

## FREMANTLE SWAN DRAGON BOAT CLUB (FSDBC) POLICIES

♦All policies are decided upon by the Committee of Management and do not require a general meeting to be altered. **ALL FSDBC POLICIES WILL BE REVIEWED ON AN ANNUAL BASIS AT THE FIRST FSDBC COMMITTEE of MANAGEMENT MEETING FOLLOWING THE AGM.**

♦If the Committee of Management does not follow a policy, the Committee of Management must decide whether the departure is a variation of policy or a change in policy.

♦A departure from policy should contain the reasons for such departure and be approved and documented in the FSDBC Committee of Management minutes

♦If there is a change in policy the policy manual should be updated, so there is consistency in future decision-making from the committee.

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# 1 Code of Conduct

1. The Fremantle Swan Dragon Boat Club Inc is committed to fairness, equity, and good sportsmanship in the pursuit of dragon boat racing. The club aims to provide the best possible environment for Administrators, Competitors, and indeed all members to be able to perform at their best and enjoy the sport of dragon boat racing. The Code of Conduct is to ensure that all members of the club practice appropriate forms of behavior.
2. This document shall be known as the Fremantle Swan Dragon Boat Club Inc. Code of Conduct.
3. The Code governs the conduct of all those who are members/appointees of the club whilst representing the club in all forms of dragon boat racing activities both in Australia and Overseas. The code also applies to members whilst wearing or displaying club uniforms whether at sanctioned events or otherwise.
4. All members and appointees of the club shall: -
  - Be subject to the control, management and direction of a club officials or any other person appointed by them and observe and comply with all directions and orders given by that club official or appointed person;
  - Conduct themselves in a proper manner so as not to bring themselves, the club, or dragon boat racing generally into public disrespect or censure, and to the absolute satisfaction of club officials;
  - Not make comment, issue, authorize, offer, or endorse any public criticism or statement designed to have an effect prejudicial to the best interests of the club;
  - Respect the law and customs at all times in all places including foreign countries;
  - Treat all persons with respect, dignity and proper regard for their rights and obligations;
  - Perform all duties and responsibilities as a representative of the club in a mature, fair and professional manner;
  - Demonstrate and ensure a positive commitment to the club programs and policies;
  - Not disclose to any unauthorized person or organization, information which is of a confidential or privileged nature;
  - Not misuse funds or property of the club;
  - Not harass, ridicule or embarrass a fellow club member in such a way as would constitute an offence under Commonwealth or State legislation governing human rights and sex discrimination in force and in effect from time to time;
  - Not participate in nor promote propaganda of any kind or form including but not limited to, political, religious, or racial whilst in club/team uniform;
  - Not defame or injure any person;
  - Not use, attempt to use, have in his or her possession, attempt to have in his or her possession, traffic or attempt to traffic any illegal drug or substance;
  - Nor to use or consume alcohol to excess nor to encourage other persons to use or consume alcohol to excess;
  - To ensure that all directions given by an official regarding the wearing of appropriate attire whilst representing the club or dragon boat racing generally, are adhered to;
  - Act at all times in a manner beyond reproach and in such a way to ensure good relations within and between teams;
5. Any breach of the code will be dealt with according to Disciplinary policy.

**Last updated 2<sup>nd</sup> May 2011**

## **2. Club Crest**

The Clubs' crest shall be illustrated as below and should appear on all club documentation and official apparel (see FSDBC constitution section 36).



**The Oldest Dragon Boat Club in Australia**

Last updated 2<sup>nd</sup> May 2011

### **3. Management Model**

Sub-Committees and their duties will be:

#### **1. Finance Sub-Committee shall comprise:**

- (i) Treasurer
- (iii) Social / Fund Raising Officer
- (iv) Equipment Officer

- (a) The Sub-Committee shall meet monthly
- (b) In consultation with other Sub-Committees, draw up an annual operational budget of Receipts and Expenditure for approval by the Board of Management and once approved, work to that budget.
- (c) Approve expenditure, arrange purchasing / provision of services and pay associated accounts.
- (d) Report in writing, including a Financial Statement and Balance Sheet, to each meeting of the Committee of Management.

#### **2. Social / Fund Raising Sub-Committee shall:**

- (a) Comprise interested members as selected by the Social / Fund Raising Officer.
- (b) Meet as required but at not less than two monthly intervals.
- (c) Draw up an Annual Social and Fund Raising program. Such program should include estimates of Receipts, Expenditure, and Profit and to be approved by the Finance Sub-Committee.
- (d) With Finance Sub-Committee approval, the program may be varied.
- (e) Fund Raising does not include Sponsorship, but does include all Raffles, including acquisition of prizes.
- (f) Encourage members, friends and Sponsors to support these activities.

#### **3. Coaching and Competition Sub-Committee shall comprise:**

- (i) Teams Manager (Chairperson)
- (ii) Coaches and Captains of all Club Teams
- (iii) Equipment Officer

- (a) Meet formally as required but at not less than two monthly intervals.

**Last updated 2<sup>nd</sup> May 2011**

## **4. Fund Raising**

Notwithstanding special approved Fundraising ventures, 30% minimum of all Social Fundraising ventures profits are to be allocated to the Touring Teams Fund (15% to Senior Touring Team and 15% to Junior Touring Team). The Touring Committee can plan for one or a small number of events to be classed as tour specific. 100% of profits raised from these events can be allocated to the tour of that year if the Committee of Management approves the event. The number of events and the scheduling must not interfere or clash with any other club social or fundraising event.

If a Senior or Junior team do not tour in any one year, the accumulated funds will carry over to the next FSDBC year and be allocated to the team type that did not tour. That is, if the senior team did not tour, the carry over funds will remain with the senior touring team fund and if the junior team did not tour, the carry over funds will remain with the junior touring team fund.

**Last updated 2<sup>nd</sup> May 2011**

## **5. Uniforms**

Any items of Club uniform / clothing must have all aspects of such, including wording, motifs and colours approved by the Committee of Management prior to ordering.

All FSDBC apparel will be designed with sun protection in mind to provide maximum sun protection.

The Clubs' crest should appear on all club official apparel (see FSDBC Policy 2 and FSDBC constitution section 36).

**Last updated 2<sup>nd</sup> May 2011**

## 6. Touring Committee Guidelines

Each year the touring teams get 30% of all club fundraising conducted through the year. Notwithstanding special approved fundraising ventures, 30% maximum of all social fundraising ventures profits are to go to the Touring Teams Fund (15% to the Senior Touring Team and 15% to Junior Touring Team).

If a Senior or Junior team do not tour in any one year, the accumulated funds will carry over to the next FSDBC year and be allocated to the team type that did not tour. That is, if the senior team did not tour, the carry over funds will remain with the senior touring team fund and if the junior team did not tour, the carry over funds will remain with the junior touring team fund.

This is to encourage those intending to tour and race to participate throughout the year with all fundraising events. (This includes 30% of the funds raised from the \$10,000 raffle conducted annually).

The 30% (15% to the Senior Touring Team and 15% to Junior Touring Team) of club fundraising is to be evenly distributed / or as seen fit by the Committee of Management, to all paddlers, and team officials (as defined below) who are involved in the racing / event element of the tour.

The touring team committee can decide on one tour specific fundraising event to be classed as the special approved fundraising venture, to be held prior to the tour. 100% profits raised from this event can be allocated to the tour if the Committee of Management approves the event and that its scheduling does not interfere / clash with any other club social or fundraising event.

The Committee of Management advises attendance and participation for the tour specific event is documented by the tour committee, so that the fair allocation of profits can be in direct relation to effort.

Tour specific sponsorship can be sought out and secured by the touring committee, and assistance regarding the procedure or format for this can be sought from the Public Relation / Promotions Officer of the club.

All written correspondence received or prior to being sent by the touring committee must be approved by the Committee of Management or Public Relation / Promotions Officer, as the touring committee remains a sub committee of the FSDBC, and therefore carries standards expected by the club.

Sponsorship monies secured must be used for race or touring uniforms, official post racing entertainment t-shirts, any equipment costs incurred (i.e. first aid, paddles), team entry fees, any additional funds required by the host nation regarding the event, unless otherwise approved by the Committee of Management. The use of sponsorship monies must be clearly defined to the companies sponsoring before received. The club does not wish for the sponsorship monies to be used to fund shopping expenses or drink kitties, instead only with the direct purpose of promoting the sport and club.

All paddlers and team officials must be financial members with the club before touring.

Only those club members racing and officially participating in the Interstate or International racing event (paddlers and team officials) are able to benefit from the sponsorship and funds raised. Non paddling partners for example are welcome to tour with the team and will still be benefiting from the group discounts on accommodation, travel, and clothing that is part travelling in a large group.

Teams shall consist of the boat requirements specified by the host nation (usually 10 or 20 people over a certain age, which may consist of differing male and female numbers), also consisting of a coach, captain and usually team manager, and no more than two paddling reserves maybe chosen if allowed by the host nation, and as long as they intend to paddle therefore have been attending the pre touring training sessions.

Team officials consist of a team Official / Coordinator who is to attend any race meetings etc as a representative of the team, and a first aid / medical assistance official. The team manager maybe a non-paddler if that is who was chosen from the outset.

The official club logo must be evident on all racing and touring uniforms used, and can be sought from the Committee of Management.

As per FSDBC Uniform Policy – item 5.

Each team that tours Interstate or Overseas must have a Team Manager appointed by the Committee of Management. Such manager will have responsibility for all aspects of the tour including travel arrangements, team discipline / harmony / morale and approved fundraising ventures, from the tour's inception to conclusion. Within three (3) weeks of the tour's conclusion the Team Manager will submit a written report and financial reconciliation to the Committee of Management, appertaining to the tour.

A tour training coordinator can be chosen by the tour manager / tour committee, before an official tour coach is chosen, in order to commence an off-season training schedule.

Team managers, coaches and captains duly appointed shall abide by the guidelines and code of conduct as laid down by the Committee of Management.

A non - refundable early deposit is required as a tour commitment, to be paid to the tour manager no later than three calendar months prior to the proposed departure date (on or before the date the official entry form is submitted to the hosting nation). This is in order to secure spots on the touring team and will allow for any expenses incurred for a late withdrawal. (It is advised that the deposit be \$100 - \$200 per person).

The Committee of Management advise that if the minimum number of paddlers is not met (all with deposits paid) by the deadline, which is to be the date the official entry form is to be submitted to the host nation, that the impending tour be cancelled. Deposits paid can be refunded in the likelihood that the tour is cancelled due to lack of numbers or if the event is cancelled. In this instance, it will be the Committee of Managements decision to cancel in consultation with the touring committee.

In the event that the numbers are not found by the deadline and the tour is cancelled, all fundraising monies secured at this time should be deferred to the following tour. Sponsorship funds will have to be refunded. This is to ensure that members are committed to touring and not leaving things to the last minute which can cause problems financially for the club, and may not ensure that travel arrangement deadlines etc are met.

Depending upon the circumstances genuine effort should be made to obtain three written quotes regarding airline and travel requirements before a decision on who to use is officially made.

All decisions made by the touring committee need to be approved by the Committee of Management and need to be made in the best interest of all those intending to tour.

**Last updated 2<sup>nd</sup> May 2011**



## **7. Club Finances**

### **GENERAL FINANCES**

These funds will include all fundraising, membership fees, donations, sponsorship and all sources of revenue.

These funds are to be spent for the benefit of club members, and should not be accumulated for the benefit of future members.

Allocation of funds for purchase, maintenance, repairs, and travel may be held over but must be documented as part of maintenance schedules etc.

**Last updated 2<sup>nd</sup> May 2011**

## **8. DEBT POLICY**

8.1 All previous season debts must be paid prior to Registration with FSDBC for the subsequent season. If there are special circumstances an extended period for payment can be negotiated at a meeting with the Treasurer and President or another committee member.

8.2 If a member leaves the club with any debts outstanding the committee shall:

- a. All amounts to be written off must be presented to the committee for approval.
- b. Any debts written off are to be maintained on a bad debts register and the member shall not be eligible to rejoin the club, unless prior debts are repaid in full and specifically agreed to by the committee.
- c. The committee may approve whatever action is required for the recovery of the debt

**Last updated 2<sup>nd</sup> May 2011**

## **9. Disciplinary Policy**

### **1. For all breaches of conduct - all categories except Life Members**

- The president, in consultation with the vice-president, shall convene a meeting of the Committee of Management and the member (whose conduct is in dispute) to review any breaches of the FSDBC code of conduct or for other misconduct (as per constitution item 10).
- Where the President or Vice President is the subject of the misconduct the committee shall appoint an alternative.

### **2. For all breaches of conduct - Life Members**

- The president, in consultation with the vice president, shall convene a sub committee comprising three (3) Committee of Management members, three (3) Club Life Members and the Life Member (whose conduct is in dispute) to review any breaches of the FSDBC code of conduct or for other misconduct (as per constitution item 10).
- Where the President or Vice President is the subject of the misconduct the committee shall appoint an alternative.

Also refer to Complaints procedure policy item 10.

**Last updated 2<sup>nd</sup> May 2011**

## **10. COMPLAINTS PROCEDURE**

- 10.1 Any written complaint from a member shall be referred to a complaints sub committee comprising of the President, Vice President and Teams Manager.
- 10.2 If either of the three is involved in the complaint the committee shall appoint a replacement.
- 10.3 The role of the complaints sub-committee is to resolve complaints and disputes as they arise.
- 10.4 They may refer the complaint and outcome to be reviewed under the disciplinary policy No 9.

**Last updated 2<sup>nd</sup> May 2011**

## **11. Healthy Club Policy**

### **Smoking**

Smoking and succeeding in a sport such as Dragon Boating are not compatible. For this reason and the fact that our club is dealing with members of all ages, Fremantle Swan Dragon Boat Club (FSDBC) has adopted a policy of providing a smoke free environment.

Members or supporters of FSDBC who are existing smokers are encouraged to cease smoking altogether and smoking is prohibited in the club premises and at club activities.

The main points of the club policy are:

- The FSDBC promotes smoke free venues.
- Most venues attended by the FSDBC are smoke free. Even with the absence of signs members will treat the training and regatta venues as a smoke free area.
- Where possible there should be no smoking whilst wearing the clubs colors or uniform.
- FSDBC does not promote the sale of Tobacco products.
- FSDBC encourages all members and supporters to quit smoking. FSDBC will act as a reference center for any members wishing to quit smoking and will provide appropriate literature regarding group aid and information through relevant agencies e.g. National Heart Foundation, Quit Campaign, etc. Committee members will assist in getting in contact with these organizations if required.
- The FSDBC Teams Manager will provide copies of the FSDBC smoke free policy to new members or their supporters.

Non-compliance with the FSDBC smoke free policy will be viewed as a serious matter.

### **Alcohol**

- FSDBC promotes the responsible adult use of alcohol.
- FSDBC discourages the use of alcohol by anybody under the age of 18 years.
- FSDBC encourages all FSDBC members and supporters who are over 18 years of age to decline any requests from persons under 18 years of age to purchase or supply alcohol on their behalf. This includes FSDBC and Non FSDBC functions.

### **Other Drugs**

- FSDBC discourages the use of medications in respect of injury / recovery that would enable a participant to compete where they would not otherwise have been able.
- The use of illicit or performance-enhancing drugs is not permitted by any FSDBC club member or supporter.
- FSDBC has adopted and will be guided by the Sports Medicine Australia policy on the administration of medications by non-medical personnel.

Non-compliance with the FSDBC Other Drugs policy will be viewed as a serious matter.

### **Sun Protection**

The dangers of sunburn and cancer are well recognized in the community, and to this end FSDBC has adopted a sun protection policy for the benefit of all members and supporters.

In implementing this policy members must realize that the best the club can do is provide facilities and encouragement to members and supporters to adopt sun safe practices. Ultimately, it will be the member's responsibility to ensure that they take advantage of what the club has to offer.

### **Club Responsibilities**

- Where the club is planning regattas, training and functions at outdoor venues it will endeavor to do so outside the critical times of the day (10:30 to 15:30).
- Where outdoor regattas don't provide ample shade, FSDBC owns 5 large shade tents / marquee for use by the FSDBC members and supporters.
- The club will provide sunscreen (SPF30+) for members and supporters who have not supplied their own.

- All FSDBC apparel is designed with sun protection in mind to provide maximum sun protection. Club apparel can be purchased.
- All coaches and committee members are role models and will set an example.

#### Members and supporters Responsibilities

- Use the shade and other facilities provided.

#### Sports Safety

FSDBC encourages all members to adopt practices that seek to prevent injury by:

- Encouraging warm up, stretching and cool down as an important component of training and competition.
- Providing a safe paddling environment, first aid equipment and accredited First Aiders / Sports Trainers at all training sessions and competition matches.
- Ensuring adequate public liability and insurance for all members and supporters.
- Encouraging all members with a prior or current injury to seek professional advice from a sports medicine professional and be fully rehabilitated before returning to paddling.
- Allocating resources for developing, promoting and implementing sports safety initiatives (e.g. replacement of club safety equipment, injury prevention/first aid training for FSDBC coaching personnel).
- Ensuring that sports safety is a regular agenda item at FSDBC Committee of Management meetings.
- Adopting Sports Medicine Australia's policies and guidelines on:
  - Warm up/Cool down
  - Blood/ infectious diseases
  - Pregnancy and sports participation
  - Dehydration/fluid replacement
  - Hot weather
  - Administering medications
- Advising paddlers, coaches, technical officials, and supporters about the FSDBC Sport Safe Policy at registration and encourage them to comply with it.
- Encouraging senior paddlers, coaches, technical officials, and supporters to be sports safety role models and to be aware of their roles and responsibilities
- Ensuring paddlers complete a pre-season medical history form, and that injury records are maintained throughout the season.
- Ensuring members participate in planned training programs after registration with FSDBC.
- Promoting Sport Safe strategies through the FSDBC website, posters, newsletters, brochures and over the public address system at regattas.
- Ensuring that an emergency management plan is implemented. This includes:
  - Appointment of emergency coordinator
  - Access to details on emergency contact home numbers/location
  - Maintenance of first aid room,
  - Adequately stocked and maintained first aid kit and stretcher.
- Providing ongoing Sport Safe education for paddlers, parents, and coaches (i.e. conduct sports medicine workshops and seminars).
- Perform safety checks before any FSDBC training or regattas for obstructions or potential dangers.
- Ensuring all equipment is well maintained and in good working order.
- Advising members and supporters to replace fluids before, during and after training and regattas.
- Advising members and supporters to have their own water bottle and not to share it with others.
- Considering the reasons for and appropriateness of any rules that prevent the implementation of Sport Safe strategies.
- Reviewing the Sport Safe Policy annually.

#### Healthy Eating

FSDBC recognizes the importance of good nutrition for sports performance by:

- Ensuring when food is provided, healthy alternatives in accordance with the Dietary Guidelines for Australian Adults are available.
- Promoting good nutrition and healthy eating messages.
- FSDBC coaches, committee, members and supporters are expected to set appropriate examples and act as role models for junior club members.

- FSDBC will engage, on an annual basis, a sports Nutritionist to hold sessions with FSDBC members and supporters

FSDBC will make information available to FSDBC members and supporters to promote healthy lifestyles.

Breaches of the FSDBC Healthy Club Policy will be addressed through the FSDBC Committee of Management.

Anyone wishing to discuss any aspect of this policy is invited to contact any member of the FSDBC Committee of Management

The FSDBC Healthy Club Policy will be reviewed on an annual basis and be updated where appropriate.

**PLEASE SEE SPORTS MEDICINE BROCHURE BELOW**

**Beat The Heat – playing and exercising safely in hot weather.**

**For additional information regarding Heat related illness, Sports Safety, Nutrition, Alcohol, Tobacco, Sunsmart, and other issues please refer to web link**

**<http://www.smawa.asn.au/extra.asp?id=421&OrgID=120>**

**The Sports Medicine Australia web site contains useful Information and Resources relevant to all components of sporting activities.**

**Last updated 2<sup>nd</sup> May 2011**



## » What is Heat Stress?

Vigorous exercise in sport places some people at risk of heat illness. Even in cool weather, heat illness may occur in people exercising at high intensity for more than about 45 minutes. Heat illness may also occur with prolonged exposure to hot weather.

The risk of heat illness is increased in hot and humid weather because:

- people may not be able to produce enough sweat for adequate cooling
- high humidity may prevent adequate evaporation of sweat.

Heat illness is not a trifling matter – if untreated, it can lead to the rare but life-threatening condition of heat stroke.

In hot weather, we need to take more precautions, especially as we need to exercise or play sport regularly to stay healthy.

This brochure will help you recognise and manage potentially dangerous situations that may arise during participation in sport or physical activity in hot conditions – **or where exertion levels are out of the ordinary.**

By understanding the causes of heat illness event organisers, coaches, officials, players and the general public can take common sense steps to enjoy sport and physical activity and minimise the extra risks arising during hot or humid weather. (For more details, download a copy of the Sports Medicine Australia Hot Weather Guidelines from [www.sma.org.au](http://www.sma.org.au))

## » Keep the "Fun" in Fun Runs

The highest incidence of sports heat illness occurs in fun runs of 10 km and longer.

Running at an intensity close to exhaustion, and much greater than training pace, entails a risk of heat illness. Setting targets helps achieve goals, but athletes pushing themselves close to exhaustion and who ignore the symptoms of heat illness to finish in a personal best can risk serious injury.

Run within personal limits. If feeling overstressed or unwell, slow down or stop. If you see another runner who appears unwell persuade them to stop and assist them.

## » How do you tell if someone has heat illness?

Heat illness occurs in strenuous sports, but may also occur in activities such as cricket, golf, and lawn bowls with prolonged exposure to hot weather. During sports activities participants should "listen to their bodies". If they start to experience any of the following symptoms or signs they should stop immediately.

### Symptoms of heat illness may include:

- light headedness, dizziness
- nausea,
- obvious fatigue
- cessation of sweating
- obvious loss of skill and coordination/dumsiness or unsteadiness
- confusion
- aggressive or irrational behaviour
- altered consciousness
- collapse
- ashen grey pale skin

Heat illness in sport presents as heat exhaustion or heat stroke. Heat exhaustion is the more common sports-related heat illness. Heat stroke is rare, but it is a life threatening condition.

**Heat exhaustion.** Participants who collapse **after** exercise, are likely suffering post-exercise drop in blood pressure (postural hypotension), but some may have heat stroke.

**Heat stroke.** Those who show signs of altered mental function, loss of consciousness or collapse **during** exercise are likely suffering heat stroke. Sports participants showing signs of confusion, loss of skill, loss of coordination or irrational behaviour should be stopped and removed from the field immediately.







### ***Some Golden Rules for Training and Competition***

- Achieve a high level of physical fitness before exercising strenuously in competition, or in warm weather.
- Exercise at moderate intensity in hot or humid conditions.
- Do not undertake hard exercise, or exercise in hot or humid weather if you feel unwell or are recovering from recent illness.
- Drink water before and during exercise.
- Stop exercise if you feel unwell when exercising hard, or if exercising in hot or humid weather.
- Stop other sports participants if they appear unwell, confused or show loss of skill and coordination.

### **» Factors that increase the risk of heat illness include:**

- High exercise intensity e.g. Exercising close to personal capacity
- Lack of fitness (due to insufficient training that includes some at competition intensity and duration)
- Previous history of heat illness or heat intolerance
- Age over 65
- High air temperature and high humidity (see tables)
- Low air movement/ no wind, following wind in road running
- Prolonged exposure to hot conditions
- Heavy clothing and protective equipment e.g. padding
- Lack of acclimatisation (due to lack of recent training in warm and humid conditions)
- Dehydration (inadequate water intake before exercise and during activity longer than 60 minutes)
- Illness and medical conditions (current or recent infectious illness, chronic health disorders)

### **» What steps can be taken to minimise the risk of heat illness?**

#### **1. Acquiring adequate fitness and acclimatisation**

Excellent physical fitness arising from regular endurance training, and acclimatisation to heat from regular training in warm conditions, markedly increase heat tolerance. Acclimatisation for sports activities requires at least 5 days of training in hot or humid conditions, progressing from moderate intensity and duration as acclimatisation develops. In summer, acclimatisation develops naturally as the weather becomes warmer and more humid.

#### **2. Adjusting training and competition intensity to conditions**

Exercise intensity in training should be appropriate to current fitness and weather; for example, moderate intensity and duration for pre and early season training of unconditioned players in warm weather. In conditions of increased risk participants should be provided with opportunities to rest through the use of player interchange or substitution. In moderate risk conditions players should be rested for at least 10 minutes per hour. In high-risk conditions players should be rested for at least 15 minutes in an hour.

This strategy could include shortening the whole game or activity by the appropriate period of time.

The benefits of rest breaks should be maximised by:

- Reducing clothing and resting in shade provided by trees, buildings or portable structures
- Assisting evaporative cooling with fans; wetting the skin, applying ice packs to groin and armpits also helps
- Drinking cool water or sports drinks
- Players who feel unusually fatigued or who appear distressed should be withdrawn from the activity.

#### **3. Timing of games or activity**

Schedule training and competition involving moderate to high intensity exercise to avoid the hottest part of the day between 11am and 3pm. Early morning or night games or exercise training reduce the risk of encountering stressful conditions.

#### **4. Clothing**

Clothing for strenuous exercise, and sport in warm conditions, should allow easy **evaporation of sweat from the skin**. It should be light coloured, light weight and loose fitting, and provide protection against the sun.

#### **5. Modifying warm-up**

In hot conditions, reduce duration and intensity of warm-up to minimise increase in body heat and temperature before competition.

### ***Children and Heat Stress***

Children sweat less and get less evaporative cooling than adults. In warm and hot weather they have greater difficulty getting rid of heat; they look flushed, and feel hotter and more stressed than adults. Overweight children are particularly disadvantaged exercising in warm weather.

Children seem to be effective at "listening to their bodies" and regulating their physical activity. For this reason, children should always be allowed to exercise at their preferred intensity. They should never be urged to exercise harder or compelled to play strenuous sport in warm weather. If children appear distressed or complain of feeling unwell, they should stop exercising.

In warm weather wet sponging will make children feel more comfortable.

Drinks should be provided for children playing sport.



## 6. Drinking (Hydration)

Substantial amounts of water are lost through sweating when exercising vigorously in the heat. During strenuous exercise sports people often replace only half their sweat losses, but they tolerate moderate levels of dehydration well.

To minimise dehydration, drink about two cups of water in the 2 hours before exercising. During exercise lasting 60 minutes or longer, 2-3 cups (500-750 ml) of cool water or sports drink per hour are sufficient for most sports.

Dehydration is rarely the sole cause of sports heat illness, but maintaining an adequate water intake assists temperature control. Carbohydrate and electrolytes in sports drinks help to maintain performance in endurance events.

Water intake exceeding sweat loss in events lasting several hours can lead to the harmful condition of hyponatraemia (low blood sodium).

## 7. Heat waves, unusually hot weather and travelling

Extra caution needs to be taken during unseasonal heat waves or unusually hot or humid weather, or if travelling from a cool region to a hot or humid climate. In these circumstances athletes lack acclimatisation and are at increased risk of heat illness if they exercise at their cool climate intensity.

## 8. Other considerations

Age and Medical Conditions:

- If you have recently experienced a high temperature, infection, diarrhoea, or vomiting you should NOT take part in strenuous exercise.
- People over 65 or who suffer from a variety of medical conditions, who are taking medication or who are pregnant may experience difficulties exercising in the heat. Examples include, asthma, diabetes, heart conditions, epilepsy, overweight and obesity. Medication may also include those purchased over the counter. If you are unsure of their effect, ask your doctor or pharmacist.

## » Treating Heat illness

### Heat Exhaustion

Sports heat exhaustion is characterised by low blood pressure at the cessation of exercise. Victims suffer a faint-like collapse with ashen-grey skin. Athletes with heat exhaustion usually recover rapidly on lying down with legs raised. Because the difference between simple heat exhaustion and the high risk of heat stroke is not always obvious, athletes who have collapsed following strenuous exercise should be cooled as outlined below.

### Heat Stroke

Heat stroke is a condition in which body temperature control is impaired. Heat stroke can lead to devastating injuries and is potentially fatal. The severity of complications of heat stroke increases with the duration of high body temperature. Immediate first aid is essential and life-saving. The aim is to lower body temperature rapidly.

**» Dehydration is rarely the sole cause of sports heat illness, but maintaining good hydration assists temperature control**

## If a sports participant is exhibiting signs of heat illness take the following action:

- remove from the field
- lay the person down in a cool place
- raise legs and pelvis to improve blood pressure
- remove excess clothing
- cool by wetting skin liberally and vigorous fanning (evaporative cooling)
- apply ice packs to groin, armpits and neck
- give cool water if conscious

Persons suffering from heat exhaustion usually recover rapidly with this assistance

- If the athlete remains seriously ill, confused, vomiting or shows signs of altered consciousness call ambulance immediately and seek medical help. If in doubt, treat for heat stroke.

Treat for heat stroke

- Continue cooling. If available, cool in a shallow canvas/ plastic bath of iced water (5-10 minutes)
- If necessary cooling should continue during removal to hospital.

Note: following exercise body temperature can be measured reliably only in the rectum because the mouth and armpit seriously underestimate true body temperature. Rectal temperature greater than 41°C is dangerous. Rectal temperature should only be measured by a doctor or nurse.

## » Hats and sunscreen

Wear well-vented broad brim hats and water-soluble sunscreen for sun protection. Caps do not provide adequate sun protection.

## Guidelines to Environmental Conditions and Risk

Remember, sports heat illness can occur with high intensity exercise in cool conditions and with well-hydrated participants.

Because sports heat stress is complex, and because individual responses to heat stress vary, it is not possible to provide overall recommendations about limiting conditions to cover all sports. Since heat stress increases with increasing exercise intensity, potential for heat illness may be rated according to the exercise characteristics of the sport. The following sports are rated by decreasing levels of sustained exertion and therefore decreasing potential for risk of heat illness.

1. Endurance running in competition or training (higher intensity/higher risk)
2. Football codes and hockey
3. Tennis
4. Cricket (lower intensity/lower risk)

Individual tolerance to heat stress varies widely. Discomfort is the best personal indication of heat stress. Even in team sports individuals should pace themselves according to their personal feelings of stress. In warm weather if you feel uncomfortably hot reduce exercise intensity. In humid conditions sweat may not evaporate sufficiently for effective cooling; if your skin is dripping wet all over with sweat, reduce exercise intensity.

The following tables provide estimates of risk related to the weather and also guidelines to managing activity in order to minimise heat stress.

### » **Ambient temperature**

Easily understood, most useful on hot, dry days

Ambient Temperature °C	Relative humidity	Risk of Heat Illness	Recommended management for sports activities
15 - 20		Low	Heat illness can occur in running Caution over-motivation
21 - 25	Exceeds 70%	Low - moderate	Increase vigilance Caution over-motivation
26 - 30	Exceeds 60%	Moderate - high	Moderate early pre-season training Reduce intensity and duration of play/training Take more breaks
31 - 35	Exceeds 50%	High - very high	Uncomfortable for most people Limit intensity, take more breaks Limit duration to less than 60 minutes
36 and above	Exceeds 30%	Extreme	Very stressful for most people Postpone to cooler conditions (or cooler part of the day) or cancel

» *Heat stress increases with increases in air temperature but be aware that there are not clear demarcations in risk between temperature ranges. At relative humidity levels above those indicated in the table, stress increases markedly.*

Or, further guidance might be gained from the Wet Bulb Globe Temperature (WBGT) index. The WBGT is useful when humidity is high.

### » **WBGT**

Suitable for hot, humid days

WBGT	Risk of Heat Illness	Recommended management for sports activities
less than 20	Low	Heat illness can occur in distance running Caution over-motivation
21 - 25	Moderate - high	Increase vigilance Caution over-motivation Moderate early pre-season training Take more breaks
26 - 29	High - very high	Limit intensity, take more breaks Limit duration to less than 60 minutes per session
30 and above	Extreme	Consider postponement to a cooler part of the day or cancellation (allow swimming)

### » **Check local weather conditions**

The Bureau of Meteorology provides detailed information about temperature conditions (both ambient and WBGT) wind speed and relative humidity for many regions in Australia ([www.bom.gov.au](http://www.bom.gov.au)).

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## **12. Member's Records and Club Communication Protocol**

The FSDBC is responsible for keeping an up-to-date membership database. The relevant committee person (as set out in FSDBC policy 15) will maintain the master copy and the club Secretary will hold a back up copy. The database will be updated on a regular basis to ensure that membership details are current. Financial member's records will be kept on a secure electronic database only while an individual is a financial member of the club.

As a requirement of Swan Yacht Club and Dragon Boating WA, member's details will be forwarded to the Swan Yacht Club (SYC) and Dragon Boating WA (DBWA). DBWA require membership information for club insurance and state membership purposes. SYC require membership information for club affiliation purposes.

Membership details will only be kept for the current DBWA financial year. Thereafter, member's contact details will be archived and a copy retained by the club secretary.

### **General Communication with Club Members**

The monthly Club Newsletter will be emailed to all financial members using a 'BCC' function on the global distribution list to ensure member's email address remains confidential. This will ensure that members are not subjected to cross-postings from multiple notices from the Committee.

All general Club communications and notices will be communicated to members in the monthly club newsletters and circulated by email. However, adhoc emails maybe circulated if earlier notification is required e.g. change of training date/time, etc.

### **Member's Contact Telephone Numbers**

The Club's Coaches and Team Manager will have access to club member's contact telephone numbers for communications regarding training reminders, last minute training cancellation due to inclement weather or an unforeseen incident. These communications maybe in the form of SMS or phone call. Members may choose not to receive a text message SMS by advising the Vice President who will include on Members database.

### **Other Communication with Club Members and Teams**

The Coaches, Team Manager and Tour Manager will have access to member's email contact details for communication on relevant matters. In these instances, the Club Secretary will be included into all email communications from Coaches, Tour Manager and Team Manager to teams and/or club members.

**Last updated 2<sup>nd</sup> May 2011**

### **13. Participation in regattas and other competition**

Without imposing on the authority of Team Coaches it is the aim of the Committee of Management to give everyone a fair go when it comes to selection of teams. There are two catch-phrases that come to mind: One is “No Train – No Game”. No matter how experienced, a paddler cannot be assured of a seat in the boat unless they train regularly. The second club value is that “Winning is great – but a winning attitude is better.”

The first policy is simple. A new paddler, who trains regularly and competes to the best of their ability, will get a seat in the boat before senior/experienced members who does not train regularly.

The second is that a positive attitude and behavior plays a big part in a team becoming a success. Training regularly, being on time for training and regattas, helping out with set-up and packing-down at regattas, supporting club activities and fund-raising is essential and part of club culture the FSDBC Committee is committed to building.

Coaches and Captains will assist paddlers by supporting paddlers and talking to paddlers about the FSDBC club culture.

**Last updated 2<sup>nd</sup> May 2011**

### **14. The role of the captain**

The Captain's responsibilities include the following:

1. Liaison between the Coaches and Crews
2. Record attendance and monitor attitudes to training of crew members
3. Based on attendance records, follow up those late for training, absentees from training, ascertain reasons for lateness/absences, encourage and inspire paddlers
4. Set an example and motivate the crew members at all times
5. Adhere to training times. A Captain and a Coach should be in attendance at least 15 minutes prior to prescribed start time of training
6. Encourage crew members to embark on individual training routines to attain and retain a good level of fitness
7. Monitor payment of membership fees and registration formalities for DBWA Identity cards

A Captain's attributes should include:

1. Physically fit
2. Energetic
3. Good communication skills
4. Able to lead by example
5. Good motivational skills
6. Respected by Committee, Coach and crews
7. Ability to promote team harmony and club spirit.

**Last updated 2<sup>nd</sup> May 2011**

## **15 FSDBC Committee of Management – Officer Bearers Duties**

### **15.1 President**

(1) Subject to this rule, the President shall preside at all General Meetings and Committee Meetings, exercise general supervision of all affairs of the club, and enforcement of all rules and regulations.

(2) In the event of the absence from:

A general meeting of:

The President, the Vice-President: or

Both the President and the Vice-President, a member elected by the other members present at the general meeting:

Or

A Committee meeting of: -

The President, the Vice-President: or

Both the President and the Vice-President, a Committee member elected by the other Committee members present.

Shall preside at general or Committee meeting, as the case requires.

### **15.2 Vice President**

The Vice President shall assist the President and in the absence of the latter, officiate in the President's stead.

### **15.3 Secretary / Administrative Assistant**

The Secretary / Administrative Assistant shall:

Co-ordinate the correspondence of the Club,

Keep full and correct minutes of the proceedings of the Committee and of the Club,

Comply on behalf of the Club with

Section 27 of the Act in respect to the register of members of the Club,

Section 28 of the Act in respect of the rules of the Club, and

Section 29 of the Act in respect of the record of the offices holders and any trustees, of the Club:

Have custody of copies of all books, documents, records and registers of the Club, other than those required to be kept and maintained by or in the custody of the Treasurer; and

Perform such other duties as are directed by the Committee of Management.

### **15.4 Treasurer**

The Treasurer shall:

Be responsible for the receipt of all moneys paid to or received by on behalf of the Club and shall issue receipts for those moneys in the name of the club.

Pay all moneys referred to in paragraph (a) into such account or accounts of the Club as the Committee may from time to time direct;

Make payments from the funds of the club with the authority of a general meeting or of the Committee of Management and in doing so ensure that all cheques are signed by one (1) appointed Committee Member other than himself or herself. EFTs also require two authorizations before funds transferred. Comply on behalf of the Club with section 25 and 26 of the Act in respect of the accounting records of the Club;

Whenever directed to do so by the President, submit to the Committee a report, balance or financial statement in accordance with that direction;

Have custody of all securities, books and documents of a financial nature and accounting records of the Club, including those referred to in paragraph (d) and (e);

Be responsible for keeping a list of all financial members who are registered with the Club,

In liaison with the Registrar, complete all registration forms and forward them (with any payments due) to the Dragon Boating Western Australia (DBWA) registrar;

Perform such other duties as are imposed by these rules on the Treasurer.

15.4.1 Signatories for FSDBC accounts will be noted at the Annual General Meeting.

## **15.5 Teams Manager**

The Team Manager shall have knowledge of team structure and requirements and be able to liaise effectively

It shall be the duty of the Teams Manager to:

Convene regular meetings and act as Chairperson of the Coaching and Competition Sub-Committee and represent it on the Committee of Management.

Co-ordinate training schedules.

Arrange for the election of the representative members of Captains and Vice Captains of all Club Teams.

Arrange for the selection of the Junior Team representative to participate on the Committee of Management. The Junior Team Representative must hold the relevant legislative accreditation.

The Teams Manager shall operate session's separate to normal training in order to coach and assimilate new paddlers into the group.

Provide written reports to each meeting of the Committee of Management.

## **15.6 Committee Member 1**

**Committee Member 1 shall be known as – Equipment Officer**

The duties of the equipment officer shall be:

Ensure that Club equipment (e.g. boats, trailers, and all other FSDBC equipment) are safely stored and adequately maintained.

An equipment inventory should be created and updated on an annual basis.

The equipment Officer will appoint an assistant to order, maintain and sell apparel.

## **15.7 Committee Member 2**

**Committee Member 2 shall be known as – Social / Fund Raising Officer**

The duties of the Social / Fund Raising Officer shall be:

Administer all social and Fund Raising activities (excepting sponsorship) of the club and keep accurate records of transactions.

Form and be chairperson of the Social / Fund Raising Sub committee

## **15.8 Committee Member 3**

**Committee Member 3 shall be known as – Registrar**

The duties of the Registrar shall be:

To issue, accept, and process to finalization all FSDBC Club Registration Forms including acceptance of associated fees (to be forwarded to Treasurer) and obtaining a digital photo of member (not required if digital photo previously registered with FSDBC and forwarded to DBWA). Such forms will be submitted to the ensuing Committee of Management meeting for consideration. On approval, the registrar will facilitate the required DBWA and Swan Yacht Club (SYC) registration formalities and keep and maintain the detailed FSDBC register of all members of the club including Life Members. Registration forms and digital photos shall be forwarded to DBWA Finance Director. The registrar will ensure that SYC car parking stickers and DBWA Identity badges / cards are issued to members in a prompt manner. The Registrar shall assist the Publicity Officer in the sourcing of new members that could include advertising and issuance of media releases.

#### **15.9 Committee Member 4**

**Committee Member 4 shall be known as – Publicity Officer**

The duties of the Publicity Officer shall be:

- To do all such things (in conjunction with the Registrar) to encourage recruitment of new members and the retention of current members.
- To promote the club generally.
- To initiate and maintain a list of sponsorship requirements.
- Actively seek out sponsors and enter into contracts with them (after approval of FSDBC Committee of Management).
- Arrange maintenance of a Club Sponsorship Board and ensure appropriate Sponsors recognition.
- To provide approved information to media outlets.
- To assist the secretary in the production of the monthly newsletter.
- To provide suitable FSDBC content for the SYC Cygnet (SYC monthly publication).

#### **15.10 Junior Representative**

The duties of the Junior Representative shall be:

To represent the FSDBC Junior members in all matters affecting their well being and provide effective feedback to the Junior members and the Junior Sub Committee relating to decisions of the FSDBC Committee of Management.

**Last updated 2<sup>nd</sup> May 2011**