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 INTERNATIONAL DRAGON BOAT FEDERATION
INITIAL MEMBERSHIP APPLICATION FORM

New Applicants for IDBF Membership, are to complete this Application Form, for consideration by the IDBF Executive Committee under IDBF Bye-Laws 12.10 and 12.11. The Executive may grant IDBF Basic or Associate Membership until the Applicant has satisfied the IDBF Council, that the requirements of the IDBF Statutes and Bye-Laws, concerning the appropriate membership category have been fully met. At this time the IDBF Congress may, at its discretion, approve a category of membership as determined by the IDBF Council. (Full details of IDBF Membership are contained in the Membership Information Leaflet, obtainable from the IDBF Treasurer – see address below).

The

Hereby applies for Membership of the International Dragon Boat Federation (IDBF) and agrees to abide by the IDBF Constitution, on the express understanding that such Membership, if offered by the IDBF Executive Committee will be on a preliminary basis until such time as the conditions for IDBF membership are fully complied with and a category of membership, determined by the IDBF Council, is approved by the Congress of the IDBF.

Signed.....Name.....
 (for the organisation named above)

Position in Organisation _____ Date _____

Contact Address _____

Tel No: _____ Fax No: _____

E-mail address _____

Number of Dragon Boat Crews/Clubs in the organisation (currently)

Estimated number of participants in dragon boating (currently)

JOINING FEE. A Joining Fee of USD 50 (or local equivalent + 5%) will be due after receipt of this Application Form. An invoice will be sent by the IDBF Treasurer but you may pay this fee in advance – see below. It is understood and accepted that this fee is to cover the administration costs incurred by the IDBF in processing the application and includes one years free membership. It is not the first Membership Fee payment. This will be due only following a formal vote on the membership by an IDBF Congress. In the mean time the IDBF Executive Committee may, at its discretion, charge a Membership Fee, which shall not exceed the annual subscription paid by a Basic Member of the IDBF.

(Please invoice me/ or find enclosed – **delete one**) cheque number _____ for USD 50 (or equivalent + 5%) in respect of the Joining fee made payable to the IDBF

Signed _____ Dated _____

When completed, return this Application Form to mikehaslam@aol.com or if enclosing an Joining Fee to the IDBF Treasurer, Email: DACogswell@aol.com or Fax to +44 (0) 1295 770629 or by post to Mr David COGSWELL, 13 The Prebend, North End, Southam, CV47 2TR, Warwickshire, United Kingdom.



INTERNATIONAL DRAGON BOAT FEDERATION
Application for Formal Membership



The _____

hereby applies for Membership of the International Dragon Boat Federation (IDBF) as a **FULL / BASIC / ASSOCIATE** / member.. (Delete the words that do not apply). **This is a FIRST / RENEWAL Application.**

Submitted with this application is an IDBF Membership Assessment Questionnaire, completed in compliance with the IDBF Statutes, Articles 10 - 14 and IDBF Bye-Law 12. I understand that this Questionnaire will be used to determine which category of IDBF Membership will be recommended by the IDBF Executive Committee and Council to the Congress. (The decision of the IDBF Congress is final).

FULL MEMBER CERTIFICATION. (Delete if applying for Basic or Associate Membership)

It is certified that the organisation applying for FULL Membership represents the majority of Dragon Boat Clubs in its own country or territory, as defined in IDBF Bye-Law 12, and is the controlling association for Dragon Boat Racing and recognised as such by a competent authority for sport as defined in the Bye-Laws and that its own Statutes are consistent with those of the IDBF. **Please enter the name of the competent authority below. (NOT applicable to Basic Members applying for Full Membership after 5 years as an IDBF Basic Member – Bye-Law 12.3.4 refers).**

Name _____ Position Held _____

Address _____

BASIC MEMBERS CERTIFICATION. (Delete if not appropriate)

It is certified that the conditions for Basic Membership of the IDBF as laid down in Articles 12 & 13 of the Statutes have been fully complied with and that this application is supported by a recognised IDBF Continental Federation, where one exists.

ALL APPLICANTS: The undersigned, on behalf of the organisation applying for IDBF Membership, hereby formally undertakes to observe and conform with the Statutes, Bye-Laws, Regulations, Rules and Directives of the IDBF, its officers and representatives. It is also understood that the IDBF Council and Congress have the absolute right to accept or reject any application for IDBF Membership, as determine by a vote of the Council or Congress.

Signed _____ Name _____

For the _____

_____ Date _____

(Position in the Organisation)

Contact Address _____

Tel No: _____ Fax No: _____ Email _____

Current Membership subscription rates are available from the IDBF Treasurer to whom this application form should be sent when completed, together with the correct fee (cheque made payable to the IDBF) and sent to the following address:- 13 The Prebend, Northend, Southam, Warwickshire, CV47 2TR, England.

IDBF STATUTES - MEMBERSHIP

Article 9 - Members

The IDBF shall consist of Full; Basic; Associate and Honorary Members. IDBF Members are required to recognise and accept the authority of the IDBF as the sole world governing body for Festival Dragon Boating and the sport of Dragon Boat Racing. *(See also Bye-Law 12.1.1.)*

Article 10 - Full Members.

Subject to the terms; conditions and definitions for Membership, as laid down in the IDBF Bye-Laws, no Controlling Association may become an IDBF Full Member, unless its membership includes the majority of bona fide Dragon Boat Clubs (crews) within its country or territory and it has been recognised as the independent governing body for the sport by the overall governing body for sport, if any, of that country or territory or other authority as laid down in the IDBF Bye-Laws, and its own Statutes are consistent with those of the IDBF. Full Members shall immediately notify the Executive Committee of the IDBF of any changes made to its Statutes; Rules of Racing; membership of its governing committee; its address or the design or colours of its racing uniform or paddles. (Sep 03)

Full Membership of the IDBF is the second tier of membership for Controlling Associations. The first tier is Basic Member, as per Article 12. See the Bye-Law 12 for definitions of a Dragon Boat Club and the term "overall governing body of sport". See Bye-Law 12, for the Terms and Conditions of Membership and the Definitions that supplement this Article)

Article 11 - Admission to Full Membership.

A Controlling Association wishing to become a Full Member of the IDBF shall:

1. Make a formal application to the Executive Committee at least one month before the date of the next Congress. *(See also Bye-Law 12.11.)*
2. Submit with its application a copy of its Statutes and Rules of Racing, plus written evidence that the requirements for affiliation have been complied with; and also a detailed report on the activities of the clubs (crews) which it represents.
3. Provide details of the membership of its governing committee and the design and colours of its racing uniform and paddles.
4. Give a formal undertaking to observe the Statutes; Competition Regulations; Rules of Racing and Bye-laws of the IDBF
5. Undertake to accept as binding and final the decisions of the competent authorities within the IDBF and in this regard to recognise the Court of Arbitration for Sport in Lausanne as the only possible external judicial authority.
6. Undertake to impose the obligations in Articles 3 and 4 upon its affiliated clubs and their members in all those areas in which the IDBF has authority.
7. Pay a subscription, the amount of which shall be fixed by Congress.
8. Be elected by a vote of Congress for which a majority of the votes of members represented shall be required.

Article 12 - Basic Members.

Basic Membership of the IDBF is open to Controlling Associations in countries where a Full Member of the IDBF does not exist. *(See also Bye-Laws 12.3.3 – 12.3.4 and 12.10.1 (Preliminary) and 12.10.1 (Provisional) Membership of the IDBF).*

Article 13 - Admission to Basic Membership.

A Controlling Association, not in Full Membership of the IDBF, wishing to become a Basic Member shall:

1. Make a formal application to the Executive Committee at least one month before the date of the next Congress – *but see also Bye-Law 12.11.*
2. Be elected by a vote of Congress for which a majority of the votes of members represented shall be required.
3. Submit a summary of its own activities and the general development of dragon boating in its own country.
4. Give as formal undertaking to observe the Statutes; Bye-laws; Rules of Racing and Competition Regulations of the IDBF.
5. Be nominated by an IDBF Continental or Regional Representative, where one exists.

Article 14 - Associate Members.

The IDBF Council may admit as Associate Members such other organisations and for such periods of time as it deems fit. The Bye-laws shall define the terms and conditions of such membership. Applications shall be made to the Secretary General for consideration by the IDBF Executive Committee and approval by the IDBF Council. By exception, an Associate Member that is an autonomous Dragon Boat Organisation, may be given Full Membership under the same conditions as Bye-Law 12.3.4, without having first been an IDBF Basic Member. (Sep 03)

(The term Associate is a general term that may also include Affiliated groups to distinguish between different types of organisation associated with the IDBF - See Bye-Law 12.6.4. IDBF Associate Members are non-voting, see Article 33.)

Article 15 - Resignations.

A member wishing to withdraw from IDBF membership at the end of the Membership Year, on the 31st December, shall give notice of resignation in writing by registered post or fax not later than the 30th September. The Secretary General shall inform the Executive Committee and the remaining IDBF Members of any such resignations within three months of a resignation occurring.

Article 16 - Subscriptions.

Full, Basic and Associate Members of the IDBF shall pay an annual subscription, the amount of which shall be fixed each year by the IDBF Council. All subscriptions shall be payable not later than 31st March in each year. *(See the Bye-Law 12)*

Article 17 - Subscriptions in arrears.

Members whose subscriptions are in arrears may be suspended by the Executive Committee or be excluded from Congress. In any event they shall lose their voting rights. *(See Bye-Law 12.15 –18)*

Article 18 - Expulsion.

If a member does not continue to fulfil the current conditions laid down to become a member of the IDBF and does not rectify the situation by a date fixed by the Executive Committee, or if there are other justifiable reasons, the Congress may expel that member.

Bye-Law 12 - IDBF MEMBERSHIP.

12.1 Purpose and Recognition. Articles 9 to 14 of the IDBF Statutes, lay down the classes and terms of Membership This Bye-Law defines the criteria for and details the requirements of IDBF membership, and lays down the Terms and Conditions attached to such membership.

12.1.1 IDBF Members are required to recognise the authority of the IDBF and its Continental Federations (International Federations) as the World and Continental International Governing Bodies (IGBs) for the sport of Dragon Boat Racing. Members in breach of this Bye-Law will face disciplinary action under Bye-Law 8. (May 02)

12.2 (12.4) Members. The IDBF recognises that Dragon Boating in its modern era, is a developing sport. Therefore the entity initially responsible for its development may vary from country to country and even change as the sport grows. It may be a group of Dragon Boat crews or a Regional group; a Festival Organisation or a Chinese Cultural Group; a private or public organisation; a sports group or a combination of such organisations. The IDBF Statutes acknowledge this wide variety of entities, through four (4) classes of Membership as follows:

a. **Basic Member.** b. **Full Member.** c. **Associate Member.** d. **Honorary Member.**

12.3 (12.4 / 12.7) Dragon Boat Clubs. A Dragon Boat Club is defined as being a single Crew or group of Crews which have a formal Sports Club Constitution which, in general terms, shows that the Club's individual members are responsible for the Club's affairs; that they elect representatives to their *governing* Dragon Boat organisation; that they elect Club Officers and Officials to manage the affairs of their Club; that the Club keeps properly maintained and controlled accounts; that the Aims and Objectives of the Club and its Constitution or Statutes, are consistent with those of their own *governing* Dragon Boat Association, where one exists and where appropriate, the IDBF. *(A draft Club Constitution is shown at Attachment 2 - Sep 02).*

12.4 (12.6) Controlling (or Governing) Associations. Are dragon boating organisations (generally known as Dragon Boat Associations or Federations) which group together the majority of bona fide Dragon Boat Clubs in the their own country or territory, with the object of practising the sport and holding regular dragon boat competitions at national or territorial level. As such they will normally be accorded IDBF Basic or Full Membership.

a. Where an IDBF Continental or Regional organisation exists, the IDBF will generally only admit into membership, as a Basic Member, Controlling (Governing) Associations which are either already in membership of the Continental or Regional organisation concerned or recommended by the organisation concerned for IDBF membership.

12.4.1. (12.6) Autonomous Dragon Boat Organisations *An autonomous Dragon Boat Organisation is defined as a national or territorial dragon boat group that is not part of another Governing Body of Sport (for example, other water sports governing bodies or a sports body that does not have a direct interest in water sports).*

a. An autonomous Dragon Boat Organisation will be expected to have a Constitution in line with one of the 'model constitutions' laid down by the IDBF Council and have in its membership Dragon Boat Clubs, or regionally based associations, whose own Constitutions are consistent with those of the Controlling Association concerned. *(A draft model constitution is shown as Attachment 1 to IDBF Bye-Law 12). (Jan 02)*

12.4.2 (12.7) **Non-Autonomous Dragon Boat Organisations** *A non-autonomous Dragon Boat Organisation is defined as, a national or territorial dragon boat group in membership of another governing body of sport or organisation whose objectives do not reflect the cultural objectives of the IDBF.*

a. A non-autonomous Dragon Boat Organisation that does not recognise the authority of the IDBF and its Continental or Regional Federations, shall only be entitled to Basic Membership of the IDBF.
(May 06)

12.5. (12.10) **Basic Members.** Basic IDBF Membership (Statute 12 refers) will be reserved for those groups in which *Dragon Boat Club or Crews* - as described in Bye-Law 12.3, have a controlling interest (see BL 12.4) but which have not fully satisfied the conditions for Full Membership, as a governing association. For Basic Membership to be granted, a dragon boat group must normally have at least three (3) dragon boat clubs or crews in their own membership – *but see also 12.5.1 below*

12.5.1. (12.7.3) **By exception, and on the recommendation of the Executive Committee** the IDBF Council may consider *giving IDBF Basic Membership* to a single Dragon Boat *group* in a country or territory where no other dragon boat organisation is based or where such an organisation is not in membership of the IDBF. Applicants in membership of a Continental Federation *will initially be afforded Basic or Associate Membership, as is appropriate.*
(May 06)

12.5.2. If after five (5) years of Basic Membership a Member has not been able to gain recognition as the Governing Body for the sport in their own country or territory (see Bye-Law 12.6) then the Council shall have the power, subject to BL 12.3.1, to recommend to the Congress, that as an exception to Article 10 of the Statutes, Full IDBF Membership should be *granted, subject to Article 9 of the IDBF Statutes.*

12.6. (12.5) **Full Members.** Full Membership of the IDBF is designed for fully constituted National or Territorial Governing Bodies for the sport and *will only be given to those Controlling (Governing) Associations (see BL 12.4) who comply with the conditions of Articles 9, 10 and 11 of the IDBF Statutes (Sep 02) and have been a Basic Member for at least 5 years (Sep 06).*

12.6.1. (12.9) Applicants for Full Membership of the IDBF will be required to provide proof of the status of their member Dragon Boat Clubs and of their authority as a Governing Body for *dragon boating*, through documentary evidence of their recognition, as described in Bye-Laws 12.5.2 and 12.6.2
(Sep 02)

12.6.2. (12.5 / 12.8) **Acceptable Recognition.** Acceptable recognition for an IDBF Controlling Association applying for Full Membership under Article 10, of the IDBF Statutes, is that given by a competent authority for such recognition. Such as the leading sports federation or overall association for sport in the IDBF Member's own country or territory, or a government department with a national responsibility for sport, or a National Olympic Committee, if appropriate, or an IDBF Continental Federation or the IDBF Congress under the conditions of Bye-Law 12.5.2.

12.7 (12.6 / 12.1) **Associate Members.** IDBF Associate Membership, as provided for under Article 14 of the Statutes, is primarily *but not exclusively (Sep 03)* designed to enable those organisations with an *active* interest in Dragon Boat Racing, *for example*, a Festival Organiser domiciled in a country where no *IDBF Full or Basic Member* exists, to be represented at IDBF level. (See para 12.3a. for Continental Federation Members).

Under Article 33 of the IDBF Statutes, Associate Members are non-voting Members of the IDBF.
(Sep 02)

12.7.1. *The IDBF Executive Committee may also offer to other organisations with an interest in the sport, such as Tourist Boards'; International Sports Federations' (ISF) or Traditional Long Boat organisations, IDBF Associate Membership. Such Associate Organisation Membership shall be ratified by the IDBF Council.* (May 06)

12.7.2. *When an **autonomous** DBA is formed (see 12.4.1) in a country or territory where an IDBF Associate Member exists, then the Associate Members rights of IDBF Membership will cease, other than Membership granted under 12.7.1. The IDBF recognises that a Festival Organisation responsible for the initial development of the sport, may be replaced by an **autonomous** DBA. In such cases the Festival can, at the discretion of the IDBF Executive continue to hold Associate Membership for a maximum period of 5 years, after which time 12.7.3 will apply.* (Sep 02)

12.7.3. *(12.2) Where an IDBF Controlling Association exists, a Dragon Boat Event or International Race Organiser, with the agreement of their IDBF Member, may be accorded IDBF Affiliate Status, under Terms and Conditions laid down by the IDBF Executive Committee. IDBF Affiliate Status is not a class of Membership and does not carry any rights within the IDBF.* (Sep 06)

12.8 Honorary Members. *Honorary Membership, under Article 40 of the Statutes, shall be for former Members of the IDBF Council who have rendered distinguished service. Additionally, under this Bye-Law, former IDBF Commission members or individuals who have rendered distinguished service to the IDBF or the cause of Dragon Boating, may also be afforded IDBF Honorary Membership. Such individuals are to be nominated by the Executive Committee for Honorary Membership and after approval by the IDBF Council must be ratified by a unanimous vote of the IDBF Congress. Honorary Members shall not pay membership fees.* (Sep 06)

12.9 (12.3) Non IDBF Member Dragon Boat Associations. Article 38 of the Statutes not with standing, where a Dragon Boat Association exists (autonomous or not) that is not in IDBF membership, the Council reserves the right to offer IDBF Membership, or direct representation, to any other Dragon Boat organisations in the area concerned

12.10 (12.11) Membership Applications. (Sep 02). Investigations as to the bona-fides of **all applicants**, as required by the Statutes or these Bye-Laws, shall be conducted by the IDBF Secretariat or a 'Membership Sub Committee' set up by the Executive Committee for the purpose, and under the control of the Executive President.

12.10.1. *In order for **applications for Basic and Full Membership**, made under Part II of the IDBF Statutes (Sep 02), to be fully considered by the IDBF Executive Committee and Council, membership application forms and supporting documentation, should be submitted to the Secretary-General, at least six (6) months before the date of the Congress at which the final approval for membership will be sought. Applications submitted less than 6 months before a Congress, may be deferred until the following Congress.*

12.10.2 (12.19) New applications for IDBF Membership – see 12.11, *are to be sent to the Secretary-General, with a Joining Fee cheque, if required, made out to the IDBF – see also 12.20. This sum shall be to cover the administration costs of processing the application and is not the first Membership Subscription – see 12.21, which will be due only after the candidate joins the Federation following a formal vote of the Congress.*

12.11 (12.10) Between Congresses of the IDBF, the IDBF Executive Committee may, at its discretion, *as allowed for under Articles 12 and 14 of the IDBF Statutes*, accept into **Basic or Associate Membership** of the IDBF, an organisation as described in these Bye-Laws (12.5 to 12.7) with an interest in dragon boating, whilst enquiries into the bona fides of the applicant concerned are conducted by the IDBF Secretariat, *see BL 12.10.* (May 06)

12.11.1 *An IDBF Member admitted by the Executive Committee as described above, shall have its membership status endorsed at the next meeting of the IDBF Council, that is, Basic or Associate Membership.*

a. *For those afforded Basic Membership, the status shall remain in effect until the next meeting of the IDBF Congress, when the Membership application will be considered under Articles 10-14, as appropriate, of the IDBF Statutes.*

b. *The Congress may at its absolute discretion, accept or reject the application for IDBF Membership, or refer the application back to the Executive Committee for further investigation. In the event that the Congress refers the Membership back to the Executive, the Member concerned may take part in IDBF competitive events but without representation or voting rights, until the next IDBF Congress. (May 06)*

12.11.2 (12.10.1) **Observer Status.** An organisation joining the IDBF may be granted 'observer' status by the Executive Committee for attendance at a Congress. This status shall not carry any right to speak except at the invitation of the Congress Chair holder. The status of Observer will normally only be granted for one (1) Congress unless the Executive Committee feels it necessary to prolong such a status. (May 06)

12.11.3 (12.10.2) **A Membership Applicant** may be present but may not be represented at the IDBF Congress at which its Membership status is being considered or discussed, other than to reply to specific questions by invitation, until after it has been elected as a Member of the Federation by the IDBF Congress concerned. (May 06)

12.12 Renewal of Membership. An applicant once finally approved for a class of IDBF Membership by a Congress or the IDBF Council, shall renew its membership on a bi-annual basis on the 1st January of a World Dragon Boat Racing Championship (WDBRC) year and confirm, by signature on the Membership Application Form, that it remains fully in compliance with all the conditions of membership laid down in the IDBF Statutes and Bye-Laws but especially for the category of membership held. (Sep 02)

12.13 (12.15) An IDBF Member that has not renewed its Membership by the 31st January in a given year may be recommended for suspension from membership, by the Executive President to the Executive Committee under Article 17 of the Statutes. An application for membership renewal received after 31st January and before the 31st March, but without the required Membership subscription may also be subject to action under Article 17.

12.14 (12.16) A Member will be deemed to have forfeited all rights and claims to IDBF Membership if a renewal of membership and subscription has not been received by the 31st March in a given year. Any subsequent application for renewal of membership shall be dealt with by the IDBF Board as for Bye-Laws 12.10 or 12.15 -12.17, as appropriate.

12.15 (12.13) **Temporary Suspension of Membership.** If at the time of a membership renewal the Finance Committee is of the opinion that the Member concerned is no longer financially viable or does not fulfil the criteria for the category of membership to which the Member belongs, the Executive Committee may temporarily suspend the Member from Membership until the next Council meeting, at which time the Council will review the temporary suspension. The Council may then revoke the suspension or confirm it, in which case it shall remain in place until such time as the Member concerned has proved to the satisfaction of the Council, its Status and Authority within its own country.

12.16 (12.14) In the event that the Member concerned does not do this within a given period of time, notified by the Executive Committee in writing to the member, the Council shall continue the suspension and may refer the matter back to the Executive for further investigation. At any time the Council can table a motion to a Congress calling for the expulsion of the suspended member, from IDBF Membership, under Article 18 of the Statutes.

12.17 Conditions of Suspension and Expulsion. The conditions of Suspension and Expulsion as they apply to renewals of Membership are shown in Bye-Laws 8.2 and 8.3 (other measures shown under Bye-Law 8 apply in cases requiring disciplinary action to be taken). An IDBF Member suspended under these Membership Bye-Laws may give notice of resignation from IDBF Membership, at any time under Article 15 of the IDBF Statutes.

12.18 Resignation. A Member giving, notice of resignation from IDBF Membership, under Article 15 of the IDBF Statutes, will have its resignation accepted by the Executive Committee, provided that at the time of resignation the member has no outstanding liabilities to the Federation and is at the time a fully paid -up Member. Such a resignation shall take immediate effect.

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

12.20 Joining fee. *At the discretion of the Executive Committee, a Joining Fee, equivalent to the class of membership applied for, may be charged to Applicants accepted by the IDBF Council under Bye-Law 12.11. Presently, the Joining Fee for all Applicants, is set at USD 50, to cover the period between application and the ratifying Congress. (Sep 06)*

12.21 All IDBF Members, except Honorary Members, shall pay an annual subscription, in accordance with Article 16 of the Statutes. The annual subscription shall be on the following scale:-

- a. Full Members 100% (one hundred percent) of the subscription.
- b. Basic Members 75% (seventy five percent) of the subscription.
- c. Associates/Affiliates 50% (fifty percent) of the subscription

12.22 The amount of each subscription shall be decided by each Congress following a proposal from the Council and shall fall due on the 1st January in the *next WDBRC year (Sep 02). The IDBF Council may introduce subscription discounts and surcharges, from time to time, as it sees fit. (Sep 02).* IDBF Members who are also in membership of a Continental Federation shall receive a 25% discount on their IDBF Membership Fee.

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

12.24 Should a Congress not be held in any one or more years, the same subscription rates shall become due, as were due in the previous WDBRC year. Members shall only be financially bound within the limits of their annual subscriptions to the Federation



國際龍舟聯合會
INTERNATIONAL DRAGON BOAT FEDERATION
www.idbf.org or dragonboat.com



Membership Assessment Questionnaire

This Questionnaire will be used by the IDBF Executive Committee to determine which class of IDBF membership should be offered to the Applicant, by the IDBF Congress.

Please complete it to the best of your ability. FULL Member applicants must complete all Sections as comprehensively as possible. This form is NOT required with an Initial Member Application.

When completed this questionnaire together with any supporting documents and papers must be **returned to:**
IDBF Secretary-General, IDBF Secretariat, c/o Chinese Dragon Boat Association
No.9 Tiuyuan Road, Beijing 100763, PR China. Email: idbf@dragonboat.com
电话: Tel: + 86 (0) 10 6712 8832. 传真: Fax + 86 (0) 10 6713 3577

PART A:

APPLICANTS DETAILS

A1. Name of Organisation _____

A2. Registered Address _____

A3. Tel _____ Fax _____ Email _____

A4. Contact Name _____

a. Current Position held in Organisation _____

b. Contact Address (if different from A2) _____

A5. Category of Membership applied for _____

PART B:

PRESENT OR PREVIOUS IDBF STANDING

B1. Have you previously been in Membership of the IDBF? YES / NO

B2. If YES - please state in which Membership category _____

a. year your membership commenced _____

b. last year you renewed membership _____

B3. Has your organisation ever had an application for membership refused YES / NO
If YES - please state reasons given by the IDBF.

PART C: CONFIRMATION OF STATUS AND AUTHORITY

C1. Recognition: Has your organisation been formally recognised as the Governing Body for the sport of Dragon Boat Racing, in your country or territory, by the competent authority for such recognition? (For example, a federation of independent sports bodies or a government agency with a responsibility for sports (See IDBF Bye-Law 12.5 AND if you are already a Basic Member see Bye-Law 12.3.4). **YES / NO**

a. **If YES** - please detail below the name and address of the organisation concerned and the person to whom the IDBF should contact to confirm your status. (If you have documentary proof of recognition, please attach to this Questionnaire).

Organisation: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

b. **If NO** - is your organisation a Regional (e.g. State) based Governing Body for Dragon Boat Racing in your own country or territory? **YES / NO**

c. **If NO** - is your organisation mainly a non-Dragon Boat Racing organisation, for example, a Festival Organiser, Cultural Group, Business Group? **YES / NO**

d. **If YES** - please state the type of organisation _____

C2. Does your organisation belong to an IDBF recognised Continental Federation (i.e. the Asian or European Dragon Boat Federations)?

a. **If YES**, which one? _____

b. What category of membership do you hold? _____

C3. Status: Is your organisation a Private Members Club? **YES / NO**

a. Please enclose, if you have not submitted one with your application form, a copy of your organisations Constitution or Memorandum and Articles of Association, or a similar document, as appropriate. (See Attachment 1, to Bye-Law 12 for an acceptable example)

b. Please enclose a summary of the activities of your organisation and the general development of Dragon Boat Racing in your country. This may be an Annual Report or a document on your organisations structure shown in diagrammatic information. (An example is shown at the end of Attachment 2, to Bye-Law 12).

c. **Do you have** Instructors and Race Officials Training Schemes? **YES / NO**
If YES, please submit a copy of the schemes' policy documents.

d. **Do you have** a formal Water Safety Policy for the sport? **YES / NO**
If YES, please submit a copy of your safety regulations.

e. **Do you have** an Anti-Doping Policy for the sport? **YES / NO**
If YES, please submit a copy of your Anti-doping policy.

f. **Do you have** a Health & Safety Policy/ Risk Assessment for the sport? **YES / NO**
If YES, please submit a copy of your H&S Policy.

g. **Do you have** a Child Protection Policy for the sport? **YES / NO**
If YES, please submit a copy of your Child Protection policy

C4. Membership: Is your organisation mainly Dragon Boat Crew based. **YES / NO**

C5. * Does your organisation consist mainly of ‘partner groups’ for example, State groups, Festival Groups, Cultural Groups, etc to which the crews are affiliated? **YES / NO**

C6. Does your organisation have a formal Membership Scheme? **YES / NO**

If **YES**, please submit a copy of the Membership criteria and application form.

C7. How many Dragon Boat Crews are there in membership of your organisation? _____
(see IDBF Bye-Law 12.4 for definition)

If you have more than one class of crew membership e.g. Social, Corporate, Full, please give a breakdown of the above figure by class and numbers per class.

* If you answered **YES** to question **C5**, please give a breakdown by ‘partner group’ instead of by crew membership class.

* (1) _____ (class) _____ (numbers)
(2) _____
(3) _____
(4) _____

C8. How many of your crews are formally constituted Dragon Boat Clubs? _____
(see IDBF Bye-Law 12.4 for definition)

C9. Do you have a recommended Club Constitution for your crews? **YES / NO**
(see Enclosure 2 to Bye-Law 12, for an IDBF example)

If **YES**, please submit a copy of the Club Crew Constitution

C10. Do you have groups in Membership other than Dragon Boat Clubs? **YES / NO**

If **YES**, please list the numbers of members and their membership class (e.g. Full, Associate, Basic, etc) as follows:

(1) Festival Organisers _____ (number) _____ (class)
(2) Sports Centres _____
(3) Sports Bodies _____
(4) Event Organisers _____
(5) Cultural Groups _____
(6) Charities _____
(7) Private Companies _____
(8) Public Groups _____
(9) Individual Members _____
(10) (others – list) _____

C11. Is your organisation responsible for Festival/ Recreational dragon boating? **YES / NO**

C12. Does your organisation organise International Regattas? **YES / NO**

If **YES**, please give details of Number of crews participating _____

Total Budget: _____

No of Staff involved: _____

No of Spectators: _____

C13. Please give an estimate of the numbers of people taking part in the sport and recreation of dragon boating, in your country as follows:

- (1) **Juniors**, Under 18 _____ (male) _____ (female)
- (2) **Adults** aged 18-40 _____
- (3) **Adults** aged over 40 _____

C14. Do you run events specifically for Junior Crews?
YES / NO

Do you run events specifically for Senior Adults? **YES / NO**

Do you run events specifically for Women’s Crew? **YES / NO**

Do you run events specifically for Disabled competitors?
YES / NO

C15. How many formally qualified coaching personnel and race officials do you have in Membership of your organisation? (Please complete as shown)

Helms (Sweeps) _____ **Instructors** _____ **Coaches** _____

National Race Officials _____ **IDBF** Race Officials _____

C16. Please list below the Members of your main management committee e.g. Board of Management, Executive Committee or equivalent, and their status (e.g. President).

C17. If you have any comments to add in support of this application or in clarification of any of the questions raised, please mark them here.

C18. FINALLY, please check that you have included with this questionnaire the documents listed, if not already submitted with your application form. **(Please mark with a cross (x) those documents NOT included** and give the reasons why at C17 (above).

1. Copies of your Annual General Meetings minutes for the past 2 years.
2. Summary of results for the last elections to your management group.
3. Minute authorising your IDBF Membership Application.
4. Copies of your Annual Accounts for the past 2 years.
5. Copies of your Bye-Laws, Competition Regulations and Racing Rules.
6. Named list of your current Members and their Membership Classes.
7. Some copies of completed Club Crew Membership Application Forms.
8. A copy of your Constitution or Memorandum & Articles of Association.
9. Details of your structure and any Membership services, e.g. Boat Insurance.
10. A summary of the development of the sport in your country.
11. A copy of the Club Crew Constitution recommended to your crews.
12. Copies of your Membership criteria and Membership Application Form.
13. Copies of your Coaching & Officials Schemes, Water Safety & Anti Doping Policies, Health & Safety Policy, Child Protection Policy (if implemented).

Thank you for taking the time and trouble to complete this questionnaire. In addition to helping with determining your potential Membership status, the answers will provide the IDBF with valuable statistical information.

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IDBF DRAGON BOAT RACING – SERIOUS SPORT AND SERIOUS FUN TOO !



国际龙舟联合会总部及秘书处

IDBF HEADQUARTERS & SECRETARIAT

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