

## **Fort Langley Canoe Club (FLCC) Dragon boat Team position suggestions** (positions may be combined)

- **Team Chair** – for team meetings. Most meetings are required at beginning of season. Through the season, short meetings may be required about upcoming events, carpooling, fundraising, etc..
- **Team Secretary** – to record minutes at all team meetings. FLCC must be informed of Team activities (e.g. regattas attending and fundraising events). Minutes must go to the FLCC executive (CherylMacIntosh).
- **Team Treasurer** – responsible for the collection and management of team funds. FLCC membership and insurance fees are paid directly by each team member to FLCC by April 1<sup>st</sup>, 2007 accompanied by the proper FLCC membership, waiver, and health forms. Boat usage fees are to be collected by the team treasurer and paid to FLCC as a single payment for each team. The boat usage fee is also due April 1. FLCC will pay for regattas and the team treasurer will refund the club in a lump payment from team funds on the date of the regatta. FLCC will also pay other team fees agreed upon (e.g. team shirts, DB paddles and PFDs) for which a full payment from the team will be received within the following month. Team funds may come from individual team members directly or from fundraising. Each team is required to submit to FLCC Exec (Cheryl MacIntosh) monthly financial statement of revenue and expenses to FLCC as well as a year end summary. The team treasurer will ensure that all team funds are properly accounted for, keep records of all transactions, liase with members involved in any aspect of team expenditures, liase with manager and regatta representatives to ensure payment for festivals is on time, and attend team meetings as required. FLCC is not responsible for mismanagement of team funds. Enter members in padtrac.
- **Team manager** – This position may be held by a non-paddler. The manager monitors team conduct as covered under club and regatta rules: ensures that all team members have all relative information that they require, distribute passes, tickets, etc.; process and submit all required forms, waivers, fees, etc.; liaison with the registrar and race or festival officials; organize race and muster times at festivals and attend team meetings as required. Note – many regattas require a land manager who is a non-paddler
- **Team Captain** - The captain is a paddler in the team boat, and is responsible for the team's conduct on water and on the dock. At regattas, they are to liaison and communicate with race officials while team is on the water or dock. They are to alter or curtail the practice and the routing of the boat should the weather or conditions exceed the crew's capabilities or put their safety in jeopardy, and take charge in an accident or mishap. They are to report to club or regatta officials concerned of any damage or missing items on the boat. After practices they are to ensure club equipment (pfd's, paddles and tiller) are properly stored, and the boats, dock gates and boathouse are locked at all times.
- **Team Cox / Steersperson:** Keep boat under control and safe; standing at all times on the boat. They are to keep a lookout for other boat traffic and floating debris, shallow water or other marine hazards, as well as know the marine rules of the road and safe areas to practice. Boating Guides are available in the boathouse. Please take one and READ it. They are responsible to ensure the boat has the required safety equipment. They must know the boat commands and ensure the crew knows them also, practice emergency stops and start line skills; and establish effective communications with the drummer. They must teach crew what to do in the event of an emergency. The Cox is responsible to ensure the boat is back to the dock on time and properly moored/locked after practice. At regattas, the cox must comply with the race officials, ensure the boat is in the correct lane, understand the race regulations especially those regarding on-water situations including start, finish and emergencies. All teams require a backup steersperson to be onboard in case the steersperson goes overboard especially during fast water.
- **Team Drummer:** Directing the actions of the paddlers in co-ordination with the Cox to control the boat, keep a proper rearward facing lookout, and be competent at calling commands to control the boat and crew. At regattas: ensure the boat is marked correctly (boat number in place), and ensure no other means are used to communicate with the boat except approved drum and stick.
- **Team Regatta Representative:** Ensure all forms and registration submitted on time. Liase with the manager, captain, Race officials and team members for the event assigned
- **Team Warm Up & Cool down Person:** Take charge at practices and regattas to ensure the team is warmed up and ready to paddle and cooled down after paddling
- **Team Practice Attendance contact** – Record team member's attendance at practices and fundraisers. Ensure sufficient paddlers will be at practice to take out the club dragon boat (set minimum paddlers required plus a cox) and if there are not sufficient paddlers, make alternate arrangements (take out voyageur or cancel practice) contacting all team members. Have information available for captain and coach as required.
- **Team First Aid Co-ordinator** – Keeps team members' health forms and has information on-hand and is responsible for members needs if required at all practices or regattas. Ensure a stocked first aids kit is on hand for practices and regattas. If not at practices or regattas, health info must be held by an alternate first aid member. This information must be available on the boat at all practices and regattas.
- **FLCC DB team representatives:**  
Representatives from each FLCC DB teams combine to complete tasks required. Keep team members informed of club activities (be the team contact). All DB concerns (Equipment, moorage, storage, etc.) must be reported to FLCC exec DB representative. Ensure Team shirts to have "FLCC" Or "Fort Langley Canoe Club" on them.
- **Volunteering:** All FLCC members are expected to volunteer for club activities. This includes FLCC regattas, and repairs and maintenance on boathouse, boats, equipment and dock as well as other activities as required.