought.

**12.12 Renewal of Membership.** An applicant once finally approved for EDBF Membership by a Congress, shall renew its membership on an annual basis on the 1<sup>st</sup> January each year and confirm, by signature on the Membership Application Form, that it remains fully in compliance with the conditions of membership laid down in the EDBF Statutes and Bye-Laws but especially for the category of membership held.

**12.13** An EDBF Member that has not renewed its Membership by 60 days from the invoice in a given year may be recommended for suspension from membership, by the Executive Committee to the Council under Article 6.2 of the Statutes.

**12.14** A Member will be deemed to have forfeited all rights and claims to EDBF Membership if a renewal of membership and subscription has not been received by the 31<sup>st</sup> March in a given year. Any subsequent application for renewal of membership shall be dealt with by the Executive Committee as for Bye-Laws 12.10 or 12.15 -12.17, as appropriate.

**12.15 Temporary Suspension of Membership.** If at the time of a membership renewal the EDBF Finance Committee is of the opinion that the Member concerned is no longer financially viable or does not fulfil the criteria for the category of membership to which the Member belongs, the Executive Committee may temporarily suspend the Member from Membership until the next Council meeting.

a. The Council will review the temporary suspension and may then revoke the suspension or confirm it, in which case it shall remain in place until such time as the Member concerned has proved to the satisfaction of the Council, its Status and Authority within its own country.

**12.16** In the event that the Member concerned does not do this within a given period of time, notified by the Executive Committee in writing to the member, the Council shall continue the suspension and may refer the matter back to the Executive Committee for further investigation. At any time the Council can table a motion to a Congress calling for the expulsion of the suspended member, from EDBF Membership, under Article 16.4 of the Statutes.

**12.17 Conditions of Suspension and Expulsion.** The conditions of Suspension and Expulsion, as they apply to renewals of Membership are shown in Article 16.3 of the Statutes and Bye-Law 8 (all other conditions shown under Article 16 apply in cases requiring disciplinary action to be taken). An EDBF Member suspended under these Membership Bye-Laws may give notice of resignation from EDBF Membership, at any time under Article 5.12 of the EDBF Statutes.

**12.18 Resignation.** A Member may give the Executive Committee, notice of resignation from EDBF Membership, at any time under Article 5.12 of the EDBF Statutes, provided that at the time of resignation the member has no outstanding liabilities to the Federation and is at the time a fully paid-up Member. Such a resignation shall take immediate effect.

**12.19 Subscriptions.** New applications for EDBF Membership are to be sent to the Secretary-General, with a cheque made out to the EDBF for 50 Euro. This sum shall be considered as a Joining Fee to cover the administration costs of processing the application and is not the first membership fee payment, which will be due only after the candidate joins the Federation following a formal vote of the Congress.

**12.20** A Temporary Membership fee, equivalent to the class of membership offered, may or may not be charged to Temporary Members, at the discretion of the Executive Committee.

**12.21** All Members of the EDBF shall pay an annual subscription, in accordance with Article 6.1 of the Statutes.

**12.22** The amount of the subscription shall be decided by each Congress on, a proposal from the Council and shall fall due of the 1<sup>st</sup> January in the succeeding year. The EDBF Council may introduce subscription discounts and surcharges, from time to time, as it sees fit.

**12.23** A 10% (ten percent) surcharge to the annual subscription fee may be added, by a formal vote of the Council, as a Members contribution to the production and distribution costs of any official newsletter or magazine produced by the EDBF. In return for this support Members will be circulated with an agreed number of free of charge copies of each such publication.

**12.24** Should a Congress not be held in any one or more years, the same rates of subscription shall become due on the 1<sup>st</sup> January as was due in the previous year. Members shall only be financially bound within the limits of their annual subscriptions to the EDBF.

### **Bye-Law 13 - PREPARATION & ORGANISATION OF AN EDBF CHAMPIONSHIPS**

**13.1** Shown in the Annex to this Bye-Law are the full details of the Bidding System for EDBF Members wishing to hold a European Championships and the term and conditions attached to the holding of such a championship. Bids for an EDBF European Nations Championships, as opposed to a Club Crew Championships, will generally only be accepted from an EDBF Full Member. (See paragraph 13.3 and paragraph 3 and 4 of the Annex for exceptions).

The following areas of preparation and organisation must be guaranteed, on behalf of the Organising Committee of a European Championships Regatta, by the Governing Association in the country where the event will take place:

**13.2.1** That the technical requirements of the EDBF in respect of the Regatta Course will be fully complied with and that full plans and any relevant illustrations of the Course will be submitted with the Formal Application.

**13.2.2** That food and accommodation, to an acceptable standard and at an agreed cost, will be provided for competitors; team officials; coaches; race officials; official guests and media representatives. That, if requested, transport will be provided to cater for the needs of those participants and team supporters attending the championships, at a reasonable cost.

**13.2.3** That facilities of an acceptable standard and cost will be provided for media representatives. That medical and sanitary facilities will be to a standard approved by the EDBF Sports Medicine & Science Commission and that the details of any other events planned to take place in conjunction with the championships are notified to and agreed with the EDBF Executive Committee.

**13.3** Prior to making a formal application for a championships the Governing Association or where one does not exist, the organising committee shall be obliged to arrange for a member of the EDBF Competition & Special Events Commission to acquaint themselves with the proposed venue and



facilities and to assess the ability of applicant to stage the event. A report on the venue will then be given to the Executive Committee, who will determine if the formal application can be submitted for ratification by the EDBF Council and approval of the Congress. .

**13.3.1** Bye-Law 13.3 may be relaxed when the applicant is a Full EDBF Member and the venue and facilities available are already known to the Executive Committee. All other applicants must comply with paragraph 13.3 before a bid will be ratified for submission to the EDBF Annual Congress.

**13.4** Prior to the championships the Governing Association and Championships Organising Committee, if required by the EDBF Executive Committee, shall jointly host an EDBF delegation, which shall not exceed three (3) persons, to check at least once, the facilities at the regatta site, any proposed transport system and the arrangements for food and accommodation. Discussions on the general organisation shall also take place. The cost of the travel, food and accommodation for the members of the delegation shall be borne by the Organising Committee.

**13.5** The Championships Organising Committee shall be responsible for providing full Executive Committee and accommodation for the Competition Committee and members of the EDBF Jury. The EDBF Controlling Association shall be required to forward, or give, to the EDBF Executive Committee a report on the conduct of the championships after the event.

**13.6** The summary time-table for the bidding process is as follows:

13.6.1 **Intended Bid** - by 31st March three (3) years before the championships to the EDBF Secretary-General.

5.2 **Formal Bid** - by 31st March two (2) years before the championships to the EDBF Secretary-General

5.3 **Bid Presentation** - on the date of the EDBF Congress, two (2) years before the championships date.

5.4 **Full Presentation** - twelve (12) months before the championships date to the EDBF Council and Congress.

13.6.5 **Site Inspection** - if necessary, at the latest eight (8) months before the championships date.

#### **Bye-Law 14 - OFFICIAL EDBF LANGUAGE.**

**14.1** The Official Language of the EDBF, as laid down in Article ..... of the Statutes, is English. In the event that there is a discrepancy between any EDBF and IDBF documents, which may be published in English and Chinese, the English version shall take preference.

**14.2** SPARE

**Bye-Law 15 - AMENDMENTS; ADDITIONS; APPEALS and MOTIONS.**

**15.1** Amendments and additions to these Bye-Laws shall be drawn up by the Executive Committee and effected by the Council, from time to time, as authorised under Articles 9.13 and 10.2, of the EDBF Statutes.

**15.2** Appeals against the decisions taken under Articles 9.13 and 10.2 by the Council and the Executive Committee respectively, or Motions as shown in Article 8.9 of the Statutes, may be made by an EDBF Member on the occasion of a Congress following such decisions and provided that the Member or Members concerned are in full compliance with the EDBF Statutes and Bye-Laws concerning membership, throughout the appeal or motion period.

**Bye-Law 16 – Spare**

**Bye-Law 17 - Spare**

**Bye-Law 18 -Spare**

**Bye-Law 19 - CONCLUDING PROVISIONS**

**19.1** The Annexes to these Bye-Laws form part of the Bye-Laws to which they refer and as such they should be read in conjunction with them. An Annex carries the same authority as the EDBF Bye-Law to which it relates.

**19.2** The draft EDBF Bye-Laws as were approved in principle by the EDBF Annual Congress, on 20<sup>th</sup> November 1999 and subsequently adopted with Edition 2 of the Statutes. The EDBF Bye-Laws were further amended and re-adopted by the Extraordinary Congress of the EDBF, held in Amsterdam on 4<sup>th</sup> March 2000 and became effective as part of the Statutes 3<sup>rd</sup> Edition from that date.

**19.3** The EDBF Bye-Laws, 4<sup>th</sup> Edition, as now prescribed, were approved and adopted by the Extraordinary Congress of the EDBF held in Windsor, England on 16<sup>th</sup> November 2002 and became fully effective from that date.

**19.4** *The 5<sup>th</sup> Edition of the EDBF Bye-Laws were amended by the 2005 AGA on the 26<sup>th</sup> November 2005, held in Vienna, Austria, concerning creation of the position of EDBF President (Bye-Laws 4 and 11) and became fully effective from that date.*

**19.5** *This 6<sup>th</sup> Edition of the EDBF Bye-Laws were amended by the EDBF Council on the 27<sup>th</sup> February 2018, held in Conference Call, concerning the alignment of the EDBF bye laws with the EDBF Statute and became fully effective from that date*

**ANNEX to BYE-LAW 5.6**

**MARKETING AND MEDIA COMMISSION - SPONSORSHIP AND MEDIA DIRECTIVE.**

1. **Scope.** This Directive is issued in compliance with Bye-Law 5.11 and lays down the terms and conditions appertaining to Sanctioning Fees, Bonds Commercial Sponsorship; and Television rights for EDBF Championships. The details of any contracts covering such matters shall be finalised with the EDBF Executive Committee, through the Marketing Commission.

2. **Sanctioning Fees and Bonds.** The Organising Committee of an EDBF Championships shall pay to the EDBF Executive Committee a sanctioning fee, based on the status of the Championships. In addition the Organising Committee shall be required to pay a Championship 'Bond' to the EDBF, which shall be twice the amount of the Sanctioning Fee. The Bond will be returnable to the Organising Committee after the Championship has been held, subject to the satisfactory discharge of the terms and conditions set in the Contract of Indemnity signed between the EDBF, the Organising Committee and the EDBF Member in the country where the Championship is being held.

2.1 In the event that the Championship does not take place, at the agreed time and place, the Championship Bond will be retained in full, by the EDBF.

3. **Commercial Sponsorship - Sponsorship Areas.** For a European National Team Dragon Boat Championships or European Club Crew Championships the EDBF Executive Committee reserves the right to allow sponsorship for any or all of the following:

- 3.1 Advertising Executive Committees on or around the Championships venue.
- 3.2 Supply of and sponsors name and logo on Competitors paddles.
- 3.3 Sponsors flags and banners on or around the Championship venue.
- 3.4 Advertising in the Championships Programme.
- 3.5 Presentations in conjunction with Medal Ceremonies.
- 3.6 Sponsorship of Championships souvenirs and memorabilia.
- 3.7 Title sponsorship of a Championships event.

4. **Agencies.** The EDBF reserves the right to appoint an Agent to raise money or sponsorship for a European Championships and shall allow a Championships Organiser to do the same. The EDBF Marketing & Media Commission may act on behalf of the EDBF Executive Committee in all negotiations with potential Agents and the Championships Organisers.

5. **Title Sponsorship.** In the event that an Organising Committee gains major sponsorship for a its event, the EDBF Executive Committee shall permit the sponsor to have 'Title' to the Championships. The Title Sponsorship shall be subject to an agreed percentage of the sponsorship being paid directly to the EDBF Executive Committee for and on behalf of the Federation.

6. In the event that the EDBF or its agents, or an EDBF Member, gains sponsorship for an EDBF event, an agreed percentage of any cash shall be allocated to the Organising Committee, to offset the costs of hosting the competing crews and officials. Similarly, any sponsorship gained through the joint efforts of the EDBF, its Members and an Organising Committee, shall also be divided on a percentage basis between the parties concerned.

7. **Television Rights.** In the event of an Event Organising Committee, the EDBF, its agents or Members, negotiating television coverage of an event, for which a broadcasting fee is paid, an agreed percentage of the fee shall remain with the EDBF Executive Committee.

8. When such a contract is secured an EDBF representative must be involved in all contractual discussions and the signed contract must bear the signature of the EDBF Chair Holder or the Chair Holder of the EDBF Marketing and Media Commission.

### ANNEX TO BYE-LAW 13

#### BIDDING SYSTEM FOR EDBF CHAMPIONSHIPS

1. This Annex is published under Bye-Law 5.11. The EDBF Congress has presently sanctioned two types of EDBF Dragon Boat Championships, namely:

1.1 **The EDBF European Dragon Boat Championships**, which are designed for crews representing their countries as **'National Crews'** - that is, crews who have been selected by an EDBF Governing Member on a National basis.

1.2 **The EDBF European Club Crew Championships**, which are designed for crews representing themselves as **'Club Crews'** - that is, crews sanctioned by an EDBF Member but not selected by them on a National basis.

2. An EDBF Championship is held every year, normally on the first full weekend in September, with the **European Dragon Boat Championships** held on EVEN years, 2000 and 2002, for example and the **European Club Crew Championships** held on ODD years, that is 2001 and 2003 for example.

3. **European Nations Championships (ENC)**, can only be organised by (or through) an EDBF Governing Member, or by a special motion of the Council, an EDBF Club or Associate Member. EDBC must be conducted under full EDBF Competition Regulations and Rules of Racing and are only open to National Crews from EDBF Governing Member countries, through which all entries must be made.

4. **European Club Crew Championships (ECCC)**, may be organised by non EDBF Members, for example a Dragon Boat Festival, and crews from non-member countries may take part. However, all bids for a ECCC and all entries to it, must be sanctioned by an EDBF Member in countries where one exists. A ECCC may be conducted the under local Regulations tempered by EDBF Competition Regulations appropriate to the race location but an ECCC must follow the EDBF Rules of Racing.

#### **BIDDING PROCEDURES:**

5. **Intended Bid.** Minimum of **3 years** before the date proposed for the EDBF Championships, the Championships Organisers should notify the EDBF Secretary-General, through the appropriate **EDBF Member**, of the Intended Bid

5.1 **Formal Bid.** Before the 31st March of the year which is **2 years** before the date of the planned championships a **FORMAL BID** must be made, in writing, to the Secretary-General, again through the appropriate **EDBF Member**.

5.2 **Bid Presentation.** At the time of the EDBF Congress held in the Formal Bid year, that is **22 months** before the date of the championships, a **BID PRESENTATION** must be made to the Assembly

Delegates, who may accept or reject the bid, subject to contract (see paragraph 6 below). The Bid Presentation Team should consist of representatives from the Championships Organisers and the EDBF Member heading the bid and, if appropriate, sponsors and civic representatives associated with the planned event.

5.3 The Bid Presentation should not take longer than 15 minutes and should, ideally consist of a 5-8 minute video presentation giving basic details of the venue for the championships; support services and logistical arrangements; plus a short introduction to the country and region, in which the event will take place.

5.4 The video presentation should be followed by a brief verbal presentation, which should cover the event technical arrangements and outline costing, plus details of any hosting planned for the Teams. A brochure containing as much detail as possible, on all the areas covered in the presentations, should be provided for the EDBF Council Members; Assembly Delegates and EDBF Member countries.

#### **FULL PRESENTATION AND SITE INSPECTION.**

6. **Full Presentation.** Once a Championships Bid has been approved by an EDBF Congress, the Championships Organising Committee will be required to agree and sign an Indemnity Contract with the EDBF along the lines of the draft contract shown at Appendix 1. The Championships Organisers must also prepare and give a FULL PRESENTATION to the EDBF Executive Committee, confirming all the details and arrangements for the championships. The Full Presentation must take place no later than **12 months** before the championships.

7. **Site Inspection.** Following the Full Presentation and no later than **8 months** before the actual championships, a SITE INSPECTION, if required by the Executive Committee, is to be carried out by Members of the EDBF Council (see EDBF Competition Regulation 13) and final arrangements for the event agreed between the Organisers and the EDBF. This inspection shall be at the cost of the Championships Organising Committee. **The Site Inspection and the Full Presentation can take place at the same time.**

7.1 **Final Confirmation.** The final allocation of an EDBF Championship will not be confirmed until the Executive Committee have received a satisfactory Site Inspection Report.

7.2 In the event that the procedures laid down in the Bye-Laws and this Annex, are not complied with by an Organising Committee for an EDBF Championship, to the satisfaction of the EDBF Executive Committee, then the EDBF Congress is not bound by any approval of that Championship, previously made.

7.3 In such circumstances the award of the Championship concerned will not be finally confirmed by the EDBF Executive Committee and a contract, between the EDBF and the Organising Committee in question, to stage the Championships in question, will not exist. All Bonds and Sanctioning Fees held by the EDBF will be retained.

8. **Summary Time-Table.** Based on a championships planned for September 2023, the time-table for the bidding process and the confirmation of a bid is as follows:

- 8.1 **Intended Bid** - 3 years before to Secretary-General. (March 2020)
- 8.2 **Formal Bid** - 2 years before to Secretary-General. (March 2021)
- 8.3 **Bid Presentation** - 2 years before to EDBF Assembly (July/Sept. 2021)
- 8.4 **Full Presentation** -12 months before to EDBF Executive Committee (July/Sept. 2022)
- 8.5 **Site Inspection** - 8 months before by EDBF Council (Dicember 2022)

#### **BIDDING GUIDELINES.**

9. The following “bullet points” are listed to assist potential championships bidders to provide the right information at the right time in the Bidding Process and to facilitate thorough consideration by the EDBF Executive Committee and Council of a championships bid.

9.1 **Intended Bids.** should contain information under the following headings:

- (1) Details of the EDBF Member heading the bid.
- (2) Details of the Championships Organisers.
- (3) Proposed location for and dates of the Championships.

9.2 **Formal Bids.** should contain information under the following headings:

- (1) Confirmed location for and dates of the Championships.
- (2) Contact names and addresses of EDBF Member representatives.
- (3) Details of key executives on the Organising Committee.
- (4) Outline information on potential sponsors and other agencies involved.

9.3 **Bid Presentations.** should contain information

- (1) Details on the country and region hosting the Championships.
- (2) Details on of any previous international events organised.
- (3) Details on the Organising Committee and key people involved.
- (4) Details on the logistical; hosting arrangements and outline costs.
- (5) Details on the facilities and site layout of the Regatta venue.
- (6) Details of any potential sponsors or other supporting agencies.

9.4 **Full Presentations.** shall confirm the detail of the items covered by the Bid Presentation and additionally contain information under the following headings:

- (1) Planned media coverage and arrangements made for the media.
- (2) Merchandising and marketing plans for the Championships.
- (3) Competition details and provisional programme of events.
- (4) Championships promotional plans and information packages.
- (5) Details of the final budget, hosting arrangements and costs.
- (6) Details of all venue facilities in situ, planned or intended.

## ORGANISING CRITERIA

10. Organisations intending to bid for a **ENC must** comply with the Organising Criteria that follow, except for those annotated as “desirable” or “optional” in which case their non-provision is subject to agreement with the EDBF Council. Those bidding for a **ECCC should** comply where at all possible with the same criteria.

11. **Detailed Plans.** The criteria outlined in the following paragraphs should form the basis of the detailed plans for a Dragon Boat Championships. The detailed plans should include all aspects of the organisation, hosting and financial arrangements for the Championships. The detailed plans should be discussed with the EDBF Executive Committee as part of the Full Presentation made by the Championships Organisers (see paragraphs 8 and 9.4) **The IDBF Championships Organisers Handbook (available from the EDBF Secretariat)** should be read in conjunction with this Annex.

### Technical Organisation.

12. **Requirements.** The Championships Organisers shall provide the equipment; racing course and technical facilities laid down in the EDBF Competition Regulations and shall comply with the requirements of the EDBF Racing Rules.

13. **Schedules.** The technical officials for a European Championship and the Programme of Races shall be as agreed with the EDBF Executive Committee.

14. **Control.** The Championships Organisers shall be subject to the control of the EDBF Executive Committee, who shall exercise this control through the EDBF President and the Chairholder of the Competition and Special Events Commission (Comspec).

15. **Officials.** All Technical Race Officials shall be approved and appointed by the EDBF Race Officials Secretariat (ROS) through Comspec. Supporting Officials may be appointed by the EDBF Member associated with the Championships.

### Finance / Sponsorship / Media.

16. **Funding.** It is the responsibility of the Championships Organisers to fully fund the costs of staging an EDBF Dragon Boat Championships, to the minimum standards required, including the hosting of any EDBF Meetings held in conjunction with the event. Organisers must have adequate event insurance, ideally to include indemnity cover for a late cancellation, to reimburse in part or full, air fare costs already incurred by Teams or crews.

17. **Charges.** Race Entry Fees may be charged to the competing crews, with the prior agreement of the EDBF Executive Committee. This entry fee may include a small administrative fee, to cover such items as identity documents for all Team Members and Officials. When some or all of the costs of internal transport and accommodation is being fully met by the competing crews (see Hosting and Support Services below) then the detail costing and budget for the Championships must be notified to the EDBF Executive Committee for discussion and prior agreement concerning these areas of expenditure.

18. **Sponsorship and Sanctioning Fees.** For EDBF Championships conditions regarding sponsorship, advertising, media coverage and general publicity, are subject to negotiation with the

EDBF Executive Committee. For further details on these matters, see Bye-Law 5.6 and the Annex to Bye-Law 5.11. Competition Regulations 7.2 to 7.4, also refer.

#### **Hosting and Support Services.**

19. **General Terms.** It is highly desirable that the Hosting and Support Services detailed below, are provided and all race officials. If this is not possible a Hosting Fee may be charged to Teams and Officials based on an inclusive cost, per person, per day, as agreed with the Executive Committee under paragraph 17 above. When a Hosting Fee is charged the maximum deposit shall be 10% of the total, payable no more than three (3) months in advance. A deposit should not normally be paid unless the Event Organisers are required to pay such a deposit to a third party.

20. **Accommodation.** Accommodation of a standard acceptable to the EDBF, shall be provided, for a minimum period of three (3) nights (Friday to Sunday inclusive) . (For EDBF Delegates and Officials see paragraphs 28 and 29). Additional people and days may be charged at rates laid down by the Championships Organisers.

21. **Transport.** All transport for competing teams and race officials, if requested, shall be provided, from the nearest points of entry into the country concerned to the Championships location; between Teams/Officials accommodation and the Regatta site; for all official functions during the Championships and from the Championships location to the nearest points of departure from the country concerned. The cost of such transport may be included in the Hosting Fee.

22. **Medical and Rest Facilities.** Adequate medical; changing and toilet facilities must be provided, at the Regatta Site, for all competitors; officials; guests and team supporters. In addition drug testing facilities, when requested by the EDBF and team rest rooms (or a designated rest area) must be provided to a standard acceptable to the EDBF Executive Committee (see Competition Regulations 7.5 to 7.9 inclusive).

23. **Hospitality and Ceremonies.** It is highly desirable that the Organisers should provide Welcome and Farewell social functions for representatives of all competing teams, race officials, official guests and team supporters. As a minimum Opening and Closing Ceremonies and **Medal** Presentation Ceremonies are to be provided by the Championships Organisers, the format of which are to be approved by the EDBF Executive Committee. Included in such ceremonies must be the traditional activities associated with Dragon Boat Festivals, such as the Eye Dotting Ceremony, and the blessing of the Championships. For trophies and medals see Competition Regulations 7.11 to 7.14.

24. **Mementoes and Memorabilia (optional).** The Organisers may provide mementoes for participants and event memorabilia, as agreed with the EDBF Executive Committee.

25. **Media Facilities.** If finances and the scale of the Championships warrant it, a Media Centre, to include communications, administrative, information technology and reprographic systems for journalists, radio and television commentators should be provided, at the venue, as advised by the EDBF Marketing and Media Commission.

26. **Liaison Officers and Interpreters.** If requested by the competing crews or if felt necessary by the EDBF Member responsible for the event, the Championships Organisers shall provide, at least, a Liaison Officer for each competing Team, for the duration of their stay and an interpreter, if required, to accompany each Team during Race Days. The Liaison Officer and Interpreter may be one and the same person.



27. **EDBF Meetings and Costs.** The Championships Organisers shall provide facilities for the EDBF Council and Executive Committee, either or both of which may meet during an EDBF Championships. In addition facilities should also be provided for meetings of the EDBF Commissions, if requested. The locations and facilities for EDBF Meetings are to be agreed with the EDBF Secretary-General and approved by the EDBF Chairholder. The costs associated with the facilities required for EDBF Meetings shall be met by the EDBF Member responsible for the Championship concerned.

28 **EDBF Delegates.** EDBF Delegates to any EDBF meeting, shall, as a minimum, be entitled to the same hosting arrangements and charges as those offered to competing teams and race officials but with the exception that an additional days hosting shall be offered to the Delegates to enable them to attend EDBF meetings.

29. **Technical Race Officials.** Technical Race Officials shall be hosted under the same arrangements as those offered to competing teams, with the exception that, in accordance with Bye-Law 13.5, the Championships Organisers shall be responsible for providing full Executive Committee and accommodation for the Members of the EDBF Jury and the Competition Committee. Under Bye-Law 13.4 such hosting will also be provided for the EDBF Officials carrying out the final **Site Inspection** of the Championships facilities.

**European Dragon Boat Federation**

**EXAMPLE OF A CONTRACT AND DECLARATION OF INDEMNITY**

between

\_\_\_\_\_

**(name of the Organising Committee)**

and the Executive Committee of the EDBF for the organisation of and financial responsibility for the

\_\_\_\_\_

**(enter the number, title and year of the EDBF World or Club Crew Championships)**

to be held from \_\_\_\_\_ to \_\_\_\_\_ at the

\_\_\_\_\_

(name and location of the Championships Regatta Site)

We the undersigned, on behalf of the Organising Committee of the

\_\_\_\_\_

(enter here the details of the event e.g. 3<sup>rd</sup> EDBF World Dragon Boat Racing Championships)

and the EDBF Member Association with responsibility for the conduct of the said Championship, hereby accept this document as a contract between the EDBF and the said Organising Committee concerning the EDBF terms and conditions for staging the EDBF Championships as detailed herein.

We confirm that the Organising Committee named and the EDBF Member Association concerned, absolves the EDBF, its representatives Officers and agents (other than the Organising Committee) from any and all organisational or financial responsibility for the conduct of the said EDBF Championships and that each and every bill relating to the Championships will be paid in full by the Organising Committee named above without recourse to the EDBF for financial assistance.

The Organising Committee further confirms that all Sanctioning Fees and Bonds, as laid down by the EDBF Executive Committee, will be paid in full, as and when due and that the terms and conditions of the Bidding System for EDBF Championships, as published in the EDBF Bye-Laws, will be fully

**EUROPEAN DRAGON BOAT FEDERATION - BYE-LAWS**

complied with in respect of these Championships, as will those EDBF Competition Regulations and EDBF Rules of Racing that are appropriate to the Championships.

With regard to the EDBF Bye-Laws, it is clearly understood that until an EDBF Site Inspection has been carried out, as detailed in EDBF Bye-Law 13, or alternative arrangements made to satisfy the EDBF or its representatives, that the Organising Committee is operating on a sound organisational and financial basis, that in accordance with Bye-Law 13, the EDBF Executive Committee is not legally bound to confirm the award of the Championships named above to the said Organising Committee.

The Organising Committee further accepts that in the event of the cancellation of the said Championships through the failure of the EDBF Member Association, with responsible for the conduct of the Championships, to comply with the EDBF Bye-Laws or the Organising Committee to comply with the terms of Bye-Law 13, in the above circumstances or for any other reason whatsoever, that the EDBF its Officers, representatives and agents (other than the Organising Committee) will not be liable for any organisational or financial commitments entered into by the said Organising Committee, with regard to the Championships, or for any goods ordered, outstanding invoices or unpaid bills directly or indirectly related to the organisation of or delivery of services for the said Championships.

Signed \_\_\_\_\_  
For the Championships Organising Committee.      Dated \_\_\_\_\_  
Name \_\_\_\_\_  
Status \_\_\_\_\_ (on Organising  
Committee)

Please enclose a Proof of Authority to sign this declaration on behalf of the Organising Committee (for example a Executive Committee of Directors dated Minute).

Signed \_\_\_\_\_  
Name \_\_\_\_\_

Position in the Association \_\_\_\_\_  
For the EDBF Member Association \_\_\_\_\_ (name)      Date  
\_\_\_\_\_