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国龙联会法规目录

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IDBF BYE-LAWS

Edition 6, Issue 2

(Effective from 1st January 2014)



The IDBF Bye-Laws, as now published in this Sixth Edition, have been revised and updated. All amendments, revisions and additions to the Fifth (2008) Fourth (2004) and Third Edition (2001) Bye-Law changes for 2009 -2010 have been dated in brackets by month/year. Where the number of a Bye-Law has been changed, due to new Bye-laws being introduced, the old Bye-Law number is also shown in brackets after the new one. Bye-Law changes for 2011 effective 2012 and 2013 effective 2014, are shown in italic writing, with the year of introduction in brackets.

General. The Bye-Laws supplement, enhance and where necessary, clarify the intention of the IDBF Statutes. When reference is made to a specific Article within the Statutes, the Bye-Law should be read in conjunction with that Article. The Bye-Laws also cover the working practices of the IDBF and carry the same status as the Statutes.

These Bye-Laws are prescribed by the IDBF Council under Article 43 of the Statutes and may be altered, repealed or added to at any time by the Council with immediate effect.

BYE LAW 1 DESCRIPTION

1.1 The IDBF is an international non-governmental, non-profit world organisation for dragon boating and other paddle sport activities, as decided by the IDBF Members Congress. (Aug 09)

1.2 (1.1) The IDBF consists of national and territorial level organisations (Aug 09); with an active or passive interest in dragon boating; which meets regularly for the purposes of participating in and developing, promoting and contributing to the sport of Dragon Boat Racing, on an educational, scientific or technical level. (See Bye-Law 15 for the Definitions of IDBF Nations and Territories, Continents and Regions)

BYE LAW 2 PRINCIPLES AND PURPOSE

2.1 The IDBF shall observe the general and fundamental principles of the Olympic Charter and the IOC Manual on sport and the environment. The IDBF is committed to the following principles of service to its Members:

1. to support and maintain the authority and autonomy of its Members and to promote closer links between its Members.
2. to convey to other organisations the views of its Members and to co-ordinate and protect the common interests of its Members.
3. to collaborate, on behalf of its Members, with organisations having as an objective the promotion of sport and particularly those paddle sports in which the use of the single bladed paddle is paramount. The IDBF Council may offer or countenance competitive events for watercraft, of any Design, propelled by a single blade paddle.
4. to collect, collate and circulate information from, to and among its Members and to publish an annual Calendar of IDBF sanctioned events.

2.2 In pursuing these principles the IDBF shall maintain a general unity of action and a mutual respect for its Members in their dealings with each other. The IDBF shall not interfere with its *Governing Associations, Continental and Regional Organisations, except as prescribed in Article 5 of the Statutes (Aug 10)* and it shall monitor all activities which may affect the IDBF, either in part or in its entirety, as referred to in Article 5.

BYE-LAW 3 (BL1) TECHNICAL DEFINITIONS

3.1 The Dragon Boat (Long Zhou). The Dragon Boat (Long Zhou) as defined within the Competition Regulations is a long displacement boat of an open design, that is based upon a rib less carvel form of hull construction, with the following distinguishing characteristics; no stems, hard chine bilge; W in cross section, minimum freeboard, punt-like entry and exit; rockered keel that is set back from the twin rail boards and curved sheer line with upsweep extremities.

Traditionally made out of teak wood, the boat which originated in Southern China, is commonly called a 'Chinese Dragon Boat' The boat's main distinguishing features, are a mythical Asian-style dragon head attached to the prow (front); and a stylised dragons tail attached to the Stern (rear), with dragons scales painted along the sides of the boat.

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

Propulsion and Control. (3.3) The Dragon Boat (Long Zhou) is propelled (moved through the water) by the muscular force of its crew sitting in a forward facing position and using small single bladed paddles as simple levers on the water. (June 04). The boat is guided (Steered) through the use of a long steering oar that is rigged using Thole pins located at the rear of the boat or with a large paddle. A Chinese style drum, together with a Drummer's seat, is situated in the bow, by which the stroke cadence of the crew is usually maintained.

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

3.3 (1.1) Dragon Boat Racing. Dragon Boat Racing is the propulsion of a Dragon Boat over a predetermined distance or for a specified period of time. There are two kinds of Dragon Boat Racing recognised by the IDBF, namely Festival Racing and Sport Racing.

3.3.1 Festival Racing. Festival Racing is **informal** competitive racing that can take place at a traditional Dragon Boat Festival, or at events of a similar nature or purpose, such as corporate events and events for Charity. Such races are usually of a proprietary nature and entry is by invitation. Festival Races are open to crews that meet the entry criteria, provided that they have not been selected to represent a Country or Territory (See 3.10.1 for the definition of a Representative Crew and also Bye-Law 17 for the definitions of Country and Territory). Festival Racing can be organised at Territorial; National and International level.

3.3.2 Sport Racing. Sport Racing is **formal** competitive racing, as defined in Bye-Laws 3.7 to 3.12, organised or sanctioned by the IDBF; its Continental and Regional Federations, or their Controlling Dragon Boat Associations, for bona fide crews within their own membership. Sport Racing can be organised at Territorial; National and International level.

3.4 (1.2) Object. The object of Dragon Boat Racing is to race crews in Dragon Boats over a clearly defined course in the shortest possible time, in a controlled and prescribed manner.

3.5 (1.3) Dragon Boat Contests. A Dragon Boat contest is a sporting event consisting of timed runs down a set course by two or more crews or any number of 'first past the post' races, which may be organised into progressive rounds of competition according to the number and the classification of the crews taking part; or a combination of the two, or a timed 'point to point' race by crews against the clock. Other types of contest may be defined, in these Bye-Laws or the Competition Regulations, from time to time.

3.6 (1.4) Dragon Boat Crews . A Dragon Boat crews' classification is determined by the age, sex, ability and nationality of the crew members (see the IDBF Competition Regulations for definitions). Crew Members in a dragon boat shall normally be defined as:-

- 3.6.1. (1.4.1) Racer.** Any member of a Dragon Boat crew.
- 3.6.2. (1.4.2) Paddler.** A crew member whose specific task is to propel a boat forward with a single bladed paddle.
- 3.6.3. (1.4.3) Steerer. (Duo)** (Helm or Sweep). The crew member whose specific task is to steer and manoeuvre a boat with the aid of a Steering Oar or Paddle.
- 3.6.4. (1.4.4) Drummer. (Gu)** The crew member whose specific task is to beat a Drum carried on board the Dragon Boat.
- 3.6.5. (1.4.5) Gong Beater.** A crew member whose task it is to beat the traditional Gong carried on certain types of dragon boat. (Amdt.1)
- 3.6.6. (1.4.6) Flag Puller** (Aug 03) A crew member whose task is to remove a flag placed on a buoy at the Finish Point, in some types of races, the purpose of which is to indicate that a boat has finished a race and therefore a race time and placing order can be determined, for each crew.

3.7 (1.5) International Competition. Competitions arranged by the IDBF, its Members, or other organisations recognised by the IDBF, shall be considered to be International if teams of competitors or crews of another country or territory are invited to participate. There are two types of International Competitions' recognised by the IDBF – namely OPEN and CLOSED.

3.7.1. Open Competition. An OPEN Dragon Boat Competition is one in which generally Dragon Boat Crews from IDBF Member organisations take part. Subject to the IDBF Bye-Laws and Competition Regulations, crews from Countries where an IDBF Member does not exist and from non-IDBF organisations may also compete against IDBF Member crews.

3.7.2. Closed Competition. A CLOSED Dragon Boat Competition is one organised by a non-IDBF Member sports organisation for the sole benefit of its own Members and/or crews from another non-IDBF Member sports organisation or any entity whose own Constitution restricts it to defined fields of exclusive activity for its own Members or Guests. (2008)

3.8 (1.6) Classes. There shall be *three* classes of International competitions recognised by the IDBF under the general title of International Regattas, namely:

- 3.8.1. (1.6.2) Dragon Boat Championship Regattas.**
- 3.8.2. (1.6.1) International Dragon Boat Races.**
- 3.8.3 World and Continental Cups** (Aug 09)

3.9 (1.9) Dragon Boat Championship Regattas. The following competitions shall be recognised as Dragon Boat Championship *Regattas* by the IDBF:

- 3.9.1. (1.9.1) IDBF World Championship Regattas** – as detailed in the Competition Regs.
- 3.9.2. (1.9.2) Continental Championship Regattas.**
- 3.9.3.(1.9.3) Regional and National Championships.** Regional Championships may be organised where a Continental Federation does not exist. The words 'National Championships', are taken to mean any nationally based competition, such as a National League or Cup competition that is organised or sanctioned by an IDBF Member Association, for the crews in membership of the Association concerned

3.9.4. (1.9.4) Multi Sport Games. – see 3.14 & 3.15.

3.10 (1.7) Championships Races (National Championships excepted) may be held for either **Representative** Crews or **Club** Crews, as defined in this Bye-Law. Championship Races shall be conducted under IDBF Competition Regulations and Rules of Racing. Championship races are considered by the IDBF to be Sport Racing events as defined in Bye-Law 3.3.2.

3.10.1. (1.8.2) Representative Crew Races, are races organised specifically for crews that have been selected to represent their country or territory by an IDBF governing association or a member of a Continental or Regional Federation.

3.10.2. (1.8.1) Club Crew Races, are International Races organised or sanctioned by the IDBF and its Members, or other organisations, for crews that are not representing a country or territory.

By definition crews that are not selected on a national or territorial basis are Club Crews. IDBF Members may only send crews representing their own Clubs, to Club Crew Races.

3.11 (1.12) Only crews representing a Full Member of the IDBF will normally be allowed to compete in an IDBF World Dragon Boat Racing Championships. An IDBF Basic; Associate; Temporary Member or a Dragon Boat Organisation from an area where there is no IDBF Governing Association, may be permitted to compete at the discretion of the IDBF Executive Committee.

3.12 (1.10) IDBF Titles. IDBF titles shall only be used for Dragon Boat Championships that are organised directly by the IDBF, or its agents, such as an IDBF *Governing Association*, in accordance with a decision of the Congress. In a continent where a continental federation, recognised by the IDBF, exists any Continental Championship held shall bear the title of the federation concerned and not that of the IDBF.

3.13 (1.8) International Dragon Boat Races. International Races may be held for either **Club** Crews or **Representative** crews. (1.7) For International Races sanctioned by the IDBF, *the IDBF Rules of Racing and Safety Regulations must be adopted (Aug 11) and the Competition Regulations should be adopted where appropriate.* Dependant on the circumstances in which they are held, International Races can be either Festival or Sport Racing events, as defined in Bye-Law 3.3.1 & 2

International Races for Representative Crews must be organised or sanctioned by an IDBF *Governing Association*. Corporate Races, such as those held as part of the World Corporate games; Masters Games; Fire-fighters Games and the like, are defined as Festival Racing, for the purpose of these Bye-Laws *and should seek approved status from the IDBF. (Aug 11)*

3.14 Multi-Sport Games. *Dragon Boat Competitions that take place as part of an International Multi-sport games, such as the Olympic Games and such like, are accepted as being Dragon Boat Championship Races for the purpose of this Bye-Law, provided that such racing has received IDBF sanctioning.*

That is, all such Dragon Boat Competitions shall be held in accordance with the IDBF Competition Regulations concerning Water Safety, Technical facilities and organisation and the selection of Race Officials and will always be conducted under the IDBF Competition Regulations and Rules of Racing. (Aug 11)

3.15 (1.11) Sport Racing held as part of an *International Multi Sport Games*, shall have the same status as an IDBF *organised, sanctioned or approved* Championship. (Aug 11)

3.16 World and Continental Cups. *World Cup competitions shall be sanctioned directly by the IDBF Executive Committee and Continental Cups by the IDBF Continental Federation concerned. Competitions may consist of a single Dragon Boat competition or a series of such competitions, in one or more Countries or Territories, in a given year, in which National or Territorial selected Crews, from an IDBF Member compete.*

The format and duration of each such Cup competition will be decided between the IDBF / Continental Federation and the Cup Organiser concerned but as a minimum must include crews from the Premier Division, as defined in the Competition Regulations. (Aug 09) World & Continental Cups may also be held for BCS crews. (Aug 10)

A World or Continental Cup Trophy will be awarded for each Cup Series (single or multiple) and Medals may be awarded to the winning crews as in the manner of a World Championship Regatta.

BYE-LAW 4. (4.1 – 4.10 (BL 2)) DUTIES OF THE OFFICERS AND COUNCIL MEMBERS.

Effective from 01 Jan 2014. *(reflecting the changes to the Statutes passed by the 2011 Congress)*

The IDBF Presidents' *In acknowledgement of the Chinese cultural roots and history of Dragon Boating, the IDBF has two Presidential appointments, the President, who as the Senior Elected officer of the IDBF is the head of the Federation and the President of Honour, nominated by the Chinese Dragon Boat Association. The duties of the President are as follows:- (Aug 11)*

4.1 (2.1, 2.5 4.3. 4.5) The President. *In accordance with the Articles 20 and 21 of the IDBF Statutes, the President is the Leader of the Congress and shall take the Chair at the IDBF Member's Congress.*

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

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

The President shall be an ex-officio member of all IDBF Continental and Regional Federations; IDBF Commissions, Committees, Panels and Working Parties. It is incumbent upon the President to:-

4.1.1. *(2.1.1, 4.3.1) Guide and control the entire work of the IDBF. Attend multi-sports games, World Championship Regattas, and other important IDBF competitions and preside as the Chair of the Jury at World Championship Regattas. (Aug 10)*

4.1.2. *(2.1.2, 4.1.2. 4.3.2) Be the prime representative (Aug 11) of the Federation in its relations with national and international sports organisations.*

4.2 (2.2, 4.4) *Should the President be temporarily unavailable or not able to fulfill the duties of the President's office, the Senior Vice-President shall undertake them. Temporary shall general be taken to mean a period of absence of up to six (6) months.*

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

If none of the Vice Presidents' are available, then the Secretary-General may undertake the President's duties and in the absence of the Secretary-General the Treasurer may undertake the duties of the President. (Aug 11)

4.3 (2.3, 4.5) In the event that none of the *of the Vice-Presidents', the Secretary-General or the Treasurer are able to temporarily undertake the duties of the President*, then *providing that a quorum of at least four(4) Council Members are present*, the Council shall appoint a Temporary President *from one of its own number or from an IDBF Full Member, to temporarily undertake the duties of the President.*

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

4.4 (2.4, 4.6).The President shall sign solely (or together with the Secretary-General and, or Treasurer) official documents of the IDBF, as laid down in Art 36 of the IDBF Statutes and shall keep members of the Executive Committee, the Council and the Commissions, informed on all matters affecting their areas of responsibility. (Sep 03)

4.5 (4.6.1) Expenses: The traveling and accommodation expenses of the *President* or the *President's* nominee, in connection with the duties of the Office shall be paid by the appropriate hosting organization or as an exception by the IDBF. (Aug 09)

4.5.1 (4.6. 4.6.2) The *President* shall provide the Secretary-General and Treasurer with copies of all correspondence originated on behalf of the IDBF.

4.6 (2.5, 4.2) ***The IDBF President of Honour.*** *By custom and practise a President of Honour, when so elected, shall be nominated by the Chinese Dragon Boat Association and elected unopposed by the acclimation of the IDBF Member's present at the Congress.*

The President of Honour shall be entitled to attend all meetings of the IDBF Council in a voting capacity. (Aug 11)

4.7 (2.7) The Vice-Presidents. The Senior Vice-President, as defined in Article 21 of the Statutes (that is, the Vice President who has held such Office the longest) shall be responsible for undertaking the duties of the *President* or any of the Officers of the Federation, whose duties are detailed in this Bye-Law, in the event that one or other of them is prevented from exercising the office concerned. (Aug 11)

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

(Sep 03)

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

1. *Liaising with and supporting IDBF members in developing the Sport.*
2. *Supporting and advising the Chair-holders of the IDBF Commissions.*
3. *Liaising with International Sports Federations and Multi Sport Games in conjunction with and on behalf of, the President*
4. *Dealing with Membership issues; liaising with and visits to, the IDBF Members in conjunction with and on behalf of, the President .*
5. *Assisitng the President in carrying out his or her duties.* (Aug 11)

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

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

The VP portfolios are:-

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

(Aug 13)

4.8 (2.8) The Vice-Presidents shall fulfil any *other* specific tasks allocated to them by the IDBF Council, the Executive Committee or the President (see also BL4.14 and BL5.10) and shall contribute for example, to IDBF publications. They shall report on all such activities. *(Aug 11)*

4.8.1 The Vice-Presidents may also assist the Officers of the Federation in carrying out their duties and under the authority and co-ordination of the President, *act as the Commission Chair Holders or Continental Representatives.* *(Aug 11).* The Secretary-General shall be provided with copies of all official correspondence originated by the Vice-Presidents.

4.9 Whenever the IDBF does not have an Honorary President, the Senior Vice-President shall assist the President and President of Honour in these duties and in representing the IDBF. *(Sep 03)*

4.10 (2.9) The Honorary Presidents' and Honorary Vice-Presidents'. Under Article 40 of the IDBF Statutes IDBF Presidents' and Vice Presidents' of Honour may be appointed and shall be entitled to attend the meetings of the Council and the Congress in a non-voting, advisory capacity.

The Honorary Presidents' and Honorary Vice-Presidents, may assist the President and the President of Honour in protocol duties and representation of the IDBF. *(Aug 11)*

BYE-LAW 4. (4.11 – 4.31 (BL 2)) - DUTIES OF THE OFFICERS AND COUNCIL MEMBERS.

4.11 (2.10) The Secretary-General. The Secretary-General shall direct the administrative work of the IDBF. It is incumbent upon the Secretary-General to:

- 4.11.1** (2.10.1) Keep the registers, documents and files of the IDBF, including the records of IDBF Dragon Boat Championships, etcetera.
- 4.11.2** (2.10.2) Make the arrangements for the production of IDBF books and other publications, in collaboration with the Marketing and Media Commission.
- 4.11.3** (2.10.3) Make the administrative and technical preparations for the meetings of the Congress; Council and the Executive Committee.
- 4.11.4** (2.10.4) Draft the agenda for meetings of the Congress and prepare documents relating to the items on the agenda for submission to the Council and to despatch them to all concerned.
- 4.11.5** (2.10.5) Send Minutes of Congress to Member Organisations and the Council and to circulate Council and Executive Committee Minutes to all concerned.
- 4.11.6** (2.10.6) Co-ordinate the work of the Council and Commissions in collaboration with the President and help to effect the resolutions passed by the Congress and the Council. (Amdt 2).
- 4.11.7** (2.10.7) Circulate any urgent information which cannot be held for publication in an official IDBF bulletin.
- 4.11.8** (2.10.8) Conduct the correspondence of the IDBF and provide the President with copies of all letters relating to policy or principle.
- 4.11.9** (2.10.9) Prepare in consultation with the President the working programme of the Council and forward it to the Members of Council.

4.12 *Should the Secretary-General be temporarily prevented from fulfilling the duties of the office, the Deputy Secretary-General or Deputies when appointed under Bye-Law 4.17, shall undertake them. If there is not an appointed Deputy Secretary-General, then the Senior Vice-President or the IDBF Treasurer, shall undertake them.*

4.12.1 *In the event that the Secretary-General is unavailable or not able to carry out the duties of his or her Office, for a period exceeding six(6) months, then the IDBF Council shall appoint an Acting Secretary-General, normally a Deputy Secretary-General, if appointed, or the Senior Vice-President or the Treasurer, if available, until the Secretary-General can resume his or her duties or until the next IDBF Member's Congress, whichever date is the soonest.* (Aug 11)

4.13 (2.12, 4.12) The Treasurer. The Treasurer shall prepare in consultation with the Finance Sub-Committee, see Bye-Law 4.14 (2.13), the budget for *bi*-annual submission to the Congress. The Treasurer shall be responsible for seeing that the annual expenditure keeps within the limits laid down in the IDBF Budget. It is incumbent upon the Treasurer to:

- 4.13.1** *collect all membership subscriptions and other monies due to the IDBF.*
- 4.13.2** *keep the financial records of the IDBF.*
- 4.13.3** *prepare the IDBF accounts for audit purposes and obtain the report of the auditors.*
- 4.13.4** *present budgets and financial reports to IDBF Executive and Council Meetings.*
- 4.13.5** *prepare and present a bi-annual report and auditor's reports to the IDBF Congress.*

4.13.6 *Should the Treasurer be temporarily prevented from fulfilling the duties of the office, the Deputy or Assistant Treasurer, when appointed under Bye-Law 4.17, shall undertake them. If there is not an appointed Deputy or Assistant Treasurer, then the Secretary-General or Deputy Secretary General, when appointed or the Senior Vice-President, shall undertake them. (Aug 11)*

4.13.7 *In the event that the Treasurer is unavailable or not able to carry out the duties of his or her Office, for a period exceeding six(6) months, then the IDBF Council shall appoint an Acting Treasurer, normally the Deputy or Assistant Treasurer or Deputy Secretary General, if appointed, or the Secretary-General or Senior Vice-President, if available, until the Treasurer can resume his or her duties or until the next IDBF Member's Congress, whichever date is the soonest. (Aug 11)*

4.14 (2.13) The Finance Sub-Committee. The IDBF Finance Sub-Committee shall consist of the Executive President; the Senior Vice-President; the Secretary-General and the Treasurer. The Finance Committee shall have special responsibility for the financial control of the IDBF, on a day to day basis, including making decisions of a financial nature and for monitoring the IDBF budget, between meetings of the Executive Committee and the IDBF Council.

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

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

4.17 (2.14) The IDBF Secretariat. The Executive Committee may appoint under Article 44 of the IDBF Statutes, people to assist the Secretary-General and the other Officers of the Federation in carrying out the administrative duties laid down in these Bye-Laws and to effect the decisions of the Congress and the Council on a day to day basis.

4.18 (2.15) This administrative arm of the IDBF, may consist of voluntary or paid officials as determined and nominated by the Executive Committee and may include elected or appointed officers of the Federation. Those so appointed together with the Secretary-General, shall be known as the IDBF Secretariat.

4.19 (2.16) Members of the Secretariat who are not elected Officers of the IDBF, may attend the Congress, the Council, the Executive Committee and meetings of the Commissions, in an advisory capacity. Members of the Secretariat may not vote at IDBF meetings unless they hold an elected or appointed position, with voting rights, appropriate to the meeting.

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

4.21 (2.17) Chair Holders of the Commissions. The Commission Chair Holders shall direct the work of their Commissions in accordance with the decisions of the Congress and from the directives given by the Council. They shall prepare a plan of work and the budgets of their Commissions and present copies to the Secretary-General and Treasurer for approval by the Finance Sub-Committee and submission to the Council.

4.22 (2.18) The Chair Holders shall be responsible for the correct expenditure of all moneys allocated to their Commissions and shall submit a detailed account, to the Treasurer, including any appropriate receipts, at least 45 days before a Congress.

4.23 (2.19) They shall be responsible for calling meetings of their Commissions. A notice of such meetings shall be despatched to commission members, with an Agenda and any supporting papers before a meeting takes place. Commissions may meet in sub-groups and make decisions by correspondence or telecommunications conferences.

4.24 (2.20) Chair Holders shall ensure that Minutes of all meetings are taken and copies sent to their commission members; the Secretary-General and the Executive President.

4.25 (2.21) Continental & Regional Representatives. The Continental Representatives and Regional Representatives, as allowed for under Articles 48 and 49 of the Statutes – see also Bye-Laws 11.5 - 11.7 and 16.1.6, shall represent the IDBF within their Continent (Region). They shall ensure the proper conduct and organisation of all IDBF sanctioned events held within their Continent (Region) *and shall provide the IDBF Secretariat with copies of the Minutes of all Executive, Committee, Board, Council and Congress meetings of their respective Continental or Regional Organisation.*
(Aug 11).

4.26 (2.22) In cases of non-observance of the IDBF Statutes; Bye-Laws; Rules of Racing or Competition Regulations, they shall submit a report to the IDBF Executive Committee.

4.27 (2.23) Representatives shall submit a report on their own activities and on the general situation regarding Dragon Boat Racing within their Continent (Region) to the Council annually. (2.24) In preparing an annual report the Continental Representative may request IDBF member organisations, within their Continent, to submit reports on their activities. The Executive Committee may allocate specific duties to a Continental or Regional Representative.

4.28 (2.25) Members of Council. It is incumbent upon all the Members of the IDBF Council to promote, within their spheres of influence, the development of the sport of Dragon Boat Racing and the policies of the IDBF. They shall carry out all tasks which may be given to them by the Council or the Executive President and they shall report on their activities.

4.29 (2.26) Honorary Members. In accordance with Article 40 of the IDBF Statutes, the Congress may appoint persons who have rendered valuable services to the IDBF, or of the sport of Dragon Boat Racing, as Honorary Members of the IDBF.

4.30 (2.27) Nominations for such Honorary Membership can be made by an IDBF Member; the Council; the Executive Committee or a Commission and shall be submitted to the IDBF Council for consideration before subsequent approval by an Ordinary Congress.

4.31 Honorary Awards. The IDBF Executive Committee may nominate individuals who have made a significant contribution towards the development of the sport an IDBF Award of Honour. Such Honorary Awards are to be ratified by the IDBF Council and notified to the IDBF Members Congress.
(Aug 09)

BYE-LAW 5 (BL 3) DUTIES OF THE COMMISSIONS.

5.1 (3.1) Members. Members of the Commissions shall be appointed in accordance with Article 46 of the Statutes. Generally the same person may only be a member of one Commission at any one time, exceptions will be at the discretion of the Executive Committee. The members of the *IDBF Executive* shall be ex-officio members of IDBF Commissions and as such they may attend more than one Commission, to represent the views of the Executive & Council.

5.2 (3.2) IDBF Members and Commission Chair holders may recommend to the Executive Committee candidates, as commission members, for consideration by the IDBF Council. Generally IDBF Members may only recommend one candidate per Commission. *The IDBF Members shall bear the travelling expenses of their Members attending Meetings of the IDBF Commissions. (Aug 11)*

Each Commission shall *generally* consist of up to twelve (12) members, *except the Competition & Technical Commission (C&TC) where the number may be fifteen (15).* Each Commission will include a Chair holder, *elected by the IDBF Congress* and two Vice-Chair-holders *appointed by the IDBF Council*. Commissions shall operate in sub-groups, on a continental basis. A nominated Member of the Council, *normally an IDBF Vice-President*, will also be assigned to a Commission to give advice and assistance to the Chair Holder, as necessary. *(Aug 11)*

5.2.1 *The Commission Chair-holders or the IDBF Executive Committee, have the power to suspend Commission Members who have not been active in their Commission.*

5.2.2. *The IDBF Executive Committee may replace a Commission Chair-holder or Member who has not been active in the work of their Commission and may appoint new Chair-holders or Members until the next appointments to the Commissions are due. (Aug 11)*

5.3 (3.3) Casual Vacancies. In the case of a casual vacancy on a Commission, the IDBF Executive shall replace the member concerned after consultation with the Chair-holder of the Commission concerned. Such appointments shall be confirmed at the next meeting of the IDBF Council.

5.4 (3.4) Duties and Fields of Activity. The duties and fields of activity for each of the commissions, shall be published in these Bye-Laws in accordance with Article 47, of the Statutes. They shall be determined by the Executive Committee as the need arises.

The Executive Committee shall invite the Chair of an IDBF Commission to discussions on issues that fall within the competence of that particular Commission *(Aug 09)*. All Commissions shall work closely with those Commissions of the Continental Federations that cover the same activities.

5.5 (3.5) Competition & Technical Commission (C&TC). The Commission shall liaise with the appropriate Commissions of the Continental and Regional Federations and shall:-

5.5.1. (3.5.1) Formulate the Competition Regulations and Rules of Racing for IDBF Regattas, that is, IDBF Championships and IDBF sanctioned International Races.

5.5.2. (3.5.1) Lay down specifications for *Dragon Boats and accessories* acceptable in IDBF competitions and to ensure that all such competitions conform to the said Regulations and Rules.

5.5.3. (3.5.2) Advise IDBF Members on the Competition Regulations and Rules of Racing; and the equipment and officials required at International Competitions. Make recommendations on the type and range of technical installations that are appropriate to IDBF competitions. Issue Regulations for the safety and welfare of competitors.

- 5.5.4.** (3.5.3) Formulate training programmes and conduct examinations for IDBF Race Officials. Appoint Race Officials to IDBF Championships and if requested, provide officials for IDBF sanctioned competitions. Report to the Executive Committee on the standards of officiating at IDBF events.
- 5.5.5.** (3.5.4) Compile a library of Dragon Boat specifications and records of other racing long boats, of traditional design, in use around the world.
- 5.5.6.** (3.5.5) Assess any technical developments concerning Dragon Boats as they arise and advise the IDBF Council accordingly.

5.5.7 Race Officials Secretariat (ROS). The C&TC shall establish a Race Officials Secretariat of appointed persons, with specific responsibilities as detailed below, who shall work directly to the C&TC Chair Holder. The ROS shall

- a. Assist IDBF Members, if requested to formulate and implement training programmes for National Race Officials.
- b. To monitor the development of qualified IDBF Race Officials and make recommendations on their grading to the C&TC. Maintain records and statistics concerning Race Officials world-wide and compile a database of all qualified IDBF Race Officials.
- c. Organise symposiums for National Officials with a view to preparing them for the IDBF Race Officials examination and to discuss matters of common interest to Race Officials, especially the Racing Rules. Arrange with the Continental Federations for at least one IDBF Race Officials Examination to be held annually in each IDBF Continent.
- d. Liaise with the appropriate Commissions from the Continental and Regional Federations on all matters to do with Race Officials. Report to the C&TC on any developments internationally, to do with the rules of racing and the training of officials, and make recommendations accordingly.
- e. To make recommendations to the C&TC, on changes and amendments to the IDBF Competition Regulations and Rules of Racing

5.6 (3.6) Marketing & Media Commission (M&MC). The Commission shall liaise with the appropriate Commissions of the Continental and Regional Federations and shall:-

- 5.6.1.**(3.6.1) Give advice on non-technical and non-competitive matters, such as sponsorship; merchandising strategy; marketing policy; finance. **(see also the Annex to this Bye-Law).**
- 5.6.2.**(3.6.2) Formulate product licensing agreements; produce corporate designs and IDBF logos and, when required, represent the IDBF in sponsorship negotiations, concerning the Federation and its events or services.
- 5.6.3.** (3.6.3) Provide an information service to IDBF Members on sponsorship, marketing and the media and provide a media service for IDBF World Dragon Boat Racing Championships, in conjunction with the Organising Committee.
- 5.6.4.** (3.6.4) Maintain a media information service on the work of the IDBF and prepare for publication books and other documents concerning the sport, in conjunction with the Secretariat. Develop and maintain an IDBF internet web site.

5.7 (3.7) Medical & Sport Science Commission (M&SC). The Commission shall liaise with the appropriate Commissions of the Continental and Regional Federations and shall:-

- 5.7.1.(3.7.1)** Advise the IDBF, its Commissions and Members on general medical matters and on all aspects of sports medicine, sports psychology and sports science and in particular on questions of sport hygiene; the scientific training of athletes and the general welfare of competitors.
- 5.7.2.(3.7.2)** Advise the IDBF and its Members on the prevention of accidents in sport, the dangers of drug abuse and the effects of dope on the body.
- 5.7.3.(3.7.3)** Advise the IDBF, its Commissions and Members on all aspects of modern training methods with special reference to Dragon Boat Racing. In conjunction with the C&TC organise symposiums at which M&SC matters of mutual interest to officials, coaches and competitors can be discussed.
- 5.7.4.(3.7.4)** In consultation with the Council issue Regulations for the health safety and welfare of competitors and to issue instructions concerning drug testing and doping control at IDBF organised and sanctioned competitions.
- 5.7.5.(3.7.5)** At IDBF World Championship Regattas supervise the arrangements made by the Organising Committee for doping control and appoint a doctor to be a direct witness of all drug testing and doping control procedures.
- 5.7.6.(3.7.6)** Maintain records on all drug testing carried out at IDBF sanctioned competitions and championships and where instances of drug abuse have been detected report the full details to the IDBF Executive Committee.

5.8 (3.8) Cultural and Heritage Commission. (*Aug 13*) The Commission shall liaise with the appropriate Commissions of the Continental and Regional Federations and shall:-

- 5.8.1.(5.8.2)** To promote the cultural aspects of the sport - Eye Dotting, Lion and Dragon Dances etc; ensuring their correct presentation at IDBF events and to educate the sport about the cultural aspects and traditions associated with dragon boating.
- 5.8.2.(5.8.3)** To inform the IDBF Members, event organisers and other organisations of the historical and heritage aspects of the dragon boat and dragon boat racing.
- 5.8.3.(5.8.4)** To research the history of the sport; and maintain a library of historical documents.
- 5.8.4.(5.8.5)** To maintain a record of heritage artefacts and articles of interest associated with the Dragon Boat and Dragon Boating in general.

5.9 (3.11, 5.11) Commission Directives and Procedures. Within their fields of activity, it is incumbent upon each Commission to formulate detailed instructions and working practises to cover the duties given to them by the Executive Committee.

These instructions shall be prepared by the Commission Chair Holder and agreed by the Executive Committee before being approved by the Council.

Such instructions shall be published as IDBF Commission Directives and Procedures.

When so published such Directives and Procedures shall be shown as Annexes to the appropriate IDBF Bye-Law.

5.10. IDBF Working Groups. IDBF Working Groups may be created for the purpose of advising the IDBF Council, the Executive Committee or the Executive President, as the case may be, on matters relating or relative to the IDBF or to Dragon Boating.

The IDBF may establish permanent or other standing or ad hoc Working Groups whenever it appears necessary.

Except where expressly provided otherwise in the IDBF Statutes and Bye-Laws or in specific regulations established by the IDBF Executive Committee, a Sub Committee, normally consisting of the Executive President, Senior Vice President, Secretary General and Treasurer, shall establish the terms of reference of any Working Group.

The Sub Com will designate the Working Group members and the meetings time-tables of the Working Groups, except where expressly provided otherwise in the IDBF Bye-Laws or in specific regulations established by the IDBF Executive Committee.

The Sub Com will decide the dissolution of a group once it is considered that it has fulfilled its mandate.

The Members of the Executive Committee are an ex-officio members of all working groups and shall have precedence when attending a Working Group's meeting. (Aug 09)

5.11.(5.9) Ethics and Interests. All members of the IDBF Executive Committee and of the IDBF Council and of the IDBF Commissions, must observe the IOC Code of ethics as referred to in the Olympic Charter. In particular they must declare any direct or indirect pecuniary interests that may result in them making a profit directly or indirectly from the sport. (Aug 09)

5.12. (3.12) Authority. The IDBF Council without prejudice to its overall responsibilities, authority and control, delegates to the Commissions the authority to carry out the duties published for each Commission in these Bye-Laws; the Competition Regulations and the Rules of Racing.

BYE-LAW 6 (BL 4) INTERNATIONAL CALENDAR.

6.1 (4.1) IDBF Members and others planning Festival or Sport Racing, who wish their event to be included in the IDBF International Calendar, shall forward to the IDBF Secretary-General, by the 1st September annually, the following details:

6.1.1. (4.1.1) Date and Place of the Races.

6.1.2. (4.1.2) Title of the Races.

6.2 (4.2) In addition the following information should be made available at the earliest opportunity:-

6.2.1. (4.2.1) Classes and Divisions of the Races.

6.2.2. (4.2.2) Racing Distances and (4.2.3) a description of the Course.

6.2.3. (4.2.4) Type of Dragon Boat to be used.

6.2.4. (4.2.5) Brief details of any financial subsidy.

6.2.5. (4.2.6) Organisers Name and Contact Address, Telephone, Telex, Fax.

6.2.6. (4.2.7) Closing Date for Entries.

6.3 (4.3) The IDBF shall publish annually, no later than the 30th November each year, a Calendar of Events, for the following year, listing all IDBF Championships, Continental Championship and other known International Races notified to the IDBF General-Secretary.

BYE-LAW 7 (BL 5) NATIONAL or DOMESTIC RACES AND RULES.

7.1 (5.1) Races held for crews domiciled in the same country or territory as the Race Organiser shall be defined as National or Domestic Races, as the case may be.

7.2 (5.2) Such races shall be governed by the Rules of Racing adopted by the organisers of the race concerned. These should normally be those used by an IDBF Member Organisation.

7.3 IDBF Members may adopt any, in part or whole; or all of the IDBF Statutes, Bye-Laws, Competition Regulations or Rules of Racing for use in their organisations, provided that they acknowledge the use, of such Statutes, Bye-Laws etc.

7.4 (7.3) The use of such IDBF legislation shall not effect, in any way, the freedom and independence of any Member, who shall in all cases, retain complete independence and control over all matters falling within the field of activity of the Member.

BYE-LAW 8 (BL 6) DISCIPLINARY MEASURES.

(BL 6.2.8.4) These disciplinary measures can be taken against individual members of an IDBF Member, or a Member Organisation in its entirety, for a breach of the IDBF Statutes; Bye-Laws; Competition Regulations or Rules of Racing; or for having harmed the interests of the IDBF, or for behaviour detrimental to the status of the IDBF.

8.1 (6.1) Measures. Under Articles 17 and 18 of the Statutes, Member Organisations of the IDBF may face Suspension or Expulsion from the Federation. This Bye-Law lays down the other disciplinary measures open to the IDBF and the circumstances in which action to Suspend or Expel a Member *or an individual* will be taken: (6.1). (Mar 11)

The disciplinary measures open to the IDBF shall be to:

8.1.1. (6.1.1) Caution.

8.1.2. (6.1.2) Reprimand or Fine (Sep 02)

8.1.3. (6.1.3) Exclude - some or all members of an IDBF Member from participation in IDBF Championships and Competitions.

8.1.4. (6.1.4) Suspension.

8.1.5. (6.1.5) Expulsion.

8.2 Suspension. Action to suspend a Member from IDBF Membership will always be commenced by the Executive Committee, for any of the following reasons:

8.2.1. non-payment of any liabilities to the Federation.

8.2.2. becoming two (2) years or more in arrears with any IDBF membership fees due.

8.2.3. failure to comply with the provisions of the IDBF Statutes or Bye-Laws.

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

8.3.1. refusal to pay any liabilities due to the Federation.

8.3.2. non-payment of any membership fees due to the federation for three (3) or more years.

8.3.3. refusal to comply with the provisions of the IDBF Statutes or Bye-Laws.

8.4 (8.6.1) In respect of **any** non payment of membership fees or financial liabilities, the IDBF Executive Committee may exclude crews from the IDBF Member concerned, from an IDBF organised or sanctioned competition. Suspension of a Member will automatically mean the exclusion of its crews from IDBF events. (Sep 02)

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

8.6 (6.4) Disciplinary measures 8.1.1 and 8.1.2 shall be taken by the IDBF Executive Committee. Measures 8.1.3 and 8.1.4 shall be taken by the IDBF Council, with the exception of arrears of IDBF Membership Subscriptions (see Article 17 of the Statutes) and Temporary Suspensions (see Bye-Law 12.15) which can be dealt with by the Executive Committee.

Disciplinary measures 8.1.5 shall only be taken by a Congress, on the recommendation of the Council and with a two-thirds majority of the Full and Basic Members represented and entitled to vote. (Sep 02)

8.7 (6.5) Appeals. Appeals against a decision made by the Council concerning action taken under 8.1.1 to 8.1.4 can be made by the IDBF Member concerned *or through the IDBF Member, the individual concerned, (Aug 11)* to an Ordinary Congress, whose decision shall be final.

8.8 Doping and Drug Abuse. The IDBF Council, condemns the misuse of drugs by any person participating in or associated with the sport of Dragon Boat Racing and as a matter of policy, will take all steps necessary, within its powers, to prevent doping and drug abuse, within the sport, and to protect the health and welfare of its participants.

8.9 To give effect to this Bye-Law the IDBF will publish an Anti Doping Policy which shall:-

- a. define the offence of doping and its punishment.
- b. give details on prohibited classes of substances and prohibited methods.
- c. advise on the procedure for the accreditation of laboratories and lay down the rules of ethics for testing.
- d. quantify the sampling procedures used for doping control and list the laboratory analysis procedures.

8.10. The IDBF Anti-Doping Policy is based on that advocated by the International Olympic Committee (IOC) and will follow where appropriate the Anti-Doping Code laid down by the World Anti Doping Agency (WADA) as adopted by the IDBF Council. (Oct 03).

The IDBF Anti-Doping Policy is published as an IDBF Policy under Competition Reg 11.1.

The right of appeal is also a fundamental right of the individual and in this respect clear guidelines for appeals and the establishment of an Appeals Panel are covered in the IDBF Anti-Doping Policy, together with conditions of eligibility for reinstatement.

8.11 This Bye-Law advises IDBF Members to, in conjunction with their national drug testing agencies, introduce national programmes of education and information on drug abuse, and to conduct testing programmes to detect the misuse of drugs in the sport and to penalise those who are guilty of such abuse.

Such programmes should be in keeping with the IDBF Anti-Doping Policy and Regulations and advice given by national drug testing agencies.

8.12 Individuals, Crews of IDBF Members and IDBF Members found guilty of an offence under the IDBF Anti Doping Policy may have action taken against them, under Bye-Law 8, in addition to and irrespective of, any punishments laid down in the Anti-Doping Policy.

BYE-LAW 9 (BL 7) COURTS OF ARBITRATION.

9.1 (7.1) In the case of a dispute between IDBF Members the disputing parties may ask the IDBF to appoint a Court of Arbitration.

Such a Court shall consist of three (3) members and a Chair-holder, nominated by the IDBF Executive Committee.

9.2 (7.2) The decision of the IDBF Court of Arbitration, as well as a complete report on the case, must be given in writing.

The original shall be sent to the Secretary-General. Copies shall also be sent to the parties concerned and one copy retained by the Chair.

9.3 (7.3) The costs of the Court shall be borne equally by the parties concerned. The IDBF Court shall do everything possible to keep the costs as low as possible, without being detrimental to either of the parties concerned in the case, or to the IDBF.

9.4 (7.4) When one or more of the parties involved in a dispute is a IDBF Full Member and in the event that such a Member is not satisfied by the IDBF Court of Arbitration, an IDBF Full Member may appeal to the Court of Arbitration for Sport, in Lausanne, Switzerland.

All such appeals shall be in the time and at the expense of the party making the appeal. The IDBF does not recognise the Court of Arbitration for Sport as arbitrators for disputes between the IDBF and its Members.

9.5 The only form of arbitration open to an IDBF Member in the case of a dispute with the Federation, its Officers, Staff or appointed Officials, is through a specific proposal to a Congress in accordance with Articles 26 and 28 of the Statutes.

Such a proposal will only be accepted after all other internal methods of trying to resolve any such dispute, as published, from time to time, in the Statutes and Bye-Laws, have failed.

BYE-LAW 10 (BL 8) THE IDBF EMBLEM and LOGOS.

10.1 (8.1) The IDBF emblem shall be a distinctive badge representative of the nature and history of Dragon Boat Racing. As such the emblem shall be the identifying symbol of the IDBF. The emblem may also be in the form of a corporate logo – see Annex A to Bye-Law 10

10.2 (8.2) The design of the emblem shall be approved by the Council from time to time. The conditions for the use of the emblem shall be determined by the IDBF Executive Committee. The Commission for Marketing and the Media may assist with these tasks.

10.3 (8.3) The emblem, incorporated in a flag, shall always be flown at Championship events and embossed on all IDBF Championship Medals. The IDBF flag shall be flown at IDBF International Races, where appropriate.

10.4 (8.4) At IDBF Congresses the emblem will be prominently displayed. The use of the emblem in its original form or stylised, shall appear on all IDBF printed matter and on all official correspondence and publications.

10.5 (8.5) The incorporation of the emblem on merchandising of any nature, shall be at the discretion of the Executive Committee under the terms of Bye-Law 10.2. (see also BL Annex)

10.6 Logo. In addition to the IDBF Emblem, the IDBF may design and use an IDBF logo (or logos) for development, marketing and merchandising purposes, as well as for promotion, publicity and general administration.

(Aug 09)

BYE-LAW 11 - NOMINATIONS FOR THE IDBF COUNCIL FROM IDBF MEMBERS.

11.1 Nominations from IDBF Members, for candidates for election to the IDBF Council, under Article 37 of the IDBF Statutes (that is, the members of the Executive Committee and Commission Chair holders) must be in the hands of the Secretary-General at least 35 days before the date of the Congress at which the relevant elections will take place.

11.1.1 The Nominators must be Full or Basic Members, not individuals, as laid down in Article 28 of the Statutes but Nominees need not be domiciled in the same country as the Nominator. (Proposals from IDBF members concerning any other matters, such as the Statutes, must be submitted at least 60 days before a Congress as laid down in Article 28 of the IDBF Statutes).

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

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

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

11.3 (11.2.3) **Elections.** Voting at an IDBF Congress will take place in accordance with Article 33 of the Statutes and these Bye-laws. If the number of nominees corresponds to the number of offices to be filled, the election shall be by an Open Vote, unless two (2) Members, having voting rights, request that a Closed (secret) Vote take place.

11.3.1 (11.7) The voting papers for the election of members of the Executive Committee and the Commission Chair holders, shall list all the Nominees for election and their Nominators. **Voting slips shall be distributed by the Secretary-General at the commencement of the Congress.**

11.3.2 (11.2.5) During the election of the IDBF President, the out-going Office Bearer, if seeking re-election, will return the conduct of the Congress to the President of Honour or alternatively the 1st Vice-President, who will then conduct the election. Immediately after the election of the President, the outgoing President will continue with the conduct of the meeting for the remainder of the Congress

11.3.3 (11.2.4) **Scrutineers.** At the start of the Congress, the Delegates will select three (3) scrutineers, from amongst those delegates who are not nominated for office. They will be responsible for counting and confirming all votes cast during any elections. One shall be appointed as the Chief Scrutineer, who shall report the votes cast to the Congress Chair Holder, who will announce the result of the vote.

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

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

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

11.4.1. When voting each IDBF Member organisation will be entitled to have one (1) vote. A non-voting delegate of an IDBF Member may carry one (1) proxy vote, in writing, in respect of a member not represented at the Congress in accordance with Article 22 and 33 of the IDBF Statutes. (Clarification – Aug 09)

11.4.2 Members of the IDBF Executive Committee and Council are entitled to be present at the Congress and to speak but not to vote. By exception a non Executive Committee Council Member may vote if he or she represents his/her IDBF Member as a delegate with the right to vote. (Aug 09)

11.4.3 Other than in an election by secret ballot, should the Chair NOT be satisfied after a show of hands that a vote is clear, then voting may then also take place by roll call in alphabetical order of those Members present or represented. (Aug 09)

11.5 (11.3) Continental Representatives. The names of those people representing Continental Federations on the IDBF Council, under Article 48 of the Statutes (normally the Federation's Chair Holder but see also Bye-Law 16.1.6) must be in the hands of the IDBF Secretary-General at least 35 days before the date of the Congress at which the nominations will take effect.

11.6 (11.4) The nominees must be adults and in full possession of their civil rights. The names of the Continental Federations nominees, will be notified, by the Secretary-General, on the Agenda for the Congress at which the nominations will take effect.

11.7 (11.5) Regional Representatives. The names of those people representing the IDBF Regions, under Article 48 of the Statutes, will be notified by the IDBF Secretary-General, on the Agenda paper for the Congress at which the appointments will take effect. The nominees must be adults and in full possession of their civil rights.

11.8 (11.6) Appointments. The Continental and Regional Representatives to the Council shall be appointed for a period of two (2) years, that is, with effect from the 1st January in the year following the Congress at which the appointment is made.

11.9 Co-opted Members. Under the terms of Article 44 of the Statutes, the IDBF Executive Committee may co-opt additional members to the Council from among the IDBF Members, irrespective of their class of membership or from nominated individuals.

11.9.1 Co-options shall be for a minimum period of two (2) years and shall be renewable.

11.10 The Executive Committee shall only make such co-options, if the co-option will assist with the development of the sport or, if in the opinion of the Executive, the co-option is in the best interests of the sport or the IDBF.

11.11 Co-opted Members may take part in all Council discussions and may vote on informal matters, at the Chair Holders discretion, but not on formal Council resolutions.

11.12 Casual Vacancies – Continental Representatives . In the case of a casual vacancy arising on the Council (Article 39 of the Statutes refers) in respect of a Continental Representative, for whatever reason, including the non-attendance of the nominated representative at a specific Council Meeting, the IDBF Member concerned *shall* notify the Secretary-General of an alternative. The alternative representative may attend one or more Council Meetings, as notified.

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.**

(Sept 07 Amendment – words a sports group, added in line 4, to clarify that IDBF membership is open to all dragon boat practitioners. Classes of Membership – a. to d, added for clarity)

12.2.1 Full and Basic Members must have a constitution with Statutes, Bye-Laws, general principles and rules and regulations that conform with those of the IDBF.

(2006/2007 Amendments - BLs 12.3 – 12.10, amended or re-written as shown below and renumbered. Old BL numbers are shown in brackets).

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 (12.3) Governing Associations. 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.

(2006 Amendment – word 'autonomous' before the words 'dragon boating organisations' (line 1) deleted.)

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. (12.6a) 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. (12.6b) 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. (12.3.3/12.10) Basic Members. Basic IDBF Membership (Statute 12) will be reserved for those groups in which Dragon Boat Club or Crews (see Bye-Law 12.3), have a controlling interest but which have not fully satisfied the conditions for Full Membership, as a governing association - see BL 12.4. For Basic Membership, 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 (2006 Amendment – word ‘autonomous’ before the words ‘Dragon Boat Clubs’ (line 2) deleted. This clarifies that Basic Membership is open Groups who are also members of another sports organisation.)

12.5.1. (12.6.3) 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. (12.4.3) If after five (5) years of Basic IDBF Membership a Member has not received recognition, by the appropriate authority, as the Governing Body for the sport in their own country or territory (see Bye-Law 12.6.2) 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. (12.3.1/12.5) Full Members. IDBF Full Membership 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).

(2006 Amendment – word ‘autonomous’ before the words ‘Controlling Associations’ (line 2) deleted. Unnecessary as IDBF Statutes, Article 9, always has to be complied with.)

12.6.1. (12.3.2/12.9) 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 the appropriate authority for such recognition.

This can be 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.

(2006 Amendment – “a competent authority” in Line 3, changed to “the appropriate authority”.)

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)

(Amendment; After Festival Organiser, Line 3, the words "a non-autonomous DBA" in Line 4, deleted")

12.7.1. (12.6.4) The IDBF Executive 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 Organisation Membership. Such Associate Membership shall be ratified by the IDBF Council.

(May 2006 Amendment; Words "active" before "interest" Line 2 and "that is not active" before ISF, deleted. Words "Affiliation to the IDBF" Line 3, replaced by the words "IDBF Associate Organisation Membership. Remaining lines of old 12.6.4 deleted. Replaced by new 12.7.3.)

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. (12.6.4) Affiliates. 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 and Bye-Law 4.29, 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)

(2006/2007 Amendments: BL 12.8 introducing additional people who can qualify for Honorary Membership replaces old BL 12.8 which has been removed as now being unnecessary. – Article 9 refers. Previous BLs 12. 7 and 12.8 also removed as now being unnecessary. BL 12.9 – no change. Old BL 12.10 and sub paragraphs revised as new BL 11. – all references to Preliminary or Provisional Membership removed. No longer relevant. Old BL 12.11 now new BL 12.10, below.)

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 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.

(2006 Amendment Note: New sub para 12.10.2, replacing old BL 19. BL19 now a Spare BL.)

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, their 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 (12.10.3) 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 Spare.

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 new Applicants accepted by the IDBF Council under Bye-Law 12.11. The Joining Fee for all such Applicants, is presently set at USD 50, to cover the period between application and the ratifying Congress. (Sep 06)

(Amendment: Provisional Members Fee wording, replaced by information on a Joining Fee.)

12.21 Subscriptions. There shall be a number of categories of Membership Fee, as decided by the IDBF Council, from time to time. The IDBF Finance Committee shall determine the list of IDBF Member Organisations in each category. The decision about the classification of each Member will be based on Economic Indicators established by the IDBF Executive Committee. (Sep 09).

12.21.1 (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 & Basic Members 100% (one hundred percent) of the subscription. (Sep 07)
- b. Associate Members 75% (seventy five percent) of the subscription. (Sep 07)

12.21.2 The first 2 years of Membership (starting from the year after the Congress of acceptance) are free of any Membership Fees (Aug 09).

12.22 The amount of each subscription, payable to the IDBF every 2 years, shall be decided by each Congress following a proposal from the Council and shall fall due on the 1st January in the year following a WDBRC year (Sep 07). The IDBF Council may introduce subscription discounts and surcharges, from time to time, as it sees fit. (Sep 02).

(Sep 2000. The Words "IDBF Members who are also in membership of a Continental Federation shall receive a 25% discount on their IDBF Membership Fee" rescinded by the 11th Congress)

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**

BYE-LAW 13 PREPARATION AND ORGANISATION OF A WORLD CHAMPIONSHIPS

(2007 - BL13 re-written for clarity of purpose and with reference to the Organisers Handbook)

13.1 Shown in the Annex to this Bye-Law are the full details of the Bidding System for a World Championship and the term and conditions attached to the such a championship.

The Annex and the IDBF World Championship Organisers Handbook, which is published separately, form part of this Bye-Law 13. Bids for a World Dragon Boat Racing Championship (WDBRC), as opposed to a Club Crew World Championship (CCWC) or a World Corporate & Community Championship (WCorcom) will generally only be accepted from an IDBF Full Member. (See paragraph 13.3 and paras 3 and 4 of the Annex for exceptions). A WDBRC and CCWC are ratified by the Congress and the WCorcom and *U&CWC* (Aug 11) by the IDBF Council.

13.2 The following areas of preparation and organisation must be guaranteed on behalf of the Organising Committee of an IDBF Championship, by the bidding organisation:

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

13.2.2 That food and accommodation, to an acceptable standard and at an agreed cost, will be provided for competitors; team officials; coaches; race officials; official guests; and when appropriate, IDBF Congress delegates and media representatives. That in addition adequate transport will be provided to cater for the needs of those participants and team supporters attending the championships regatta.

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

13.3 Prior to making a formal championship application, the IDBF Member or where one does not exist or for a WCorcom, the organising committee shall be obliged to arrange for a member of the IDBF Competition & Technical Commission to acquaint themselves with the proposed venue and facilities and to assess the ability of applicant to stage the event. A report on the venue and applicant will then be given to the IDBF Executive who will determine if the formal application can be approved by the Council and submitted for ratification by the IDBF Congress.

13.3.1 Bye-Law 13.3 may only be relaxed if the applicant is a Full IDBF Member and the venue and facilities available are already known to the Executive Committee. All other applicants must comply with paragraph 13.3 before a bid for a WDBRC or CCWC will be approved for submission to the IDBF Congress for ratification.

13.4 Prior to the championships the controlling association and championships organising committee shall jointly host an IDBF delegation, which shall not exceed three (3) persons, to check at least once, the facilities at the championships site, the proposed transport systems and the arrangements for food and accommodation. Discussions on the general organisation and shall also take place. The cost of the travel, accommodation and food for the members of the delegation shall be borne by the organising committee.

13.5 The championships organising committee shall be responsible for providing full board and accommodation for the Chief Official, members of the Competition Committee, Key Race Officials and the IDBF Jury, up to a maximum of 30 people and when in session, other Members of the IDBF Council (Sep 07). A subsidy towards the travel cost of IDBF Officials, set by the IDBF will also be required from the Organising Committee (Sep 05). The IDBF Controlling Association shall forward to the IDBF Executive Committee a full report on the conduct of the championships, within six (6) weeks after the event.

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

13.6.1 Intended Bid - by 31st March five (5) years (World) and 4 years (Club) before the championship to the IDBF Secretary-General.

13.6.2 Formal Bid - by 31st March four (4) years (World) and 3 years (Club) before the championships to the IDBF Secretary General

13.6.3 Bid Presentation - on the date of the IDBF Congress, four (4) years (World) and 3 years (Club) before the championships date.

13.6.4 Full Presentation -eighteen (18) months before the championships date.

13.6.5 Site Inspection - twelve (12) months before the championships date.

BYE-LAW 14 (BL10) OFFICIAL IDBF LANGUAGES.

14.1 (10.1) The Official Languages of the IDBF, as laid down in Article 8 of the IDBF Statutes are British English and Chinese Mandarin. In the event that there is a discrepancy between the two in any IDBF documents, the English version shall take preference.

14.1 At the meetings of the IDBF, Members or delegates are entitled to speak in the language of their country provided that a competent interpreter, at their own cost, translates their speech into at least one of the official languages of the IDBF. (Aug 09)

14.2 All expenses of the translator must be borne by the representatives themselves.

Bye-Law 15 (BL17) IDBF CONTINENTS; REGIONS; COUNTRIES and TERRITORIES.

15.1 (17.1) The definitions that follow, for Continents; Regions; Countries (or Nations) and Territories, are only valid within the context of the IDBF Statutes; Bye-Laws; Competition Regulations and Rules of Racing

15.2 (17.2) Continent. One of the main continuous bodies of land on the earth's surface, such as Asia and Europe, or other areas of the World, as defined by the IDBF Council, in accordance with Article 48 of the IDBF Statutes.

15.3 (17.3) Where the Governing Associations' for dragon boating within an IDBF defined Continent have formed a Continental Dragon Boat Federation, such a federation, subject to accepting the conditions for IDBF recognition laid down in Bye-Law 16, shall, after being formally recognised by a vote of the IDBF Congress, be entitled to nominate representatives to the IDBF Council in accordance with Article 48 of the IDBF Statutes.

15.4 (17.4) Region. A large area of the earth's surface, such as North America, which is greater in size than one country but which has not been recognised by the IDBF Congress as a Continent. Such an area may be designated as a Region by the IDBF Council, in the interests of developing the sport.

A geographical region within a single country is not considered to be a Region under this definition, although such a region may be referred to, in general terms, within these Bye-Laws and the IDBF Competition Regulations.

15.5 (17.5) Where the Controlling or Governing Associations' for dragon boating within an IDBF designated Region have formed a Regional Dragon Boat Federation, then such a federation (in the absence of an IDBF Continental Federation with jurisdiction over that Region) and subject to accepting the conditions for IDBF recognition laid down in Bye-Law 16, may exceptionally be allowed by the IDBF Executive Committee (under Article 48 of the IDBF Statutes) to nominate representatives to the IDBF Council.

Such representation shall remain valid until such time as an IDBF Continental Federation, with jurisdiction over the Region concerned, is recognised by the IDBF Congress.

15.6 (17.6) Country (or Nation). A defined area of land on the earth's surface, such as the United Kingdom, recognised by the IDBF Council as a Country (or Nation State) which is politically independent of any other Country or Nation State. The IDBF Council will accept as a Country one which is recognised by the United Nations, as a Country (or Nation State).

15.7 (17.7) Territory. A defined area of land on the earth's surface, such as Hong Kong, which is not recognised by the IDBF Council as an independent Country but which is recognised by the International Olympic Committee (IOC) for the purpose of Olympic Competition *or is geographically a distinct and separate area of land on the earth's surface.* (Aug 13)

Such a Territory, which can be under the dominion of a hereditary ruler or a nation state, may be recognised by the IDBF Council for IDBF Membership under Article 10 of the IDBF Statutes.

15.8 (17.8) Representation. Countries and Territories recognised by the IDBF shall be eligible to send Representative Teams to take part in IDBF World Dragon Boat Racing Championships, under the conditions laid down in the IDBF Competition Regulations.

Bye-Law 16 (BL14) CONTINENTAL AND REGIONAL ORGANISATIONS.

The IDBF is a Full Member of SportAccord and recognized as the International Sports Federation (world governing authority) for dragon boating as confirmed by the Court of Arbitration for Sport (CAS) in 2008.

16.1 *Under Article 9, of the Statutes and in accordance with Article 48, Part 3 of the Statutes, the Council of the IDBF recognises both Continental and Regional Federations or Associations for dragon boating and National or Territorial Dragon Boat Organisations, as follows:-*

16.1.1 National/ Territorial level dragon boat organisations, who are IDBF Members, may group themselves into Continental or Regional Organisations for the purpose of; promoting and regulating Dragon Boat Sport within their respective Continents/Regions, with the object of developing and contributing to the sport. (Aug 09)

16.1.2 The Continental and Regional Organisations must establish a constitution with Statutes, Bye-Laws, general principles and rules and regulations that conform with those of the IDBF. Constitutions shall be notified to the IDBF Executive Committee. (Aug 09)

16.1.3 Continental/ Regional Championships are conducted under the guidance of the Continental or Regional Executive Committee and in accordance with the IDBF Rules of Racing and those IDBF Competition Regulations that are appropriate. (Aug 09)

16.1.4 The IDBF President *at his or her discretion, is entitled to attend* meetings of the Executives; Councils and Congresses of the IDBF Continental or Regional Organisations *and may nominate a representative to attend in his or her stead.* (Aug 11)

16.1.5 Representatives appointed by Continental or Regional Organisations are members of the IDBF Council for that Continent or Region. (Aug 09). The Continental or Regional Organisations are, through their authorised representatives advisors to the IDBF on matters concerning their own members - **see also as Bye-Laws 4.25 - 4.27.**

16.1.6 A Continental Organisation may have more than one representative on the IDBF Council, at any one time, if the Council decides that to do so is in the best interests of the IDBF or the Continental Organisation concerned. In such an event the Continental Representatives for the continent concerned, must come from different countries.

16.1.7 The Continental and Regional Organisations shall, if requested, assist the IDBF in the supervision of any international events and IDBF Affiliated Festivals held in the given Continent or Region and report to the IDBF on these events. (Aug 09)

16.1.8 During Continental or Regional Championships the Continental or Regional Organisation concerned has, under this Bye-Law, the authority to suspend competitors or officials and to take disciplinary action against them in accordance with the IDBF Disciplinary Code. If disciplinary action is taken, the facts **must be reported to the IDBF** Executive Committee, who may extend the disciplinary action taken to a worldwide level.

16.1.9 A Continental or Regional organisation cannot suspend or exclude an IDBF Governing Association from taking part in an IDBF competition or championships but they may propose such measures to the IDBF Executive Committee.

16.1.10 A Continental or Regional organisation cannot issue Certificates and Licences associated with the IDBF International Race Officials *or Coaches Awards Schemes* (Aug 11) or the but may be authorised to conduct and assess candidates for such awards, under the supervision of the IDBF Competition and Technical Commission (C&TC).

16.1.11 Continental and Regional organisations may develop new competitive formats for *Dragon Boats and other Traditional Long Boats (TLBs)* (Aug 11) that are not presently covered by the IDBF Competition Regulations and Rules of Racing. Any new formats are subject to discussion with the IDBF C&TC and the agreement of the IDBF Executive Committee, to ensure that competitors' safety and the integrity of the sport are not compromised in any way. (Aug 09)

BYE-LAW 17 (BL9, BL 15) AMENDMENTS AND ADDITIONS.

17.1 (9.1, 15.1) Amendments and additions to these Bye-Laws shall be drawn up by the Executive Committee and effected by the Council, from time to time, as authorised by Article 43.6, of the IDBF Statutes.

17.2 (15.1) The IDBF Executive Committee may amend the IDBF Bye Laws and the IDBF Council the Competition Regulations every two years. All changes are to be notified to the Congress and Bye-Law changes ratified by the Congress. (Aug 09)

17.3 (15.2) The IDBF Council may make provisional amendments to the IDBF Rules of Racing every two years and full amendments every four years. (Aug 09)

17.4 (15.3) Changes to the IDBF Statutes and Byelaws come into force immediately after the Congress in which they are ratified. Changes to the Competition Regulations come into force on the 1st January in the year following the Congress year. (Aug 09)

17.5 (15.4) The IDBF Council may only make full amendments to the IDBF Rules of Racing with effect from the year following an Olympic Summer Games. (Aug 09)

BYE-LAW 18 (BL14) SPARE.**BYE-LAW 19 (BL15) SPARE.****BYE-LAW 20 (BL 16) - CONCLUDING PROVISIONS**

20.1 (16.1) The Annexes to these Bye-Laws form part of the Bye-Laws to which they refer and as such they should be read in conjunction with them. An Annex carries the same authority as the IDBF Bye-Law to which it relates.

20.2 (16.2) The Bye-Laws were first approved by the IDBF Council on 11th June 1992 and notified to the 1st IDBF Ordinary Congress on 15th June 1992. Additional Bye-Laws and amendments were approved by the IDBF Council on 1st July 1993 and notified to the 2nd Congress on 5th July 1993. Amendment No 2 concerning the Executive President and President were notified to the 3rd Congress on 20 June 1994.

20.3 (16.3) The Bye-Laws were fully revised and re-published as a Second Edition, in June 1996, approved by the Council and presented to the 5th IDBF Congress on 15th June 1996, in Penang, Malaysia. The Second Edition of the IDBF Bye-Laws were effected from the 1st January 1997.

20.4 (16.4) Bye-Law 12 was fully revised as a consequence of the adoption by the 5th IDBF Congress of the revised IDBF Statutes & Bye-Laws and the 5th Congress Minute which required all IDBF Members to reapply for membership from 1st January 1997. Bye-Law 12 was formally enacted following a Minute passed by the IDBF Council in Wellington, New Zealand on 20th February 1998.

20.5 The Third Edition of the Bye-Laws was approved by the IDBF Council through electronic correspondence, with effect from 15th March 2000. Minor amendments, mainly for clarification but also resulting from the introduction of Bye Law 17, were made to the text during 2000 and approved by the Council through electronic voting.

The Third Edition formally notified to the 8th Congress of the IDBF in August 2001, was amended by the 18th Council Meeting in 2002 concerning Bye-Laws 8.1.2, 8.1.6 (Disciplinary Measures) 12.1.1, 12.1.3 – 12.12, 12.19-12.24 (Membership), 13.5 (hosting) Annex A to BL 5.6, para 2(Sanctioning) and Annex to BL 13, paras 6-7 (Presentation and Contract). Bye-Laws for an IDBF Model Association were added to the IDBF Bye-Law Enclosures.

20.6 The Fourth Edition of the IDBF Bye-Laws, incorporated all previous Editions as amended above and includes the amendments passed by the 19th Council Meeting on 30 October 2003, concerning BL 4 (Duties of the Officers); Annex A to BL 5.6 (M&M Commission); Annex to BL 13 (Bidding for IDBF Championships).

These changes, together with those amendments and additions passed by the 18th Council Meeting, were notified to the 9th IDBF Congress on 31 October 2003. The Fourth Edition is effective from 01 January 2004.

20.7 The Fifth Edition, Issue 4, as including amendments dated May -Oct 2006 (BL 12 Membership) and Sep 2007 were ratified by the IDBF Council on 19th September 2007 and notified to the 11th IDBF Congress on 21 September 2007. The Fifth Edition was effective from 01 January 2008. Issue 5 included amendments made by the IDBF Council on 24 August 2009 and ratified on notification by the Council to the Congress on 29 August 2009, on which date they became effective.

20.8 *The Sixth Edition, Issue 1, including amendments promulgated in 2010 and 2011, were ratified by the IDBF Council on 1 August 2011 and notified to the 13th IDBF Congress on 8 August 2011. The Sixth Edition, Issue 2, now published with amendments made by the Executive Committee in July 2013 and ratified by the Council, is effective from 01 January 2014.*



ANNEX A to Bye-Law 5.6

MARKETING AND MEDIA COMMISSION - SPONSORSHIP AND MEDIA DIRECTIVE.

1. **Scope.** This Directive lays down the IDBF terms and conditions appertaining to Sanctioning Fees; Commercial Sponsorship; Television and World Wide Web (www) rights for IDBF Dragon Boat Championships. (Sep 03) The details of any contracts covering such matters shall be finalised with the IDBF Executive Committee, through the Marketing and Media Commission (M&MC). (See Bye-Laws 5.6 & 5.11)

1.1 **Advertising and Property Rights.** The IDBF is the worldwide exclusive owner of the Advertising and any other property rights of IDBF World Championship Regattas and IDBF World Cups as defined in the IDBF Statutes; Bye-Laws and Competition Regulations

1.2 The IDBF has the right to grant or contract the rights as mentioned above, entirely or partly to, IDBF Member Organizations, Championship Organizing Committees, and Agencies.

1.3. The contracts as mentioned in this Bye Law shall be in written form and will include the financial and technical requirements.

1.4. The IDBF has the right to award advertising rights in all categories of sponsoring concerning the mentioned events to partners. The rights of IDBF sponsors and official partners shall be considered as premium advertising rights with regard to all questions concerning the promotion of an event.

1.5 **Television Rights.** The IDBF is the worldwide exclusive owner of the Broadcasting, Internet and any other media property rights of all IDBF World Championship Regattas and IDBF World Cups as defined in the IDBF Statutes; Bye-Laws and Competition Regulations.

1.6. The IDBF has the right to grant or contract the rights as mentioned above, entirely or partly to International TV / Broadcasting Unions, IDBF Member Organizations, Championship Organising Committees, Internet providers and Agencies.

1.7 The contracts as mentioned in this Bye Law shall be in written form and will include the financial and technical requirements.

1.8. The IDBF Executive Committee shall have the power to modify the programme of World Championship Regattas and World Cups to ensure a high quality of Television Broadcast or to ensure a live Broadcast. (Aug 09)

2. **Sanctioning Fees and Bonds.** The Organising Committee of an IDBF Dragon Boat Championship shall pay to the IDBF a Sanctioning Fee, which shall become due once the award of the Championship concerned has been confirmed by the formal vote of the IDBF Congress. (Apr 03)

2.1. In addition the Organising Committee shall be required to pay a Championship 'Bond' to the IDBF, which may be up to twice the amount of the Sanctioning Fee. The Bond will be returnable to the Organising Committee after the Championship has been held, subject to the satisfactory discharge of the terms and conditions set in the Contract of Indemnity signed between the IDBF Executive Committee, the Organising Committee and the IDBF Member in the country or territory, where the Championship is being held. (Apr 03)

2.2 In the event that the Championship does not take place, at the agreed time and place, the Championship Bond will be retained in full, by the IDBF Executive Committee. (Apr 03)

2.3 The actual amount of such fees, which shall be in US Dollars, will be set by the IDBF Executive Committee, from time to time. Currently the Sanctioning Fee is USD 5000 and the maximum Championship Bond USD 10,000. (Dec 07)

2.4 The Sanctioning Fee and Bond may be off-set against any Registration Fees charged by the IDBF to the participants at an IDBF World Championships Regatta.

2.5 *All such Registration Fees will be collected directly by the IDBF no earlier than one (1) month before an IDBF World Championships Regatta. The Registration Fee is currently set at USD 15, per participant.* (Aug 11)

2.6 Sanctioning and Registration fees for Continental Championships and Regional International Games shall normally be agreed with and paid to the recognised IDBF Federation concerned, under separate arrangements.

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

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

4. **Agencies.** The IDBF reserves the right to appoint an Agent to raise money or sponsorship for a Dragon Boat Championships and shall allow a Championships Organiser to do the same. The M&MC may act on behalf of the IDBF Executive in all negotiations with potential Agents and the Championships Organisers.

5. **Title Sponsorship.** In the event that a Championships Organising Committee gains major sponsorship for a its event, the IDBF shall permit the sponsor to have 'Title' to the Championships.

The Title Sponsorship shall be subject to an agreed percentage of the sponsorship being paid directly to the IDBF Executive Committee.

6. In the event that the IDBF Executive Committee, or its agents, or an IDBF Member, gains cash sponsorship for a Championships event, an agreed percentage of any such cash shall be allocated to the Championships Organising Committee, to offset the costs of hosting the crews and the officials.

Similarly, any sponsorship gained through the joint efforts of the IDBF, or its Members and a Championships Organising Committee, shall also be divided on an agreed percentage basis between the parties concerned.

7. **Electronic Media Rights.** Television and *world wide web (www) rights* remain with the IDBF as does the rights to all television and film footage taken at an IDBF Championships (Sep 03).

In the event of a Championships Organising Committee, or the IDBF, its agents or Members, negotiating a contract for television coverage of an event, in which a broadcasting fee is paid, by either the television company concerned, or its network *or a www service provider*, an agreed percentage of the fee shall remain with the IDBF. (Sep 03)

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

9. **IDBF Marketing Manual.** The IDBF Marketing Manual for World Dragon Boat Championship Regattas (Annex 5, Chapter 5 of the IDBF Championship Organiser's Handbook) forms part of this Annex to Bye-Law 5.6 and should be read in conjunction with it.

ANNEX to Bye-Law 10

IDBF Corporate Identity Standards

January 2008

Corporate Logo

The corporate logo shown at right is the foundation of the International Dragon Boat Federation's (IDBF) corporate graphic identity system.

This distinctive symbol, designed to be easily recognized and remembered, consists of the corporate signature or logo.

The colours and proportions of the corporate signature must not be altered.

Consistent usage of the marks builds recognition.

When applying the corporate logo, always use the reproduction artwork supplied by the IDBF.

Do not redraw or in any way alter the artwork. All applications of the corporate logo must be approved by the IDBF.



Unacceptable Configurations

Any deviation from the acceptable signature configurations — no matter how minor — can undermine our valued corporate identity and void legal protection of our trademark.

Therefore, no other configuration or any variation on the signature is permitted under any circumstances.

Examples of such variations are demonstrated on the right.

These examples are meant to be representative and do not encompass all possible cases.

To ensure proper application of the corporate signature, use only the artwork supplied by the IDBF.

Artwork may be enlarged or reduced proportionately to satisfy design requirements; however, it may in no other way be altered.

The name of the corporation, "International Dragon Boat Federation," cannot appear in unilingual form; that is, in English or in Chinese, alone.

The name of the corporation cannot appear to the left of the graphical elements.

The graphical elements cannot appear without the full bilingual name of the corporation.

The name of the corporation cannot appear below the graphical elements.

The proportion of the corporation's name cannot be changed in relation to the graphical elements.

The signature cannot be tilted or rotated.

The type must not be altered.

Additional art or marks must not be attached to the logo.

To be notified

Area of Isolation

Making sure that a reasonable amount of space surrounds the entire logo enhances the presentation of the International Dragon Boat Federation (IDBF) corporate signature.

This area, referred to as the area of isolation, must remain clear of all graphic imagery, edges, folds and other visual elements.

The preferred area of isolation is one full measure of the corporate-name height expressed by the “DB” dimension.

The absolute minimal area of isolation is one full measure of the “DB” dimension height extending from the outermost edges of the signature.

Minimum Size

The IDBF logo should not be reproduced smaller than the minimum size shown to the right.

The limitations of various media should be considered when placing the logo — newsprint, for example, will not hold tiny marks cleanly.

The corporate logo must always appear crisp and clean.

Corporate Colour

IDBF Red, as shown, is designated as the official corporate colour.

This specific shade of red is to be used as the preferred colour treatment of the corporate signature.

IDBF Red is equivalent to PMS 1925C for coated stock applications or PMS 1925U for uncoated stock applications.

Colour Reproduction

The standards for colour reproduction of the IDBF signature ensure quality and consistency in the presentation of our corporate identity, while allowing design flexibility for a wide range of applications.

To ensure consistency and quality in the presentation of our signature, there can be no variation on the approved colours.

The acceptable colour treatments of the corporate signature are demonstrated below.

No other treatment is permitted.

Preferred: Graphical elements are IDBF Red with IDBF Blue; name of corporation is black for the Chinese characters and IDBF Red for the English characters.

Black on white.

Logos reverse to white from a background colour of sufficiently dark contrasting value.

The letters knock out of the white box, so the background colour shows through.

Trademark Protection

The failure of a company to adhere to trademark requirements can result in the forfeiture of our right to that mark.

Inconsistent use of our trademark undermines the IDBF's legal position to defend our brand if another organization chooses to adopt it.

0.75 inches

Example To Be
Inserted

Example To Be
Inserted

法规13条附件

ANNEX TO BYE-LAW 13

国龙联合会锦标赛申办制度

BIDDING SYSTEM FOR IDBF CHAMPIONSHIPS

1. The Council of the International Dragon Boat Federation (IDBF) has presently sanctioned *four* types of IDBF World Dragon Boat Championships, namely:
 - 1.1 **The World Dragon Boat Racing Championships (WDBRC)** which are designed for crews representing their Country or Territory as '**National or Representative Crews**' - that is, crews who have been selected by an IDBF Member on a national or territorial basis.
The WDBRC may also be known as World Nations Championships, to distinguish them from the Club Crew Championships. (Sep 03)
 - 1.2 **The Club Crew World Championships (CCWC)** which are designed for crews representing themselves as '**Club Crews**' - that is, crews sanctioned by an IDBF controlling association but not selected by them on a national or territorial basis.
 - 1.3 **The Corporate & Community World Championships (WCorcom)** which are designed for crews with little or no experience of Sport Racing (Novice Crews) who are employed by or represent the corporate or community organisation in whose name they compete. (Sep 03)
 - 1.4 **The Universities & Colleges World Championships (UCWC)** are designed for crews consisting of students registered with the University or College in whose name they compete. (Aug 10)
 - 1.5 (1.4) With the exception of WCorcoms, and UCWC, World Championship Regattas may only be organised by an Organising Committee nominated by an IDBF Member Organisation to the IDBF Council. The Organising Committee must enter into a contract with the IDBF regarding the organisation and hosting of the World Championships. The IDBF Member will be responsible for supervising the work of the Championship Organising Committee.
2. An IDBF Championship is held every year, with the **World Dragon Boat Racing Championships** held on ODD years, 2013 and 2015, for example and the **Club Crew World Championships** held on EVEN years, that is 2012 and 2014 for example. The **Corcom World Championships** and the **World University & College Championships** (Aug 10), may be held at other times and other venues, at the discretion of the IDBF Council.
3. **World Dragon Boat Racing Championships (WDBRC)**, can only be organised by (or through) an IDBF Full Member or exceptionally a Basic Member. WDBRC must be conducted under full IDBF Competition Regulations and Rules of Racing and are only open to National Crews from IDBF Members through whom all entries must be made.
4. **Club Crew World Championships (CCWC)** may be organised by non IDBF Members, for example a Festival Organiser, and crews from non-member countries may take part. However, all bids for a CCWC and all entries to it, must be notified through an IDBF Member in countries where one exists. CCWC organisers should seek the advice of the IDBF Members concerned regarding the suitability of their crews entered to compete.
 - 4.1 (4) IDBF Club Crew Championships may be conducted under local Regulations tempered by any IDBF Competition Regulations appropriate to the race location. A CCWC must follow the IDBF Rules of Racing as closely as possible.
 - 4.2 (3) **World Corcom and University & College Championships** (Aug 10) will be subject to Special Entry Conditions and Competition Regulations as laid down, from time to time, by the IDBF Executive Committee and, through the IDBF Competition & Technical Commission (C&TC), will remain under the direct control of the IDBF Executive Committee. (Sep 03)

5. BIDDING PROCEDURE: The bidding procedure for all IDBF Championships is,

5.1 Intended Bid. Minimum of **5 years** before the date proposed for an IDBF World Championships and **4 years** before an IDBF Club Crew Championships, the Championships Organisers should notify the IDBF Secretary-General, through the appropriate **IDBF Member**, of the Intended Bid. (See Bye-Law 13.3)

5.2 Formal Bid. Before the 31st March of the year which is **4 years (World) or 3 years (Club)** before the date of the planned championships a **FORMAL BID** must be made, in writing, to the Secretary-General, through the appropriate **IDBF Member**.

5.3 Bid Presentation. At the time of the IDBF Congress held in the Formal Bid year, that is **4 years (World) or 3 years (Club)** before the date of the championships, a **BID PRESENTATION** must be made to the Congress Delegates who will accept or reject the bid, subject to contract (see paragraph 6 below). The Bid Organisers and the IDBF Member heading the bid and, if appropriate sponsors and civic representatives associated with the planned championships.

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

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

6. Full Presentation and Contract. Once a Championships Bid has been approved by an IDBF Congress, the Championships Organising Committee will be required to agree and sign an Indemnity Contract with the IDBF along the lines of the draft contract shown at Appendix 1. (Sep 02).

The Championships Organisers must also prepare and give a FULL PRESENTATION to the IDBF Executive Committee, confirming all the details and arrangements for the championships. The Full Presentation must take place no later than **18 months** before the championships.

7. Site Inspection. Following the Full Presentation and no later than **1 year** before the championships, a SITE INSPECTION is to be carried out by an IDBF Delegation (see Bye-Law 13.4) at the cost of the Organising Committee. The Delegation will seek to confirm that all the requirements of the IDBF are in place or will be in place in time for the actual Championships and will agree the final arrangements for the event with the Organising Committee. **The Inspection and the Presentation can take place at the same time.**

(7.1 Final Confirmation. The final allocation of an IDBF Championship will not be confirmed until the IDBF Executive Committee have received a satisfactory Site Inspection Report. (Sep 02)

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

In such circumstances the award of the Championship concerned will not be finally confirmed by the IDBF Executive Committee and a contract, between the IDBF and the Organising Committee in question, to stage the Championships in question, will not exist. All Bonds and Sanctioning Fees held by the IDBF will be retained. (Apr 03)

8. Summary Time-Table. Based on championships planned for August 2019 (WDBRC) and August 2018 (CCWC) the time-table for the bidding process and confirmation of the bids would be:-

8.1 Intended Bid	World - 5 years before to Secretary-General (March 2014) Club - 4 years before “ “ “ (March 2015)
8.2 Formal Bid	World - 4 years before to Secretary-General (March 2015) Club - 3 years before “ “ (March 2015)
8.3 Bid Presentation	World - 4 years before to IDBF Congress (Summer 2015) Club - 3 years before “ “ (Summer 2015)
8.4 Full Presentation	- 18 months before to Executive Committee - (Feb 2018) Club - (Feb 2017)
8.5 Site Inspection	- 12 months before by IDBF Council - (Aug 2018) Club - (Aug 2017)

BIDDING GUIDELINES.

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

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

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

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

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

9.3 Bid Presentations. should contain information

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

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

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

ORGANISING CRITERIA

10. Organisations intending to bid for a **WDBRC must** comply with the Organising Criteria that follow, except for those annotated as “desirable” or “optional” in which case their non-provision is subject to agreement with the IDBF Council. Bids for a **CCWC should** comply possible.

11. **Detailed Plans.** The criteria outlined in the following paragraphs should form the basis of the detailed plans for a Dragon Boat Championships. The detailed plans should include all aspects of the organisation, hosting and financial arrangements for the Championships.

The detailed plans should be discussed with the IDBF Executive Committee as part of the Full Presentation made by the Championships Organisers (see paragraphs 8 and 9.4).

Technical Organisation.

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

13. **Schedules.** The schedule of technical events and the Programme of Races shall be as laid down by the IDBF Council. The daily technical schedule for a World Dragon Boat Racing Championships week, is shown in paragraph 30 of this Annex.

14. **Control.** The Championships Organisers shall be subject to the control of the IDBF Executive Committee, who shall exercise this control through the IDBF Executive President and the Chairman of the Competition and Technical Commission.

15. **Officials.** All Technical Race Officials shall be approved and appointed by the IDBF Competition and Technical Commission. Supporting Officials may be appointed by the IDBF Member associated with the Championships.

Finance / Sponsorship / Media.

16. **Funding.** It is the responsibility of the Championships Organisers to fully fund the costs of staging an IDBF Dragon Boat Championships, to the minimum standards required, including any IDBF Meetings held in conjunction with the event.

Organisers must have adequate event insurance, ideally to include indemnity cover for a late cancellation, to reimburse in part or full, air fare costs already incurred by Teams or crews.

17. **Charges.** No Race Entry Fees are to be charged to the competing crews, unless agreed by the IDBF Executive Committee.

However a small administrative fee, per participant, may be charged to cover such items as identity documents for all Team Members and Officials.

When an administration charge is made, or when some or all of the costs of internal transport and accommodation is being fully met by the competing crews (see Hosting and Support Services below) then the detail costs and budget for the Championships must be notified to the IDBF Executive Committee for discussion and agreement concerning these areas of expenditure.

18. **Sponsorship and IDBF Fees.** For IDBF World Championship Regattas conditions regarding sponsorship, advertising, media coverage, general publicity and IDBF fees, are subject to negotiation with the IDBF Executive Committee. (See Annex A to Bye-Law 5.6 and IDBF Competition Regulations 7.2 to 7.4, for further details on these matters).

Hosting and Support Services.

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

20. **Accommodation.** Accommodation and full board, of a standard acceptable to the IDBF, shall be provided for an agreed number of people, per Team, for a minimum period of five (5) days. (For IDBF Delegates and Officials see paragraphs 28 and 29). Additional people and days may be charged at rates laid down by the Championships Organisers.

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

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

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

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

25. **Media Facilities.** A Media Centre, to include adequate communications, administrative, information technology and reprographic systems for journalists, radio and television commentators must be provided, at the Regatta Site, as advised by the IDBF Marketing and Media Commission.

26. **Liaison Officers and Interpreters.** The Championships Organisers shall provide a Liaison Officer for each competing Team, for the duration of their stay and an interpreter, if required, to accompany each Team during Race Days. The Liaison Officer and Interpreter may be one and the same person.

27. **IDBF Meetings and Costs.** The Championships Organisers shall provide facilities for the IDBF Congress, which will normally be held during the Championships. In addition facilities should also be provided for meetings of the IDBF Executive Committee; IDBF Council and the IDBF Commissions, prior to and, for the Council, after the IDBF Congress. The locations and facilities for IDBF Meetings are to be agreed with the IDBF Secretary-General and approved by the IDBF Executive President. The costs associated with IDBF Meetings shall be met by the Championships Organisers.

28 **IDBF Delegates.** IDBF Delegates to any IDBF meeting, shall be subject to the same hosting arrangements and charges as those offered to competing teams and race officials but with the exception that an additional days hosting shall be offered to the Congress Delegates and two (2) days to Council members, to enable them to attend the Meetings.

29. **IDBF Technical Officials.** IDBF Technical Officials shall be hosted under the same arrangements as those offered to competing teams, with the exception that, in accordance with IDBF Bye-Law 13.5, the Championships Organisers shall be responsible for providing full board and accommodation; *the Chief Official and Competition Committee; Jury and nominated Race Officials up to a maximum of 30 people and for the Members of the IDBF Council, when in session. (Sep 07) and are also required to pay a subsidy towards Officials travel costs (Sep 05)*

30. **Site Inspections.** Under IDBF Bye-Law 13.4 such hosting will also be provided for the Technical Officials carrying out the final **Site Inspection** of the Championships facilities.

31. The daily schedule for World Championship Regattas, as laid down in Annex A to IDBF Competition Regulation 12, shall be as follows:

1. **World Dragon Boat Racing Championships** . (World Nations Champs). The outline daily programme for a World Dragon Boat Racing Championships (WDBRC) shall be as follows:

Day 1 (Monday)	All day	Teams arrive and Register Crews practice sessions. IDBF Executive & Council Meetings.
Day 2 (Tuesday)	All day pm	Crews practice sessions. Team Managers and Technical Race Officials Meeting
Day 3 (Wednesday)	am/pm pm Evening	<i>Competition Day – 2000m Races Standard Boats</i> Team Managers and Technical Race Officials Meetings. Opening & Welcome Ceremony
Day 4 (Thursday)	All day	All rounds - Open / Womens 1000 metre races <i>Standard Boats</i>
Day 5 (Friday)	All day	All Rounds - Mixed 500m races. <i>Standard & Small Boats</i>
Day 6 (Saturday)	All day	All Rounds - Open / Womens, <i>Standard & Small Boats</i>
Day 7 (Sunday)	All day pm Evening	All Rounds - Open / Womens 500m races, <i>Standard & Small Boats</i> Closing Ceremony. Farewell Celebration.
Day 8 (Monday)	am All day	<i>IDBF Members Congress.</i> Sightseeing / Teams Depart.

2. **Club Crew World Championships.** From 2010 the outline daily programme for a Club Crew World Championships (CCWC) shall follow the pattern of the WDBRC but, if entries allow, may consist of a four day racing programme (Thursday to Sunday) with the Thursday nominated as the 2000m Competition Day. The IDBF Council will meet on Monday. An IDBF Members Congress will only be held during a CCWC by exception and then only as a Special Members Congress.

International Dragon Boat Federation

EXAMPLE OF A CONTRACT AND DECLARATION OF INDEMNITY

Between

(name of the Organising Committee)

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

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

to be held from _____ to _____ at the

(name and location of the Championships Regatta Site)

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

(enter here the details of the event e.g. 3rd IDBF World Dragon Boat Racing Championships)

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

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

The Organising Committee further confirms that all Registration Fees, Sanctioning Fees and Bonds, as laid down by the IDBF Executive Committee and appended to this Contract, will be paid in full, as and when due and that the terms and conditions of the Bidding System for IDBF Championships, as published in the IDBF Bye-Laws and/or the IDBF World Championship Organiser's Handbook, will be fully complied with in respect of these Championships, as will those IDBF Competition Regulations and IDBF Rules of Racing that are appropriate to the Championships.

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

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

Signed _____ Name _____ Date _____
For the Championships Organising Committee.

Status _____ (on Organising Committee)

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

Signed _____ Name _____ Date _____

Position _____ IDBF Member Association _____ (name)

国际龙舟联合会术语表

IDBF GLOSSARY OF TERMS

英译中 (普通话)

English to Chinese (Mandarin)

(With acknowledgement to the Hong Kong Tourism Board)

(鸣谢：香港旅游理事会)

Acting General Secretary	代理秘书长
Aligner Assistant	助理司线员
Aligner	司线员
Amateur Rowing Association of the Philippines	菲律宾业余赛艇协会
Amendments & Additions	修订和增订条款
Announcer	广播员
Annual Ordinary Congress/Congress	普通年度代表大会/代表大会
Associate Membership	会友
Bidding System	投标制度
Boat Captain	龙舟队队长
Boat Driver	龙舟驾驶员
Boat Holder	龙舟管理员
Boat Manufacturers License	龙舟制造商执照
Boat Marshall	龙舟纠察
Boat Marshalling Area	龙舟检录处
Brace the Boat	稳住龙舟重心
Buddy ,Buddy System	夥伴制
Buoyancy aid	浮标协助器
Caution	警告
Championship Director	锦标赛主任
Championships Organizing Committee	锦标赛组织/委员会
Chief Boat Marshall	龙舟裁判总长
Chief Judge	裁判长
Chief Official	赛事总裁判
Chief Time Keeper	计时裁判长
Chief Umpire	赛道总裁判
Chinese Dragon Boat Association (CDBA)	中国龙舟协会(中国龙协)
Class Grand Final	每组别总决赛
Classes	级别
Clean Water	水面距离
Club Crew World Championships	世界龙舟俱乐部锦标赛
Club Crews	俱乐部队
Code of Conduct	行为守则
Collision	撞船
Colours	旗帜
Commissions	委员会
Competition & Technical Commission	竞赛及技术委员会
Competition Class	比赛级别

Competition Committee	竞赛委员会
Competition Director	竞赛主任
Competition Entry Form	比赛报名表
Competition Jury	竞赛仲裁委员会
Competition Regulations	比赛规例
Competitions	竞赛
Congress	会员代表大会
Continental Championships	洲际锦标赛
Continental Representatives	洲代表
Control Clock	监控钟
Council	理事会
Course markings	赛场标记
Course Umpire	赛道裁判
Courts of Arbitration	仲裁法庭
Crew Assembly	赛队集合
Crew composition	队员组合
Crew List	队员名单
Crew Manager	赛队领队
Crew Members	队员
Crew	赛队
Dead heat	不分胜负
Directives	指引
Disciplinary Code	纪律守则
Disciplinary measures	纪律措施
Disqualification Notice	取消资格通知
Divisions	组别
Dock	停泊处
Domestic Races	国内赛事
Dope	兴奋剂/违禁药物
Doping	服用兴奋剂/服用违禁药物
Dragon Boat Association (DBA)	龙舟协会
Dragon Boat Groups	龙舟组织
Dragon Boating	龙舟运动
Drummer	鼓手
Embark	出发
Embarking platform	登船平台
Emblems	会徽
Entry Fee	报名费
Equipment Commission	器材装备委员会
Event Organizers	赛事组织者
Exclude	开除
Executive Committee	执行委员会
Expulsion	驱逐
Extraordinary Members	特别会员
False Start	错误出发
Final budget	最终预算

Finish Line Judge	终点裁判
Finish line	终点线
Finish time	到达终点时间
Finishing order	到达终点次序
Fit to race	适于比赛
Flag catcher	拔旗手
Framework	框架 (龙舟)
Full Member	正式会员
General Secretary	秘书长
Gong Beater	锣手
Heats	预赛
IDBF Bulletin	国际龙联通报
IDBF Bye Laws	国际龙联附则
IDBF Championships	国际龙联锦标赛
IDBF Competition Regulations	国际龙联比赛条例
IDBF Council	国际龙联理事会
IDBF Member	国际龙联会员
IDBF Racing Rules	国际龙联比赛规则
IDBF Statutes	国际龙联章程
In Line Abreast	并排起步
In Line Astern	尾部并齐
Information Sheet	资料表
Intermediate Draw	中途抽签
International Calendar of Events	国际比赛时间表
International Dragon Boat Federation (IDBF)	国际龙舟联合会
International Games	国际赛
International Race Officials Examination	国际比赛裁判员考试
International Race Officials License	国际比赛裁判证书
International Races	国际比赛
International Regattas	国际赛事
IROC/ IROL	国际比赛裁判证书 / 国际比赛裁判执照
Jury	仲裁委员会
Lane Buoys	赛道浮标
Lane Number	赛道编码
Late Entry Fee	过期报名费
Line of Racing	比赛线
Loading area	上船区
Long Distance	长距离
Marketing, Sponsorship, Finance Committee	市场、赞助及财务委员会
Medical Staff	医务人员
Member Organization	会员组织
Merchandising	商品
Myanmar Rowing Federation	缅甸赛艇协会
National Crews	国家龙舟队
National Officials Training Course	国家比赛裁判培训班

National Races	国家赛事
National Team	国家队
NROC	国家比赛裁判证书
Officers of Council	理事会官员
Officiating	裁判
Order of Starting	出发次序
Ordinary Members	普通会员
Organizing Committee	组织委员会
Overtaking	超车
Paddle Specification	划桨规格
Paddler	划手
Participating Crews	参赛队伍
PFA (personal Flotation Aids)	个人浮动器具
Photofinisher	终点摄像者
PIN	赛队身份编码
Place Certificates	名次证书
Place Race	名次赛
Plate Competition	碟赛
Pole marks	标志杆
Pontoon	平底船
Preparation & Organization	筹办及组织
Press Officer	新闻官
Protocol	礼仪
Provisional Time Table of Races	临时的竞时间表
Public Relations & Mass Media Commission	公共关系及媒体委员会
Race Control	赛事管理
Race Director	竞赛主任
Race Jury	竞赛仲裁委员会
Race Officials Assessment	赛事裁判评核
Race Officials Commission	竞赛裁判委员会
Race Official	竞赛事裁判
Race Organizers	竞赛组织者
Race Programmer	竞赛计划制定者
Race Recorder	竞赛记录员
Race Secretariat	竞赛秘书处
Racer	选手
Racing Colours	竞赛旗帜
Racing Course	赛场
Racing distance	比赛距离
Racing Lane	赛道
Racing Line	赛线
Racing long boat	长体竞赛船艇
Racing Number	比赛编码
Racing Paddle	比赛用桨
Racing Rules	比赛规则
Recall	重新召集

Regatta & Technical Installations Committee	竞赛和技术装置委员会
Regatta Course	赛场
Regional Championships	地区性锦标赛
Register of Officials	裁判名册
Repechage Plan	复赛 (小决赛) 计划
Repechage Races	复赛 (小决赛)
Reprimand	谴责
Reserves	候补队员
Results Runner	成绩管理员
Rounds	轮
Safety Assistant	安全事务助理
Safety Officer	安全官员
Scoreboard	计分牌
Scrutineers	会议监票人
Secondary Placings	次要名次
Secretarial	秘书处
Secretary General	秘书长
Single-bladed Paddles	单桨片的划桨
Site Steward	赛场工作人员
Situation	比赛场地的位置
Special Regulations	特殊条例
Sports Medicine & Sports Science Commission	体育医疗及体育科学委员会
Standards Class of Dragon Boat	龙舟标准版
Start Line	起点线
Start Time	出发时间
Starter	发令员
Starting Area	出发区
Starting Assembly Area	出发集合区
Starting Signal	出发信号
Steerer/ Helm	舵手
Stewards	赛事工作人员
Stop Paddling	停止划动
Stop the Boat	停船
Suspension	中止会籍
Tail Races	榜尾赛
Team List	队员名单
Team Officials	赛队官员
Team	队
Timing System Operator (computer)	计时系统操作员 (电脑操作员)
Treasurer	司库
Turn Buoys	转向浮标
Turning Points	转向点
Umpire	赛道裁判
Wash Hanging	乘浪推进
Water depth	水深
World Championships	世界锦标赛
World Dragon Boat Racing Championships	世界龙舟锦标赛