

MANUAL

MANAGE A DRAGON BOAT CLUB



-

Dragon Boat Canada is a community.

This document was put together with input from some of our most successful clubs. We are all better when we help each other.

If you have suggestions for additions to this document, we welcome them. Please feel free to submit suggestions to director@dragonboat.ca.

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START A CLUB

PREAMBLE

The main goal of this document is to help you start and manage your own dragon boat club. This manual should be seen as a guide. This guide is an overview of important factors to consider in making your club a success. This manual is not exhaustive, as situations can differ from one place to another. Make sure to surround yourself with people with different perspectives, knowledge and experience, to assist with the aspects of building an outstanding club.

DRAGON-BOAT CANADA

Dragon Boat Canada (DBC) is the official governing body for the sport of dragon boat racing in Canada. We aspire to give dragon boat paddlers the resources they require to perform at their best. DBC is recognized internationally by the International Dragon Boat Federation (IDBF). DBC provides our athletes support and services designed in order to develop our sport.

DBC is responsible for all aspects of Canada's involvement on an international level, including

- Canada's participation in IDBF regulated events, such as: World Nations Cup, Club Crew World Championships.
- Its selection of host cities for the Canadian National Dragon Boat Championships and bids to become the host for an international event in Canada.
- Establishes selection criteria and runs trials to identify the National Team in all age classes and categories.
- Management of program design and logistics for national crew racing.
- Continuing to develop new services (athletes and coaches) for the future so new paddlers can train to be their best.
- Promote the values of dragon boat athleticism.
- Achieve success at the highest level of competition.
- Help athletes become icons in their communities to inspire others to pursue exceptional goals.

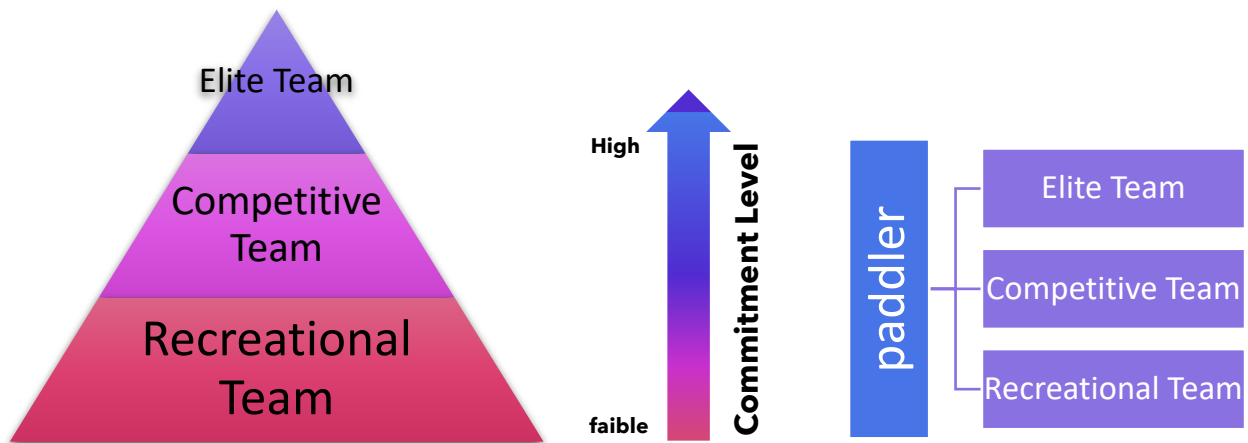


SET THE MISSION AND SHORT-TERM, MID-TERM, LONG-TERM GOALS

CLUB VS TEAMS

Clubs are usually made of many teams, but some clubs can also represent just one team. Plan in advance the structure of your club, and teams that will be part of it. This will help you determine the goals of your club and to recruit new members. A person (paddler) should have the option to choose a team of its level. A common progression would see a paddler starting with a recreational team, and then later joining an elite or a more competitive team. Teams within a club, regardless of their level, work together to recruit new paddlers for the whole club. A well-organized recruitment strategy will help grow the recreational teams as well as benefiting the elite or more competitive teams over time. It is not mandatory for a new paddler to join a recreational team at the beginning. They can start in a more competitive team if they want to be challenged.

To guarantee the long-term success of your club, create a culture of support, inclusiveness and cooperation. This will encourage all teams and paddlers to work towards the same goals.



RECREATIONAL / COMPETITIVE TEAMS

The draw for individuals to recreational teams may often be driven by interest in the sport, and seeking a social community. Recreational/introductory programs are a good opportunity for new paddlers to discover dragon boat and learn the basics. There are countless possibilities of team "personality". A team can decide to have paddlers only from a specific group of people (work colleagues from a specific business, workers from a specific area, people that were diagnosed with a specific condition, age group, etc.), to have X number of practices per week,



for duration Y, to participate in local races only, or international events for the more adventurous paddlers. The team “personality” shouldn’t be too precise (i.e.: women working in health services, aged between 25 and 40 years old) as it may limit recruitment. It may be advantageous for the team “personality” or culture to remain the same for a certain period so people can relate and be drawn to it. The culture or personality of a team may change in time to reflect new or changing members. It may also be useful to reassess the personality if the team finds itself having difficulty recruiting. It could be a good time for team members to meet and redefine the “personality”. Having a clearly identified “personality” will help paddlers find the team that fits their needs.

Competitive teams are very similar to recreational, but performance and results are more valued by the paddlers. They can also have a clearly defined “personality” or culture, as well as having some fitness or paddle competency requirements to be part of the team.

ELITE TEAMS

Club elite teams are for paddlers looking to train for performance. Elite teams are usually for a specific age group. They will also have a year-round training program, as well as having a group training in a paddling tank and/or weight training during the off-season. Elite team will very often race at national level, and even international level.



LEGAL STRUCTURE

Although DBC doesn't request clubs to be legally registered, many clubs will, according to the model that fits their needs. Each province/territory has their own legislation regarding the registration of sports clubs/association. It is very important to get the right information from a professional, so you choose the right structure from the beginning. Elements to look into before making a decision are, and not limited to, access to financial and human resources, goals of your club, etc. The most popular structures are societies, non-profit, and charities. Each structure has its own advantage. That is why it is important to consult experts (lawyers, accountants, notary, etc.).

Each structure also has their own obligations. Here is a non-exhaustive list of things to consider:

- Create articles of association and by-laws
- Create a Policy Manual that will include:
 - Code of Conduct
 - Discipline
 - Travel
 - Anti-Doping
 - Accessibility and Inclusivity
 - Harassment
 - Etc.
- Register the club to the business registrar of your province/territory
- Register to the provincial and federal taxes
- Register to source deduction (if you have employees)
- Produce the annual update for the business registrar, the income tax return
- Keep a register with proof of information included
- Present annual general assembly
- Name a board of directors
- Etc.



PLAN

From the start, surround yourself with the right partners. People that are as motivated as you are by this new project. People that you can trust and will take in charge different tasks.

– Individual performances are not the most important. We win and we lose as a team. – Zinedine Zidane

Also find professionals that will help you or can mentor you in the creation of your dragon boat club. Keep in mind that entrepreneurship (not limited to profit-oriented businesses, but also non-profit) requires not only some financial investment but also a lot of time. You have to be ready to devote a significant amount of time to work on this new project.

Don't forget to think about the unexpected.

COACH AND INSTRUCTOR COURSE

DBC offers a variety of certification courses made for dragon boat coaches and instructors. Identify people in your club that have shown interest to do one of those jobs, and check DBC web to find out the dates of the next course in your region. You can also reach out to DBC to get help connecting with individuals that may already be accredited.

INSTRUCTOR

The Instructor course is perfect for the individual who wants to learn more about steering a dragon boat, and how to instruct a team for corporate day events, school teams, and other teams that have just a few practices before their dragon boat first regatta. The course will get you familiar with steering techniques, provide ideas and suggestions on how to instruct new dragon boaters on how to paddle as a team, safety tips for entering and exiting the boat, being on the water, etc.

In order to become accredited with DBC, you must demonstrate your ability to steer a dragon boat, and also have current First Aid, Boat Smart certifications and successfully complete the course.

COMMUNITY COACHING

This course is intended for anyone interested in entry level coaching. It will introduce you to some concepts to give you all the tools you will need to coach a community team: safety, ethics in coaching, coach-athlete communication, basic dragon boat technique, basic physiological requirements of dragon boat racing, race planning, practice planning, etc.

In order to become accredited with DBC, you must demonstrate your ability to steer a dragon boat, and also have current First Aid, Boat Smart certifications and successfully complete the course.



COMPETITIVE COACHING 1

Prerequisite: *To attend the Competitive Coaching 1, it is mandatory to have the Community Coaching Certification.*

This two-day course is intended for any community coaching coaches looking to coach competitive crews training twice a week or more on and off the water, competing at provincial events, the National Championships and perhaps those considering vying for an entry to the Club Crew World Championships. After this course, coaches will have the tools to develop all aspects of year-round training programs including advanced technical instruction, principles of training, mental preparation, testing and selection, and much more.

In order to become accredited with DBC, you must demonstrate your ability to steer a dragon boat, and also have current First Aid, Boat Smart certifications and successfully complete the course.

COMPETITIVE COACHING 2

Prerequisite: *To attend the Competitive Coaching 2, it is mandatory to have the Competitive Coaching 1 Certification.*

Building on the concepts in Competitive Coaching 1, this course provides enhanced teaching in the areas of mental and physical training, race strategy, technical excellence, and much more.

In order to become accredited with DBC, you must demonstrate your ability to steer a dragon boat, and also have current First Aid, Boat Smart certifications and successfully complete the course.

MANAGER

It is important to have a manager, someone that will oversee the whole management and operations of the club. This individual may be volunteering or paid. Standard tasks for a club manager or administrator include such fundamentals as, accounting, customer service, operations, maintenance of the equipment, etc.

SECURITY

Depending on the location of your club, it might be necessary to have a 24-hour security plan. It is very important to analyze the risks related to your club location. It is also very important to put in place a safety plan that is made for your club (considering the specifics of your club location, etc.).

We invite you to consult the *Safety Guidelines* document that can be found on DBC website to help you identify the risks, how to prevent incidents, and how to make your safety plan.

Also think about water safety (motorboat), customer service, etc.



EQUIPMENT MAINTENANCE

As a club, you will need to rent or buy equipment (dragon boat, paddles, motorboats, dock, etc.) to operate. Either way, you will have to make sure to have someone within your club that has the skills and tools to repair and maintain club equipment. Broken equipment due to accident or lack of regular maintenance can impact your practice schedule and make members unhappy, or perhaps result in injuries. Safety has to be your priority.



REQUIRED EQUIPMENT

To be able to offer a dragon boat training, it is important to have access to a dragon boat, a steering oar, certified personal floatation devices and paddles for each participant. The dragon boat you will purchase, or rent will be used for your club training. Dragon boats are supplied at all races and festivals.

BUYING

Your club can decide to buy new or used dragon boats. It is very important to buy a boat that is recognized by the IDBF. It can be helpful to speak with other clubs and DBC to source used boats and equipment.

There are also resellers of dragon boats in Canada. DBC can connect you with boat distributors (new or slightly used).

Be sure to budget for paddles, life vests, nautical emergency kits, lamps, and any other accessories you will need to practice.

When buying, look at finding a local partner or a sponsor that will help you buy the equipment. Dragon boats are a great branding and marketing opportunity!

Check the website of the International Dragon Boat Federation¹ to see the most updated list of dragon boat manufacturers.

RENTING

It is possible to rent a boat from a supplier or another club. If you are looking at this option (short, mid or long term), make sure to discuss with the owner what happens in case of damage or loss of the boat (normal usage, or damage caused by an involuntary act), and who is responsible for repairing. Make sure to subscribe to an insurance in case of loss or vandalism make on the equipment.

Be sure to contact your insurance provider to ensure that you have appropriate coverage as a rental group.

MAINTENANCE, STORAGE, TRANSPORT

Whether you choose to buy or rent, it is important to think about boat maintenance. A regular and precise maintenance schedule must be followed. Make sure to have someone trusted that is able to complete necessary repairs and be responsible for regular equipment care.

¹ See Annex



Dragon boats are an expensive investment. In order to keep your dragon boat in excellent condition for many years, it is important to store it away from rain, snow, and protect it from harsh temperatures summer and winter.

If you buy a dragon boat, you may need to have access to a trailer to move your dragon boat from practice site to your winter storage.



LOCATION

CRITERIA FOR A GOOD CLUB LOCATION

It is important to analyze the water plan for the site you are looking at using, but also its surroundings. Things to consider include the water quality, the average depth (e.g., identify areas that are shallower, and include them in your emergency plan), water flow; but also think about the access to this location. Can it be reached by public transportation? Are there enough parking spots without disturbing the residents of the neighbourhood? Is there a cycling path nearby?

It is also important to think about safety. Is it possible to safely store the smaller items (paddles, life jackets, etc.) and to make them accessible quickly for training? Can you leave the dragon boat at the dock without fearing vandalism (for example, in a marina with a controlled access), or do you have to plan on anchoring the boat offshore?

Contact any local nautical clubs (sailing, rowing, marina). Maybe they are interested in having you join their club.

ACCESS & RIGHTS

It is important to contact the different authorities to make sure you can access the water plan and determine the limitations or fill in any requests they might have to abide by the rules.



LOGO AND NAME

Start by finding a club name. It is very important to check if the name meets the criteria and its availability with Dragon Boat Canada. Make sure it's not already used in Canada (and USA if your club decides to go in USA for some events). Think about a name that will make it easy for your community to find you on the web.

Once you have your name, you will need to design a club logo. On top of the full-colour version, think about having a black and white version only. Your logo will not only be visible on your shirts and web, but also on documents.

Consider creating a website, a Facebook page, an Instagram account, etc. Find someone that is good with social media and websites to make sure that your information gets out to the world and is current.



RECRUITMENT

Recruitment is essential to ensure the longevity of your club. Think about how you can present the sport to your community. Here are some ideas:

OPEN HOUSE

Make people aware of the existence of your club. At the beginning of the summer season, or during a weekend (it is harder to plan this activity in the middle of the summer because usually people already have their normal day life going on with vacations, cottage time and kids' sports and activities, etc.), have each member of your club invite people to come try dragon boat. As the sport will be new for most people, you can easily introduce the sport to a lot of people at the same time. Plan the day as a condensed dragon boat season, and a dragon boat festival. Start by creating teams, follow with an on land warm up for everyone. Then, bring the participants in the dragon boats and introduce them to basic paddling technique, how to improve, etc. End the day with some races between the teams. Give medals to the winning team, or the top 3. Have your club members, or other friends from other clubs, to help you staff this day. Be sure to identify people that showed interest in doing dragon boat on a more regular basis and get their contact information so you can keep them up to date on future club activities.

INTRODUCTION EVENINGS

Same idea as the Open House Day, but on a smaller scale. You can decide that every first Monday of the month will be open to introduce dragon boat to new paddlers. It is important to plan on having volunteers to fill in the boat or talk to the participants and identify the ones that would like to continue on a regular basis.

WORD OF MOUTH

Tell your members to proudly wear their team/club shirt when they go at the gym or do any other sports activities. It is a great way to get the word out and recruit new members.



REGISTRATION TO DBC

Clubs, festivals, and individuals can be a DBC member.

According to DBC By-Laws (see document on DBC website), all DBC club members can vote at the general assembly. DBC members also have access to an insurance program with preferential rates.

All DBC memberships need to be renewed yearly.

You can find in the Annexe, detailed explanations on how to register to DBC as a club or individual.

INSURANCE

BFL Canada and DBC are proud to offer to its members an insurance program with preferential rates for DBC member clubs, individuals and festivals.

For all the information, visit DBC website, [Insurance section](#).

FINANCE (FUNDRAISING OR SPONSOR)

To help you have a working capital, or to buy equipment, it is important to think about potential sponsors for your club, a donor strategy, or fundraising events.



ANNEXE A

REFERENCES FOR INCORPORATION

Alberta	www.alberta.ca/incorporate-alberta-corporation.aspx
British Columbia	www2.gov.bc.ca/gov/content/employment-business/business
Manitoba	companiesoffice.gov.mb.ca/index.html
New Brunswick	www2.snb.ca/content/snb/en/sites/corporate-registry.html
Newfoundland and Labrador	www.gov.nl.ca/dgsnl/registries/companies/corp-inc/
Northwest Territories	www.justice.gov.nt.ca/en/nwt-corporations/
Nova Scotia	beta.novascotia.ca/programs-and-services/registry-joint-stock-companies
Nunavut	http://nunavutlegalregistries.ca/cr_bca_territorial_en.shtml
Ontario	www.ontario.ca/page/start-dissolve-and-change-corporation
Prince Edward Island	www.princeedwardisland.ca/en/topic/business-start-and-entrepreneurship
Quebec	www.registreentreprises.gouv.qc.ca/en/demarrer/constituer-cie.aspx
Saskatchewan	www.isc.ca/CorporateRegistry/RegisteringaBusiness/Pages/default.aspx
Yukon	yukon.ca/en/doing-business/managing-societies-and-businesses

Source : <https://www.canada.ca/en/services/business/start/register-with-gov/register-corp/register-corp-prov.html>



OTHER USEFUL REFERENCES

IDBF - International Dragon Boat Federal: dragonboat.sport



ANNEXE C

ANNEXE C - HOW TO REGISTER A CLUB TO DBC?

ONLINE:

Registration.dragonboat.ca/clubAffiliation

STEP 1: SELECT "REGISTER MY NEW ORGANIZATION".

Dragon Boat Canada

Organisation Affiliation Find a member Log in English ▾

1 CREATE / FIND YOUR ORGANIZATION 2 CHOOSE THE CLUB MEMBERSHIP 3 PAY 4 CONFIRMATION

My organisation is already registered Register my new organisation


If your organisation already exists, you can search for it here.

Search your organisation name here. Find

Powered by **spardle**



STEP 2: FILL OUT THE FORM WITH REQUESTED INFO

 Dragon Boat Canada **Organisation Affiliation** | [Find a member](#) | [Log in](#) | [English](#) ▾

1
CREATE / FIND YOUR ORGANIZATION

2
CHOOSE THE CLUB MEMBERSHIP

3
PAY

4
CONFIRMATION

My organisation is already registered Register my new organisation

ⓘ Please fill out the form to start the affiliation process.

Basic information

Organization name* <input type="text"/>	Acronym* <input type="text"/>	Address* <input type="text"/>
Organization name (fr)* <input type="text"/>	Country* <input type="text" value="-Country-"/>	Province/Territory* <input type="text" value="-Province/Territory-"/>
Organization name (en)* <input type="text"/>	City <input type="text"/>	Postal code <input type="text"/>
Organization type <input type="text" value="Club / Association"/>	Phone number * <input type="text"/>	Fax <input type="text"/>
	Email (Confirmation will be sent to this email) * <input type="text"/>	Website <input type="text"/>


Contact

Each added contact will receive access to manage this organization, if the affiliation is approved. (If applicable)

Last name* <input type="text"/>	First name* <input type="text"/>
Function* <input type="text"/>	Email* <input type="text"/>
Phone number <input type="text"/>	# Ext <input type="text"/>
	Cell <input type="text"/>



STEP 3: CHOOSE THE RIGHT MEMBERSHIP FOR YOU CLUB (HOW MANY MEMBERS WILL REGISTER TO DBC)


Dragon Boat Canada

Organisation Affiliation

Find a member
Log in
English ▾

1

2

3

4

CREATE / FIND YOUR ORGANIZATION
CHOOSE THE CLUB MEMBERSHIP
PAY
CONFIRMATION

! To choose a program you must select the province / territory, then check the program and click next step.


! If you do not find your program, please contact us

Program	Description	Period	Price	Select a Program
Club membership 18-30	Club membership 18-30	from 2021-01-01 to 2021-12-31	\$50.00	Select
Club Membership 31-100	Club Membership 31-100	from 2021-01-01 to 2021-12-31	\$100.00	Select
Club Membership 101-200	Club Membership 101-200	from 2021-01-01 to 2021-12-31	\$150.00	Select
Club Membership 201-300	Club Membership 201-300	from 2021-01-01 to 2021-12-31	\$200.00	Select
Club membership 300+	Club membership 300+	from 2021-01-01 to 2021-12-31	\$250.00	Select

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STEP 4: READ THE TERMS AND CONDITIONS AND CLICK ON THE BOX TO ACCEPT.


Dragon Boat Canada

Organisation Affiliation

Find a member
Log in
English ▾

1
 CREATE / FIND YOUR ORGANIZATION

2
 CHOOSE THE CLUB MEMBERSHIP

3
 PAY

4
 CONFIRMATION

ⓘ Please complete the payment information to affiliate this organisation.

Summary of affiliation

You will affiliate **22d-test** in **Club membership 18-30** Until **2021-12-31**

	Qty	Price
Dragon Boat Canada	X 1	\$50.00
Subtotal		\$50.00
QST (9.975%)		\$4.99
GST (5%)		\$2.50
Service fee		\$0.00
Total		\$57.49

Terms and conditions

Release and Indemnity

All persons participating in events, races, practices, training or instruction (collectively, the "Activates") organized or provided by Dragon Boat Canada (DBC), any member of DBC or any other person associated with DBC or a member of DBC (including their respective directors, officers, officials, members, shareholders, employees, contractors, representatives, agents and volunteers) (collectively the "Released Parties") are required to read and agree to this release and indemnity.

In consideration of receiving permission to participate in the Activities organized or provided by any of the released Parties and permission to enter the waterways and grounds supervised or in any way controlled by any of the Released Parties, the receipt of said permission being hereby acknowledged, I hereby forever release any and all liability and agree not to sue any of the Released Parties for, and agree to hold them harmless and indemnify them from and against, any and all liabilities, claims, injuries (including death), losses, damages, costs, expenses, demands, actions and causes of action of whatsoever kind or nature that may be suffered by me for whatever reason arising out of or related to my participation in any of the Activities organized or provided by any of the Released Parties or entering the premises, waterways or grounds supervised or in any way controlled by any of the Released Parties.

I hereby indemnify each of the Released Parties from each and every obligation or claim which may be made, assigned or apportioned against any of them by any person by virtue of any injury or damage caused by me or to me absolutely arising out of or related to my participation in any of the Activities.

I have read and accept the terms and conditions

← Back



STEP 5: COMPLETE WITH INFORMATION TO PAY THE MEMBERSHIP.



Dragon Boat Canada

[Organisation Affiliation](#)

[Find a member](#)

[Log in](#)

[English](#) ▾

Boat Canada (DBC), any member of DBC or any other person associated with DBC or a member of DBC (including their respective directors, officers, officials, members, shareholders, employees, contractors, representatives, agents and volunteers) (collectively the "Released Parties") are required to read and agree to this release and indemnity.

In consideration of receiving permission to participate in the Activities organized or provided by any of the released Parties and permission to enter the waterways and grounds supervised or in any way controlled by any of the Released Parties, the receipt of said permission being hereby acknowledged, I hereby forever release any and all liability and agree not to sue any of the Released Parties for, and agree to hold them harmless and indemnify them from and against, any and all liabilities, claims, injuries (including death), losses, damages, costs, expenses, demands, actions and causes of action of whatsoever kind or nature that may be suffered by me for whatever reason arising out of or related to my participation in any of the Activities organized or provided by any of the Released Parties or entering the premises, waterways or grounds supervised or in any way controlled by any of the Released Parties.

I hereby indemnify each of the Released Parties from each and every obligation or claim which may be made, assigned or apportioned against any of them by any person by virtue of any injury or damage caused by me or to me absolutely arising out of or related to my participation in any of the Activities.

I have read and accept the terms and conditions

Method of payment:

Payment

*Full name

*Address

*City

*Postal code

A9A 9A9

*Country

CANADA ▾

*Province

▾

*Card number

9999 9999 9999 9999 

*Expiration Date

MM / YY

*CVV

CVV

Pay



ANNEXE D - HOW TO RENEW A CLUB MEMBERSHIP?

ONLINE:

Registration.dragonboat.ca/clubAffiliation

STEP 1: ENTER YOUR CLUB NAME AND CLICK ON FIND.

Dragon Boat Canada

Organisation Affiliation Find a member Log in English

1 CREATE / FIND YOUR ORGANIZATION 2 CHOOSE THE CLUB MEMBERSHIP 3 PAY 4 CONFIRMATION

My organisation is already registered Register a new organisation

If your organisation already exists, please find it here to buy your affiliation.

Search your organisation name here. Find

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STEP 2: CHECK THE INFORMATION, MAKE SURE IT IS THE RIGHT ONE, CLICK ON CHOOSE.

Dragon Boat Canada

Organisation Affiliation Find a member Log in English ▾

1 CREATE / FIND YOUR ORGANIZATION 2 CHOOSE THE CLUB MEMBERSHIP 3 PAY 4 CONFIRMATION

My organisation is already registered Register my new organisation

! If your organisation already exists, please find it here to buy your affiliation.


dragon club Find

Organisation Name	Address	Phone number	Email	Affiliate
<input checked="" type="radio"/> Dragon Club	123 Dragon	(123) 456-7890	member@dragonboat.ca	Select

Powered by **spordle**



STEP 3: CHOOSE THE RIGHT MEMBERSHIP FOR YOUR CLUB (HOW MANY MEMBERS WILL REGISTER TO DBC)


Dragon Boat Canada

Organisation Affiliation

Find a member
Log in
English ▾

1
 CREATE / FIND YOUR ORGANIZATION

2
CHOOSE THE CLUB MEMBERSHIP

3
 PAY

4
 CONFIRMATION


i To choose a program you must select the province / territory, then check the program and click next step.
i If you do not find your program, please contact us

Program	Description	Period	Price	Select a Program
Club membership 18-30	Club membership 18-30	from 2021-01-01 to 2021-12-31	\$50.00	Select
Club Membership 31-100	Club Membership 31-100	from 2021-01-01 to 2021-12-31	\$100.00	Select
Club Membership 101-200	Club Membership 101-200	from 2021-01-01 to 2021-12-31	\$150.00	Select
Club Membership 201-300	Club Membership 201-300	from 2021-01-01 to 2021-12-31	\$200.00	Select
Club membership 300+	Club membership 300+	from 2021-01-01 to 2021-12-31	\$250.00	Select

[← Back](#)



STEP 4: READ THE TERMS AND CONDITIONS AND CLICK ON THE BOX TO ACCEPT.

Dragon Boat CanadaOrganisation AffiliationFind a memberLog inEnglish

1 CREATE / FIND YOUR ORGANIZATION

2 CHOOSE THE CLUB MEMBERSHIP

3 PAY

4 CONFIRMATION

Please complete the payment information to affiliate this organisation.

Summary of affiliation

You will affiliate **Dragon Club** in **Club membership 18-30** Until **2021-12-31**

	Qty	Price
Dragon Boat Canada	X 1	\$50.00
Subtotal		\$50.00
HST (5%)		\$2.50
Service fee		\$0.00
Total		\$52.50

Terms and conditions

Release and Indemnity
All persons participating in events, races, practices, training or instruction (collectively, the "Activates") organized or provided by Dragon Boat Canada (DBC), any member of DBC or any other person associated with DBC or a member of DBC (including their respective directors, officers, officials, members, shareholders, employees, contractors, representatives, agents and volunteers) (collectively the "Released Parties") are required to read and agree to this release and indemnity.

In consideration of receiving permission to participate in the Activities organized or provided by any of the released Parties and permission to enter the waterways and grounds supervised or in any way controlled by any of the Released Parties, the receipt of said permission being hereby acknowledged. I hereby forever release any and all liability and agree not to sue any of the Released Parties for, and agree to hold them harmless and indemnify them from and against, any and all liabilities, claims, injuries (including death), losses, damages, costs, expenses, demands, actions and causes of action of whatsoever kind or nature that may be suffered by me for whatever reason arising out of or related to my participation in any of the Activities organized or provided by any of the Released Parties or entering the premises, waterways or grounds supervised or in any way controlled by any of the Released Parties.

I hereby indemnify each of the Released Parties from each and every obligation or claim which may be made, assigned or apportioned against any of them by any person by virtue of any injury or damage caused by me or to me absolutely arising out of or related to my participation in any of the Activities.

I have read and accept the terms and conditions

[← Back](#)



STEP 5: COMPLETE WITH INFORMATION TO PAY YOUR MEMBERSHIP.



Dragon Boat Canada

[Organisation Affiliation](#)

[Find a member](#)

[Log in](#)

[English](#) ▾

Boat Canada (DBC), any member of DBC or any other person associated with DBC or a member of DBC (including their respective directors, officers, officials, members, shareholders, employees, contractors, representatives, agents and volunteers) (collectively the "Released Parties") are required to read and agree to this release and indemnity.

In consideration of receiving permission to participate in the Activities organized or provided by any of the released Parties and permission to enter the waterways and grounds supervised or in any way controlled by any of the Released Parties, the receipt of said permission being hereby acknowledged. I hereby forever release any and all liability and agree not to sue any of the Released Parties for, and agree to hold them harmless and indemnify them from and against, any and all liabilities, claims, injuries (including death), losses, damages, costs, expenses, demands, actions and causes of action of whatsoever kind or nature that may be suffered by me for whatever reason arising out of or related to my participation in any of the Activities organized or provided by any of the Released Parties or entering the premises, waterways or grounds supervised or in any way controlled by any of the Released Parties.

I hereby indemnify each of the Released Parties from each and every obligation or claim which may be made, assigned or apportioned against any of them by any person by virtue of any injury or damage caused by me or to me absolutely arising out of or related to my participation in any of the Activities.

I have read and accept the terms and conditions

Method of payment:

Payment

*Full name

*Address

*City

*Postal code

A9A 9A9

*Country

CANADA ▾

*Province

▾

*Card number

*Expiration Date

*CVV

Pay



ANNEXE E

ANNEXE C - HOW AN INDIVIDUAL CAN REGISTER TO DBC (FIRST TIME)?

ONLINE:

Registration.dragonboat.ca

STEP 1: CLICK ON THE TAB "REGISTRATION".

Dragon Boat Canada

Organisation Affiliation | Find a member | Log in | English

LOGIN | **REGISTRATION**

Member Login

Member

Password

Sign In

[Forgot password?](#)
[Forgot your #Member?](#)
[Activate my member account](#)
[Find a member](#)

Family Account Login

Email

Password

Sign In

[Forgot password?](#)



STEP 2: CLICK ON "CREATE A MEMBER ACCOUNT".

LOGIN	REGISTRATION
<h3 data-bbox="360 411 643 445">Create an Account</h3> <hr/> <p data-bbox="207 493 763 541">New members - as well as members who re-registered for the 2019-2020 season or earlier - must create a new member account.</p> <p data-bbox="375 590 626 613">Create My Member Account</p>	<h3 data-bbox="938 411 1305 445">Create a Family Account</h3> <hr/> <p data-bbox="829 493 1289 516">You want to group all your members into one account?</p> <p data-bbox="995 552 1250 575">Create Your Family Account</p>

STEP 3: CHOOSE YOUR CLUB IN THE DROPDOWN MENU (YOU CAN TYPE IN THE NAME AND IT WILL APPEAR FASTER)


Member File

Select Club:

- 22Dragons
- Abreast In A Boat
- Belleville Dragon Boat Club
- Brighton Dragon Boat Club
- Bytown Dragon Boat Club



STEP 4: COMPLETE WITH REQUESTED INFORMATION, CLICK ON SAVE.



Dragon Boat Canada

Organisation Affiliation | Find a member | Log in | English ▾

Member File

Select Club:
Dragon Boat Canada ▾

Basic Information

First name *

Last name *

Member type *
 Coach Drummer Steersperson Paddler Supporter Manager/Administrator Official

Gender
 Male Female

Email *

Birthday *
-- Yr ▾ -- M ▾ -- D ▾

Language *
 French English

Phone number *

Cell

Emergency Contact *

Emergency Phone Number *

Emergency Email *

Picture *
 No file chosen

Password *

Address

Address *

City

Postal code

Country ▾




Province/Territory ▾



STEP 5: CLICK ON "REGISTRATION".

Member File


Member # [REDACTED]

 MEMBER PROFILE  **AFFILIATION**  TEAMS

You currently have no active registrations.

[Register Here](#)

STEP 6: CLICK ON "AFFILIATE THIS MEMBER".

 Dragon Boat Canada Organisation Affiliation Find a member Member Service ▾ English ▾

1
SELECT THE MEMBER

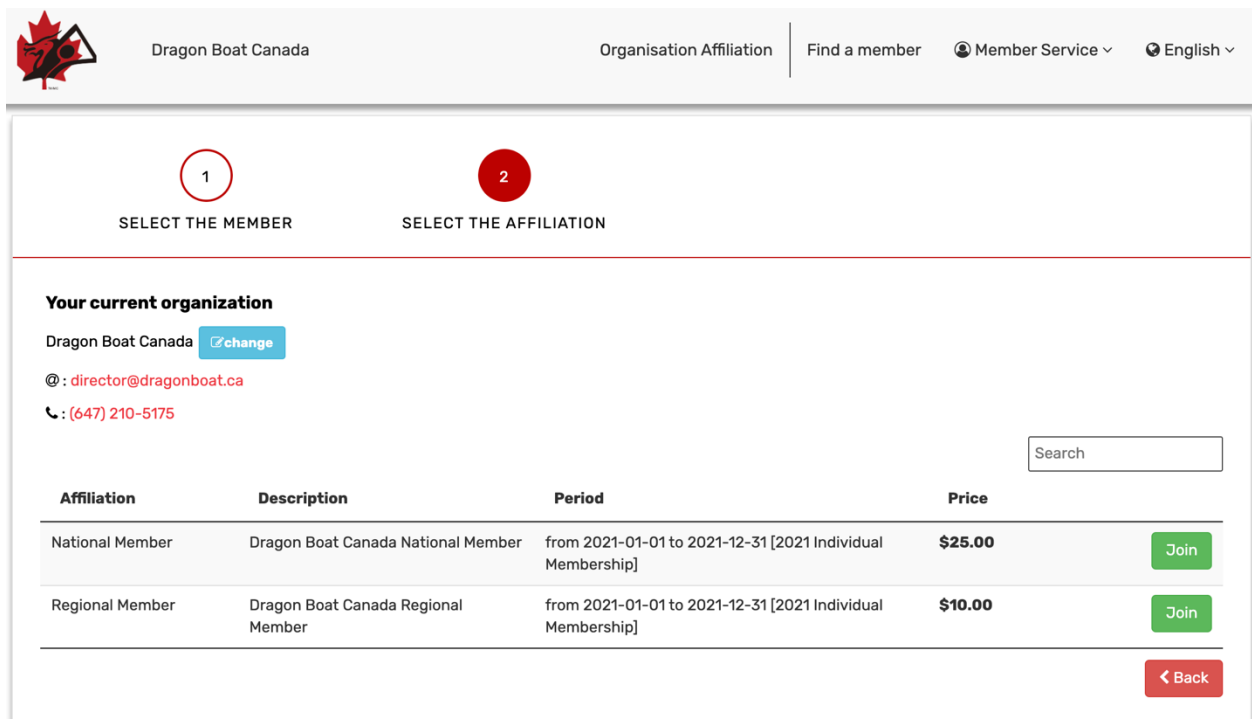
# member	First name	Last name	Organization	Action
● [REDACTED]	[REDACTED]	[REDACTED]	Dragon Boat Canada	Register this member



STEP 7: CHOOSE THE MEMBERSHIP

NATIONAL: veut participer au processus de sélection de l'équipe nationale, veut participer aux Championnats canadiens de bateau-dragon, veut participer à des évènements sanctionnés par BDC à plus de 200km de son club d'origine.

RÉGIONAL: veut participer à des évènements sanctionnés par BDC dans un rayon de 200km de son club.



The screenshot shows the 'STEP 7: CHOOSE THE MEMBERSHIP' page. At the top, there is a navigation bar with the Dragon Boat Canada logo, the text 'Dragon Boat Canada', 'Organisation Affiliation', 'Find a member', 'Member Service', and 'English'. Below the navigation bar, there are two steps: '1 SELECT THE MEMBER' and '2 SELECT THE AFFILIATION'. The '2 SELECT THE AFFILIATION' step is currently active. Underneath, there is a section titled 'Your current organization' showing 'Dragon Boat Canada' with a 'change' button, an email address 'director@dragonboat.ca', and a phone number '(647) 210-5175'. To the right of this section is a search box. Below the search box is a table with columns: 'Affiliation', 'Description', 'Period', and 'Price'. There are two rows: 'National Member' with a price of '\$25.00' and 'Regional Member' with a price of '\$10.00'. Each row has a 'Join' button. At the bottom right of the table area is a '< Back' button.

Dragon Boat Canada

Organisation Affiliation | Find a member | Member Service | English

1 SELECT THE MEMBER

2 SELECT THE AFFILIATION

Your current organization

Dragon Boat Canada [change](#)

@ : director@dragonboat.ca

☎ : (647) 210-5175

Search

Affiliation	Description	Period	Price
National Member	Dragon Boat Canada National Member	from 2021-01-01 to 2021-12-31 [2021 Individual Membership]	\$25.00
Regional Member	Dragon Boat Canada Regional Member	from 2021-01-01 to 2021-12-31 [2021 Individual Membership]	\$10.00

< Back



STEP 8: READ THE WAIVER, RELEASE AND INDEMNITY FORM. CLICK ON THE BOX. CLICK ON "NEXT".

Dragon Boat Canada Organisation Affiliation Find a member Member Service English

1 SELECT THE MEMBER 2 SELECT THE AFFILIATION 3 WAIVERS

Dragon Boat Canada

Waiver, Release and Indemnity

Waiver, Release and Indemnity

All persons participating in events, races, practices, training or instruction (collectively, the "Activates") organized or provided by Dragon Boat Canada (DBC), any member of DBC or any other person associated with DBC or a member of DBC (including their respective directors, officers, officials, members, shareholders, employees, contractors, representatives, agents and volunteers) (collectively the "Released Parties") are required to read and agree to this release and indemnity.

In consideration of receiving permission to participate in the Activities organized or provided by any of the Released Parties and permission to enter the waterways and grounds supervised or in any way controlled by any of the Released Parties, the receipt of said permission being hereby acknowledged, I hereby forever release any and all liability and agree not to sue any of the Released Parties for, and agree to hold them harmless and indemnify them from and against, any and all liabilities, claims, injuries (including death), losses, damages, costs, expenses, demands, actions and causes of action of whatsoever kind or nature that may be suffered by me for whatever reason arising out of or related to my participation in any of the Activities organized or provided by any of the Released Parties or entering the premises, waterways or grounds supervised or in any way controlled by any of the Released Parties.

I hereby indemnify each of the Released Parties from each and every obligation or claim which may be made, assigned or apportioned against any of them by any person by virtue of any injury or damage caused by me or to me absolutely arising out of or related to my participation in any of the Activities.

I and my next of kin am/are aware of the risks and hazards inherent in both the sport of dragon boat and entering the premises used for the purpose of activities associated with the sport of dragon boat and specifically in participating in the Activities organized or provided by the Released Parties, knowing that conditions may be

By checking this box, I accept the terms of the waiver.

Next step > < Back

STEP 9: CHECK YOUR INFORMATION, CLICK ON "PROCEED TO CHECKOUT".

Dragon Boat Canada Organisation Affiliation Find a member Member Service English

Your Shopping Cart

Member (# 4340)

Regional Member \$11.30 Remove Details

from 2021-01-01 to 2021-12-31

Summary

Sub-total: \$10.00

HST (13 %): \$1.30

Total: \$11.30


Proceed to checkout

Mastercard VISA

Powered by spardle



STEP 10: READ THE TERMS AND CONDITIONS AND CLICK ON THE BOX "I ACCEPT THE TERMS AND CONDITIONS".


Dragon Boat Canada
Organisation Affiliation
Find a member
Member Service
English

Complete your transaction

1. Terms and conditions

Read and accept the terms and conditions before proceeding to payment. Please scroll to the bottom of the section to approve.

Dragon Boat Canada

Waiver Release and Indemnity

All persons participating in events, races, practices, training or instruction (collectively, the "Activates") organized or provided by Dragon Boat Canada (DBC), any member of DBC or any other person associated with DBC or a member of DBC (including their respective directors, officers, officials, members, shareholders, employees, contractors, representatives, agents and volunteers) (collectively the "Released Parties") are required to read and agree to this release and indemnity.


In consideration of receiving permission to participate in the Activities organized or provided by any of the released Parties and permission to enter the waterways and grounds supervised or in any way controlled by any of the Released Parties, the receipt of said permission being hereby acknowledged. I hereby forever release any and all liability and agree not to sue any of the Released Parties for, and agree to hold them harmless and indemnify them from and against, any and all liabilities, claims, injuries (including death), losses, damages, costs, expenses, demands, actions and causes of action of whatever kind or nature that may be suffered by me for whatever reason arising out of or related to my participation in any of the Activities organized or provided by any of the Released Parties.

I have read and accept the terms and conditions

[Return to the previous page](#)

Summary

Sub-total:	\$10.00
HST (13 %):	\$1.30
Total:	\$11.30



2. Payment

The payment form will appear once the terms and conditions are accepted.

STEP 11: COMPLETE WITH INFORMATION REQUESTED AND CLICK ON "PAY".

Payment

***Full name**

***Address**

***City**

***Postal code**

***Country**


***Province**

***Card number**

***Expiration Date**

***CVV**

Pay (\$11.30)





ANNEXE F - HOW CAN AN INDIVIDUAL RENEW ITS MEMBERSHIP TO DBC?

ONLINE:

Registration.dragonboat.ca

STEP 1: CLICK ON TAB "LOGIN".

STEP 2: ENTER YOUR MEMBER'S NUMBER AND YOUR PASSWORD IN THE SECTION LOGIN MEMBER.

Dragon Boat Canada

Organisation Affiliation | Find a member | Log in | English ▾

LOGIN

Member Login

Member

Password

Sign In

[Forgot password?](#)

[Forgot your #Member?](#)

[Activate my member account](#)

[Find a member](#)

REGISTRATION

Family Account Login

Email

Password

Sign In

[Forgot password?](#)

STEP 3: MAKE SURE YOUR PERSONAL INFORMATION ARE UP TO DATE.

STEP 4: CLICK ON AFFILIATION.

Dragon Boat Canada

Organisation Affiliation | Find a member | Member Service | English

Member File

Member # [REDACTED]

MEMBER PROFILE | AFFILIATION | TEAMS

Personal information

Basic Information

First name *
Member

Last name *
Service

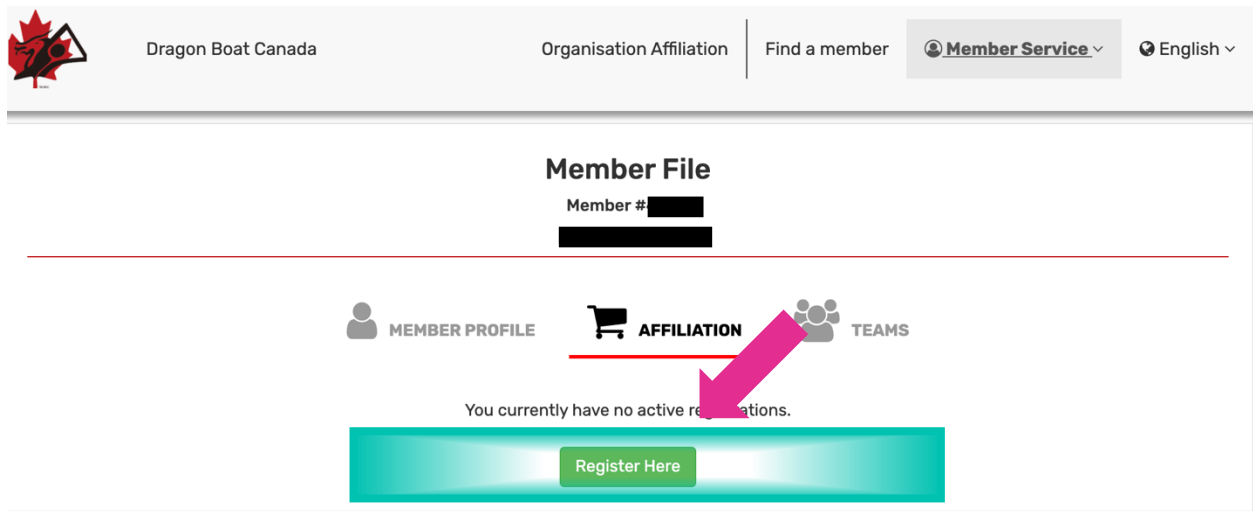
Member type *
 Coach Drummer Steersperson Paddler Supporter Manager/Administrator Official

Gender
 Male Female

Email * Birthday *



STEP 5: CLICK ON "REGISTER HERE".



Dragon Boat Canada

Organisation Affiliation | Find a member | Member Service | English

Member File

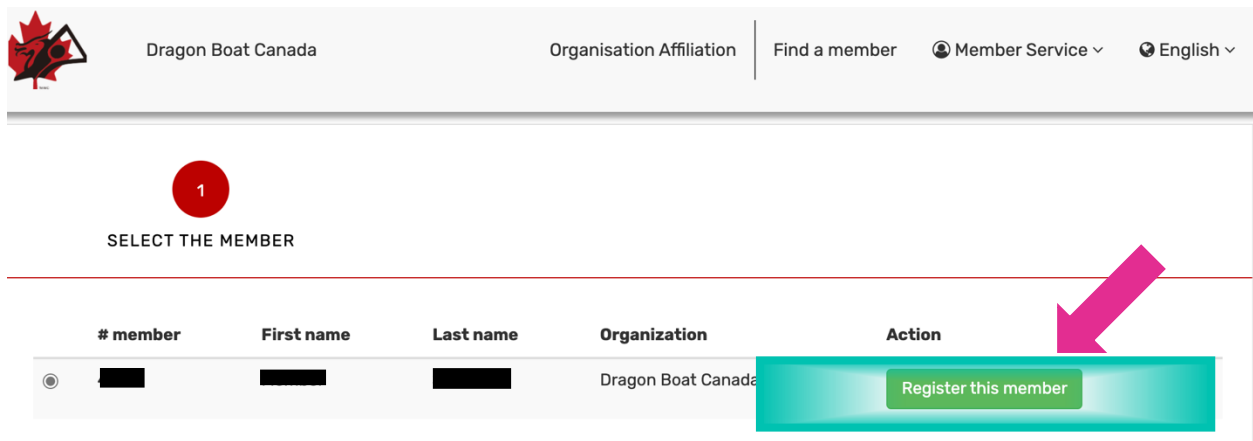
Member # [REDACTED]

MEMBER PROFILE | **AFFILIATION** | TEAMS

You currently have no active registrations.

[Register Here](#)

STEP 6: CLICK ON "AFFILIATE THIS MEMBER".



Dragon Boat Canada

Organisation Affiliation | Find a member | Member Service | English

1

SELECT THE MEMBER


# member	First name	Last name	Organization	Action
<input type="radio"/> [REDACTED]	[REDACTED]	[REDACTED]	Dragon Boat Canada	Register this member



STEP 7: CHOOSE THE MEMBERSHIP

NATIONAL: veut participer au processus de sélection de l'équipe nationale, veut participer aux Championnats canadiens de bateau-dragon, veut participer à des évènements sanctionnés par BDC à plus de 200km de son club d'origine.

RÉGIONAL: veut participer à des évènements sanctionnés par BDC dans un rayon de 200km de son club.

Dragon Boat Canada | Organisation Affiliation | Find a member | Member Service | English

1 SELECT THE MEMBER

2 SELECT THE AFFILIATION

Your current organization

Dragon Boat Canada [change](#)

@ : director@dragonboat.ca

☎ : (647) 210-5175

Affiliation	Description	Period	Price	
National Member	Dragon Boat Canada National Member	from 2021-01-01 to 2021-12-31 [2021 Individual Membership]	\$25.00	Join
Regional Member	Dragon Boat Canada Regional Member	from 2021-01-01 to 2021-12-31 [2021 Individual Membership]	\$10.00	Join

[← Back](#)



STEP 8: READ THE WAIVER FORM. CLICK ON THE BOX. CLICK ON "NEXT".

Dragon Boat Canada | Organisation Affiliation | Find a member | Member Service | English

1 SELECT THE MEMBER 2 SELECT THE AFFILIATION 3 **WAIVERS**

Dragon Boat Canada

Waiver, Release and Indemnity * ▾

Waiver, Release and Indemnity

All persons participating in events, races, practices, training or instruction (collectively, the "Activates") organized or provided by Dragon Boat Canada (DBC), any member of DBC or any other person associated with DBC or a member of DBC (including their respective directors, officers, officials, members, shareholders, employees, contractors, representatives, agents and volunteers) (collectively the "Released Parties") are required to read and agree to this release and indemnity.

In consideration of receiving permission to participate in the Activities organized or provided by any of the released Parties and permission to enter the waterways and grounds supervised or in any way controlled by any of the Released Parties, the receipt of said permission being hereby acknowledged, I hereby forever release any and all liability and agree not to sue any of the Released Parties for, and agree to hold them harmless and indemnify them from and against, any and all liabilities, claims, injuries (including death), losses, damages, costs, expenses, demands, actions and causes of action of whatsoever kind or nature that may be suffered by me for whatever reason arising out of or related to my participation in any of the Activities organized or provided by any of the Released Parties or entering the premises, waterways or grounds supervised or in any way controlled by any of the Released Parties.

I hereby indemnify each of the Released Parties from each and every obligation or claim which may be made, assigned or apportioned against any of them by any person by virtue of any injury or damage caused by me or to me absolutely arising out of or related to my participation in any of the Activities.

I and my next of kin am/are aware of the risks and hazards inherent in both the sport of dragon boat and entering the premises used for the purpose of activities associated with the sport of dragon boat and specifically in participating in the Activities organized or provided by the Released Parties, knowing that conditions may be hazardous and dangerous, that high winds may cause rough water, and that obstruction may exist, and that I voluntarily assume all risks of loss, damage or injury (including death) that may be sustained by me or to any

By checking this box, I accept the terms of the waiver.

[Next step >](#) [Back <](#)

STEP 9: CHECK YOUR PERSONAL INFORMATION AND CLICK ON "PROCEED TO CHECKOUT".

Dragon Boat Canada | Organisation Affiliation | Find a member | Member Service | English

Your Shopping Cart

Member (# 4340)		
Regional Member ⓘ	\$11.30	Remove Details
from 2021-01-01 to 2021-12-31		


Summary

Sub-total:	\$10.00
HST (13 %):	\$1.30
Total:	\$11.30

[Proceed to checkout](#)



STEP 10: READ THE TERMS AND CONDITIONS AND CLICK ON THE BOX "I READ AND ACCEPT THE TERMS AND CONDITIONS".


Dragon Boat Canada
Organisation Affiliation
Find a member
Member Service ▾
English ▾

Complete your transaction

1. Terms and conditions

Read and accept the terms and conditions before proceeding to payment. Please scroll to the bottom of the section to approve.

Dragon Boat Canada

Waiver Release and Indemnity

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I have read and accept the terms and conditions

[Return to the previous page](#)

Summary

Sub-total:	\$10.00
HST (13 %):	\$1.30
Total:	\$11.30



STEP 11: COMPLETE WITH THE REQUESTED INFORMATION AND CLICK ON "PAY".

2. Payment

Payment

***Full name**

***Address**

***City**

***Postal code**


***Country**

CANADA ▾

***Province**

▾

***Card number**

9999 9999 9999 9999


***Expiration Date**

MM / YY

***CVV**

CVV

Pay
(\$11.30)

