



**2010  
Member Handbook**

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## 2010 Calendar

All dates and times are subject to change. Updates will be at [www.sirenpaddlingclub.org](http://www.sirenpaddlingclub.org).

### February

1-7 RECRUITING WEEK!

### March

Mon 8: Dryland 6:30-7:30pm (Location TBD)  
Wed 10: Dryland 6:30-7:30pm (Location TBD)  
Sat 13: Dryland 10-11am (plus optional brunch)  
Mon 15: Practice 6:30-8:15 pm  
Wed 17: Practice 6:30-8:15 pm  
Sat 20: Practice 8:45-11:00 am  
\*NO PRACTICE 22-28 WEEK- SPRING BREAK  
Mon 29: Practice 6:30-8:15 pm  
Wed 31: Practice 6:30-8:15 pm

### April

Mon: Practice 6:30-8:15 pm  
Wed: Practice 6:30-8:15 pm  
Sat: Practice 8:45-11:00 am  
**Sat 3: Paddler Clinic (8:45-11:00 am)**  
**Sat 10: Video practice and viewing (8:45-11:00 am)**  
\* BEACH RETREAT/2<sup>nd</sup> QUARTERLY MEETING 17-18 or 24-25

### May

Mon: Practice 6:30-8:15 pm  
Wed: Practice 6:30-8:15 pm  
Sat: Practice 8:45-11:00 am  
**Sat 15: Ranier Dragonboat Festival**  
**Sat 29 (Memorial Wkend): False Creek Women's Regatta**  
\*NO PRACTICE MON 31

### June

Mon: Practice 6:30-8:15 pm  
Wed: Practice 6:30-8:15 pm  
Sat: Practice 8:45-11:00 am  
\*NO PRACTICE SAT 26 or MON 28  
**Sun 27: Salem World Beat Festival Dragon Boat Race**

### July

Mon: Practice, 6:30-8:15 pm  
Wed: Practice, 6:30-8:15 pm  
Sat: Practice, 8:45-11:00 am  
\*NO PRACTICE SAT 3  
**Sat 17: Kent Cornucopia Days Dragon Boat Race**  
\*NO PRACTICE MON 19  
Wed 28: 3rd QUARTERLY MEETING, no practice

### August

Mon: Practice, 6:30-8:15 pm  
Wed: Practice, 6:30-8:15 pm  
Sat: Practice, 8:45-11:00 am  
\*NO PRACTICE 9-14 WEEK- SUMMER BREAK

### September

Mon: Practice, 6:30-8:15 pm  
Wed: Practice, 6:30-8:15 pm  
Sat: Practice, 8:45-11:00 am  
**Sat-Sun 11-12: Portland Dragon Boat Race/End-of-Season celebration!**

### October

Wed 13: 4<sup>th</sup> QUARTERLY MEETING

## Roster and Race Participation

Team roster and race participation is based on “coaches’ discretion” which includes consideration of the following:

- Attendance
- Seniority
- Seat position
- Practice performance / coach-ability
- Overall commitment and attitude

The team roster will be set at 26 paddlers at the beginning of the season. Additional paddlers may be recruited to fill race rosters as needed throughout the season.

Attendance will be taken at all practices, including Dryland. Any non-Siren dragonboat practices (i.e. DSUSA Open Practice, other teams’ practices, Outrigger Canoe practice) attended by Sirens will be counted toward attendance.

Attendance includes practices, meetings, the retreat, and regattas. Each member’s overall attendance must remain above 70% or that member may not participate in the next race. At the 1<sup>st</sup> of each month (April through September) each team member’s overall attendance percentage will be posted via email. If a member’s attendance is below 70%, she must increase it before the next race.

Each member is expected to attend 4 of the 5 regattas. If a member cannot commit to 4 regattas, participation in the season will be decided by the coach.

Exceptions for all attendance policies may be made with coaches’ discretion.

Guest paddlers/pick up paddlers (p.u.p.s.) are recruited prior to or on race day as needed, which may be due to low attendance percentages, coach’s discretion, or other circumstances. These paddlers are treated as Sirens during their time with the team.

# Dues and Fundraising

## Annual Dues

Annual Dues are divided into the following fee structure:

*Membership Fees: \$25.00.* This is a non-refundable fee that helps pay for the upkeep and day to day functionality of the club.

*Paddling Fees: \$125.00.* This fee covers all team practices, emergency money situations, financial hardships, miscellaneous costs and race fees. Paddling Fees will be pro-rated using the pro-ration schedule below for new members and departing members. For example, if a new member starts on 7/12/10, her paddling fees are \$75.00. If a member departs on 06/11/10 she will be refunded \$50.00. If a member departs after June 30<sup>th</sup> there will be no refund.

### *Paddling Fees Pro-ration Schedule*

<u>New Members (fees owed)</u>			<u>Departing Members (refund owed)</u>		
01/10/10	06/30/10	\$125.00	01/10/10	04/30/10	\$125.00
07/01/10	09/12/10	\$75.00	05/01/10	05/31/10	\$ 75.00
			06/01/10	06/31/10	\$ 50.00
			07/01/10	09/12/10	\$ 0.00

Annual dues can be paid in full or in a payment plan that has been established with the Treasurer to keep a member in good standing. As per the bylaws, if a member is not in good standing, she will not be able to vote on club business or participate in practices or regattas.

New members have a two-week trial period before team fees are due.

Scholarships are available. Contact the Treasurer for more information.

## Other Fees

*DSUSA Membership Fee: \$40.00.* This is a mandatory, one-time only fee required before your first practice. This fee is submitted to the Club's DSUSA contact along with your DSUSA registration form.

*Uniform Shirt:* The cost will vary.

The following fees may be incurred, but are optional:

- Travel costs
- Paddles
- Life vest
- Waterproof clothing (gloves, wicking things, etc)
- Extra merchandise
- Clinics (tilling, paddling, etc.)

## Fundraising

This is a fundamental aspect the Sirens and the responsibility of the entire team. Fundraising can greatly reduce costs and in turn allows us to travel to more races. Some of our past sponsors, in addition to individual and family donations, include: The Master Peace, Trade-Up Music, Vertigo Pub, Oregon Steel Mills, Tazo Tea Co., Dr. Martin's, Unleash Yourself, Fluid Movement and Massage, and The Joinery.

## Positions and Committees

According to the Club's Bylaws, the following positions will be selected:

*Board Members:* nominated, elected by team

*Officers (President, Vice President, Secretary, Treasurer):* nominated, elected by team

*Committee Chairpersons:* each elected board member chairs a committee

*Committee Members:* volunteers, recommendations

*Coach:* nominated, elected by team

*Coach's Staff (Assistant Coach, Guest Coaches, Caller):* appointed by coach

*Captain:* volunteers, recommendations

*Other Positions:* volunteers, recommendations

### Board of Directors (elected by team)

As a voting collective, the Board has the final say in all matters of the club. They have the authority over all decisions made by the officers, committees, and members. They shall resolve matters of dispute, oversee all finances, and make all appropriations.

The Board will meet at least four times a year. In addition, they may present a report of the Club's business at each quarterly meeting.

The President is the Board Chairperson. Each Board member, with the exception of the President, will be responsible for chairing a minimum of one committee or acting as the Recruiting Coordinator.

### Officers (elected by team)

#### President

The President is the Board Chairperson and the official representative of the Club. She will serve as the line of communication between all positions and committees of the Club, especially between the members, officers, and the captain.

Specific duties include: coordinating practices, acting as Yahoo group moderator, organizing and presiding over all team and Board meetings, generally managing all team business and any sensitive issues that may arise. She will be the Club's representative and main contact to Dragon Sports U.S.A. Any miscellaneous duties that surface or are left unattended shall become the responsibility of the President. She shall have six fingers and share her duties with the Vice President.

The President must have daily access to email.

She has authority to sign checks under \$200 without Board Approval.

#### Vice President

The Vice President will support the President in all her duties, assisting her wherever necessary. The Vice President oversees all committees and their obligations, ensuring that committee goals are met as necessary.

The Vice President must attend all board meetings and shall conduct or oversee all elections and polls.

When the President is unable to perform her duties, the Vice President will take over these duties.

The Vice President must have daily access to email.

## **Secretary**

The Secretary is responsible for keeping accurate records including the team roster and membership waivers. She will attend all team and Board meetings and shall take meeting minutes, as well as notes on any correspondence from the Board or other Officers, and make them available to the team,. She will keep track of all documents, both current and past, including rosters and attendance records.

The Secretary maintains the Attendance Percentage Spreadsheet and must update and publish the data monthly.

She also provides the President with all new paddler contact information.

## **Treasurer**

The Treasurer is responsible for all Club funds. This includes collecting, depositing, and keeping records of all member fees, race fees, and any other financial transactions in a timely fashion. All money to be deposited or withdrawn shall go through her first.

She must countersign all checks and has the authority to sign checks under \$200 without Board approval.

She shall provide an up-to-date quarterly financial statement for the Board of Directors and team members. She works directly with the 501c3 Coordinator.

She is responsible for checking the team PO Box once a month, or as needed.

## **Individual Administrative Positions (volunteer)**

### **DSUSA Contact**

This person will support the President in attending all necessary DragonSports U.S.A. meetings and events.

This includes being responsible for all DSUSA fees and waivers, staying abreast of DSUSA events, needs, rules, changes, and facilitating the Club's participation in the paddling community.

### **Recruiting Coordinator**

This position is held by a Board Member.

This person organizes Recruiting Week at the beginning of each season. She shall update, print and email posters, organize neighborhood postering groups and follow up as needed. She is also responsible for one additional recruiting effort, as approved by the Board.

### **501c3 Contact**

This position is responsible for maintaining the team's 501c3 status. This includes submitting all paperwork and payments annually as necessary. For tax purposes, this person must be organized and keep all electronic and hard copies of documents.

### **Webmaster**

This person is responsible for up-keep of the Club's website. This includes posting, as much as possible, accurate numbers, statistics, contacts, race information, practice information, documents, photos and calendars.

- *This position is currently filled by Lisa Wong.*

### **Equipment Manager**

This person maintains an accurate inventory of all Sirens equipment (excluding merchandise) as well as maintenance and replacement of all equipment as needed. All purchases must be approved by the Board. She must keep track of what items are owned by the Club and which member has them.

She is responsible for the team dry-bag, and ensuring that boat lights are working and present at practice.\*  
*\*batteries included*

### **Merchandise and Uniform Coordinator**

This person is responsible for ordering merchandise and uniforms as necessary, and maintaining their integrity.\* This may or may not include working with a sponsor and/or clothing company and/or printer.

She is responsible for the inventory and storage of all merchandise. All sales go through her.  
*\*The logo is permanently established.*

## **Skilled Leadership Positions (elected by team or coach)**

### **Head Coach**

This person must be highly knowledgeable of Dragonboat technique and has a basic understanding of health and fitness, and possess leadership qualities. She must motivate the team in a respectful and positive manner, as well as use Coach's discretion to accomplish team goals and fill race rosters.

This person is responsible for structuring workouts, developing training plans, and designing the Paddler Clinic.

The Head Coach is responsible for providing continual feedback to individual paddlers as well as the team as a whole. This person also decides all boat formations/seating.

The Coach shall appoint his/her coaching staff, which includes Assistant Coach, Tiller, Dryland/Warm-Up Coordinator, and Caller.

### **Assistant Coach**

This person will assist the coach, and in the absence of the Head Coach, will ensure the goals of the Head Coach are being met in practices, and in races when necessary.

## **Captain**

This person is responsible for maintaining communication between team members, coaches and the Board. This person must be diplomatic and respectful while keeping team cohesion and focus, especially during practices and at races. She communicates information, complaints, and team member requests to the appropriate Officers/Board members.

The Captain must attend all Board meetings as a representative of the team members.

Paddlers must be able to contact the Captain on practice days via phone. The Captain is an integral part of the practice-cancellation policy.

The Captain is responsible for fulfilling the new paddler orientation duties within two weeks of a new member joining the team. She reports to the President.

## **Dryland/Warm-Up Coordinator**

This person is appointed by the Head Coach and is responsible for developing, with the assistance of the Head Coach, useful strength, cardiovascular, and team building activities and exercises to be done in conjunction with water practices.

## **Caller**

This person is responsible for calling practices according to a workout outlined by the Coach. The Caller must have a strong, clear voice, a good understanding of paddling technique and how it relates to rate and power, and must act as the secondary safety lookout on the water.

## **Tillers**

These persons are responsible for steering the boat both in practice and in races. This includes learning the rules of the river, as well as the rules of DSUSA, attending tillers' clinics as needed, and alerting all those necessary when they are unable to attend practice. They must make safety decisions regarding lights, current, boat traffic, and strength of the team.

These persons must also help train future tillers.

## **Committee Positions (volunteer)**

### **Committee Chairpersons**

For each committee a member of the Board will be assigned as the Chairperson. The Chairperson acts as the leader of the group, by keeping communication between all committee members, delegating tasks as needed to accomplish goals, and presiding over individual committee meetings.

The Committee Chair shall provide a progress report to the Club at each Quarterly meeting, and to the Board as needed. She is the communication link between the Board of Directors and the committee members.

### **Fundraising Committee**

This committee is responsible for updating the Fundraising packet, managing any and all team fundraisers, organizing donations, and dealing directly with sponsors and contributors. This group shall maintain communication with past sponsors while brainstorming and collecting ideas for further fundraising opportunities.

This committee will also keep accurate records of all sponsors, their donations, and contact information. This committee works closely with the Treasurer.

### **Race and Travel Committee**

This committee is responsible for coordinating Club participation in all regattas.

Each regatta shall have at least one race coordinator. She will contact race directors, register and pay fees in a timely manner, calculate costs, make hotel and travel arrangements, collect waivers, organize volunteers, establish Drop Dead Dates, create a Race Packet and work closely with the Coach.

On race day, the coordinator must attend the Captain's meeting and disseminate necessary information to the team and Coach.

### **Social and Volunteering Committee**

This committee is responsible for organizing the retreat and end-of-season party, as well as facilitating community involvement. They will generate ideas and organize the Club's social and volunteer gatherings. They are responsible for at least one team volunteer effort, as approved by the Board.

*\*The duties for all of these positions are subject to change as needed throughout the season, especially for the newly created positions.*

## Team Procedures

### Missing Practice(s)

A paddler must follow the below procedure for informing team leadership of any practice she will miss. This enables the team's leadership to cancel a practice if needed based on expected paddler attendance.

**What do I do if I will miss a practice?** If a paddler will miss a practice, she must call and inform the Captain at least 2 hours before practice. It is acceptable to leave a voice message if the Captain does not answer.

**Who do I call if the Captain is not available?** If the Captain has announced via email that she will not be available to take calls on a certain day, the paddler must call the below officers in order of availability (if the President is not available, call the Vice President, etc.):

- President
- Vice President
- Any member of the Board of Directors

*Paddlers are responsible for having the phone numbers of the Captain and the above officers on hand.*

Officer names and phone numbers are on the Sirens website - [www.sirenspaddingclub.org](http://www.sirenspaddingclub.org):

- Current officers: Under "Team Info", click the link under "Officers & Committees".
- Phone numbers: Under "Team Info", click the link under "Sirens Roster (private)". Enter the user name and password as provided to the team by the Webmaster.

**What if I know ahead of time that I will be missing multiple practices (e.g. due to vacation)?** If a paddler will miss multiple practices, she must call and inform the Coach as soon as possible.

### Same-day Cancellation of a Practice

Team leaders may decide to do a same-day cancellation of a practice due to various reasons, which may include but are not limited to: safety concerns, unsafe weather conditions, too few paddlers, unavailability of a tiller or as otherwise dictated by DSUSA communications.

When a practice is cancelled, the following will occur one hour before practice:

- The President will email the team via yahoogroups announcing that the day's practice has been cancelled.
- The President and Captain will inform each paddler via their preferred form of contact (e.g. text message, work phone, cell phone, etc.).

### "On the docks" Cancellation of a Practice

The team's leadership may decide to do an "on the docks" cancellation of a practice, which is when paddlers have already begun to meet and/or warm-up, but the team's leadership has decided to cancel the day's practice. This is typically due to last-minute information about safety concerns, unsafe weather conditions, too few paddlers or unavailability of a tiller.

In this case, the following will happen:

- The decision may be made by the Tiller, Coach or Officers who are present.
- The Captain will remain at the warm-up site until the scheduled water time to inform any late arrivals.

## **Miscellaneous Things to Note!**

General questions and concerns should be brought to the Captain.

All paddlers shall inform the Coach ASAP if they will be missing a race.

All paddlers shall contact the Secretary with any changes in contact information.

Any paddler needing a uniform shirt shall contact the Merchandise and Uniform Coordinator.

## **Grievances**

A paddler with a grievance should report it to the Captain, Officer or Board member she feels comfortable talking to.

Minor grievances, such as complaints about the uniform or coach's discretion, will be addressed by the Board of Directors per the Bylaws and Handbook. All minor grievances will be treated with priority, handled in a professional and supportive manner as quickly as possible.

Major grievances, such as behavior that violates the team mission and expected Sirens conduct, will also be addressed by the Board of Directors per the Bylaws and Handbook. All major grievances will also be treated with priority, handled in a professional and supportive manner as quickly as possible. Furthermore, the Board will include the member(s) who reported the grievance in the process of seeking a solution. It is understood that each situation is unique. Thus, grievances will be addressed using general and fair guidelines and with concern for all parties and the mission of the Club.

*All this (and more!) information can be found on our website:*  
[www.sirenpaddlingclub.org](http://www.sirenpaddlingclub.org).