



# DBACT Membership Policy

Updated 8 June 2022

Canberra Dragon Boats Association Inc.  
t/a Dragon Boat ACT  
[www.dbact.com.au](http://www.dbact.com.au)  
PO Box 268 Macquarie ACT 2614  
ABN: 89 647 128 044

## Membership Policy

To be able to compete at the Australian Dragon Boat Championships (AusChamps) and Dragon Boat ACT (DBACT) regattas and train with a DBACT club, a person must be a member of both DBACT and a DBACT registered club<sup>1</sup>. The minimum age for DBACT membership is 12 years.

To be a DBACT member, a person is required to pay the prescribed DBACT membership fee and their respective club fee (if any). DBACT membership fees are established each financial year at the Annual General Meeting (AGM). Each club will advise new/current members of their membership fees.

DBACT Members are also required to agree to the Australian Dragon Boat Federation (AusDBF) Code of Behaviour and the DBACT Values Statement.

New members register for both their chosen club and DBACT through their club's link to the revolutioniseSport membership system. All members who wish to actively participate in dragon boating, apart from Temporary Members ('Come and try', Dragon Pass and Winter Dragon Pass), must pay the annual fee and complete all details on revolutioniseSport to be entitled to use DBACT boats and equipment. Members must also upload a headshot style photo to the registration system.

### Membership Cycle

When a member first joins DBACT, their membership starts from the day their membership fee is paid and lasts for 12 months. In subsequent years, when a member renews membership, the expiry date will be 12 months from the previous expiry date, regardless of whether the member renewed early, late or on time. If there is a good reason for a gap in membership (such as medical or absence from Canberra), the member can contact [membership@dbact.com.au](mailto:membership@dbact.com.au) to request a new expiry date.

### Membership Payments

The DBACT membership fee is paid online as part of the registration process. The club membership fee may be paid in the same transaction or separately (depending on the club's policy). Once payment is made there are no refunds or holds on membership except in the following circumstances:

- a. Medical reasons – a doctor's certificate may be required to validate;
- b. Special circumstances – an application is to be made to the DBACT Committee stating the full reason. Applications are considered on an individual basis.

Where a refund is granted it will be done on a pro rata basis for the months of membership remaining.

An administrative fee may be deducted from a refund to cover costs already incurred by DBACT such as the AusDBF paddler levy and revolutioniseSport transaction fees.

---

<sup>1</sup> The exceptions are dragon boaters registered with interstate dragon boat bodies affiliated with the Australian Dragon Boat Federation (AusDBF). If their interstate membership is current, they can train with an ACT club, at the discretion of that club. They may be able to participate in DBACT regattas, depending on the DBACT Regatta Directions in force at the time.

## Membership Transfers between DBACT Clubs

The transfer process on revolutioniseSport requires approval of both clubs and DBACT. The approval of the 'losing' club is important as it prevents:

- a member transferring to a new club and leaving outstanding debts;
- a member transferring with pending disciplinary issues.

For both the member, DBACT and the clubs at both ends of the transfer, approval of the transfer in revolutioniseSport is an acknowledgement of an *'all clear to transfer.'*

Should a member believe a losing club is unfairly withholding approval, the matter can be referred to the DBACT Committee by the gaining club for adjudication.

Should a member resign from a club while they are still financial with DBACT, their DBACT membership does not lapse immediately even though they are not a member of a registered club. However, they need to join another club if they wish to train or participate in regattas.

## Membership Categories

### Sports Member

The majority of DBACT members are Sports Members; they pay their fees annually to DBACT and their clubs, paddle at training and at events, and use DBACT equipment. A portion of the fee goes towards paying their insurance cover, the AusDBF paddler levy and the DBACT Building Fund.

Sports Members are required to:

- ensure their membership is current; and
- follow the rules and regulations as set down by DBACT and/or AusDBF.

They can:

- attend Committee and General Meetings as an observer, (club representatives can vote at the latter); and
- attend and vote at Special General Meetings.

### Student Member

Full time students qualify for Student Membership. These members have the same rights and obligations as Sports Members, however their fees are set at a lower rate. To qualify as a Student Member, the member must produce proof of student status to the DBACT Membership Officer on request (i.e. email through a scanned copy).

School staff who are required to be members purely to assist school teams on-water also pay the Student Membership fee. (Staff who only assist on-land are not required to pay a fee.)

### Life Member

Life membership publicly recognises the efforts of members who have made outstanding contributions to the sport in the ACT in a conspicuous and/or distinguished manner. These members have the same rights and obligations as Sports Members, however they do not pay an annual membership fee. (They may be required to pay levies such as the DBACT Building levy.) Details of the **Life Membership Policy** are attached.

## Temporary Member

DBACT has three categories of temporary membership:

- 'Come and try' participant
- Dragon Pass
- Winter Dragon Pass

All of these temporary memberships are free but participants must register. 'Come and Try' participants fill in a 'Come and Try' Temporary Membership form before they participate. Dragon Pass and Winter Dragon Pass members register online through a club's registration page. If that is not practical – for example because they have simply arrived at a club training session hoping to have a try – they can fill out a Temporary Membership form on the spot. That information needs to be transferred by the club to revolutioniseSport as soon as practical for insurance purposes.

See the **Temporary Membership Policy** attached for more details on who can become Temporary Members.

## Supporter

People who support DBACT or their club as volunteers, officials and/or committee members and do not participate as dragon boaters can register as supporters. Supporters do not pay a DBACT membership fee. They may be registered with a club or just with DBACT. As non-financial members, they do not have the voting rights of members and are not covered by insurance as active dragon boaters, either on or off the water. (However, volunteers and officials at DBACT or club events are covered by insurance.)

## Volunteers and Officials

Volunteers and officials do not have to be members of a club or DBACT but many choose to do so. Some clubs have specific membership categories for officials. There is no DBACT fee for volunteers and officials who do not participate as dragon boaters. As they are not financial members, they have no voting rights at DBACT level. Volunteers/officials can fill race official and other volunteer positions; attend courses and meetings at the discretion of their clubs and represent their clubs on DBACT subcommittees.

All volunteers and officials are covered by DBACT insurance policies for DBACT organised events whether or not they are members of a club or DBACT itself.

## Club Membership

Members can belong to multiple clubs, however revSport will show their primary club. That is the club they would participate with at the ACT Championships.

**Attachments:** Life Membership Policy  
Temporary Membership Policy

## Life Membership Policy

The sport of dragon boating provides many opportunities for the members of Dragon Boat ACT (DBACT). However, DBACT can only provide those opportunities through the commitment and effort of some members who go above and beyond the call-of-duty, to make an outstanding and long-lasting contribution to the sport.

Life membership is a way to publicly recognise the efforts of members who have made outstanding contributions to the sport of dragon boating in the ACT in a conspicuous and/or distinguished manner. Life members pay a minimal annual fee and complete DBACT registration annually to be entitled to use DBACT boats and equipment.

### Selection

DBACT recognises that the requirement of 'contributed to the sport in the ACT in a conspicuous and/or distinguished manner' will mean different things to different people, and has established criteria for Life Membership, so that:

- DBACT members and the general public can appreciate what it takes to be awarded Life Membership, i.e. the importance of the award; and
- those wanting to nominate someone for Life Membership understand what is required for the Executive Committee to make a decision on a nomination.

It is not intended that all of the criteria have to be addressed singly or that a nominee needs to meet them all. The aim of assessing a nomination for Life Membership is to establish how the person has provided "conspicuous and/or distinguished service", and any nomination will be considered in a holistic manner.

The basis for Life Member selection is that a member:

- has been a member of the Association ten plus (10+) years (financial membership history is required to be submitted with the nomination form);
- has participated or supported the sport at national level;
- promotes and fosters dragon boating through organised activities and events;
- provides opportunities for people to enjoy dragon boating in a spirit of enthusiasm and involvement;
- assists participants to reach their full potential;
- provides opportunities for participants to express their skills at all levels of performance; and
- provides input into the development of the sport and the Association.

### Process

The following steps are to be taken for Life Member selection:

- all nominations are to be treated as strictly confidential;
- the nomination is completed on the required form, and signed by at least five (5) financial Members of DBACT;
- the completed nomination form is to be forwarded to the DBACT President who will circulate it to the DBACT Committee;
- the Committee will review the information on the nomination form using the criteria below;
- Committee members from the same club as a nominee will not participate in the consideration of that member's nomination;
- the majority of the Committee (excluding Committee members from the same club as the nominee) must vote in favour for Life Membership to be granted; and

- the Life Membership is presented at the next opportunity that properly represents the importance of the award.

The DBACT Committee will use the following criteria to assess the nomination:

1. Promotes and fosters dragon boat racing through organised activities and events;
2. Provides opportunities for people to enjoy dragon boating in a spirit of enthusiasm and involvement;
3. Assists participants to reach their full potential;
4. Provides opportunities for participants to express their skills at all levels of performance; and
5. Provides input into the development of the sport and the Association.

Nominations should be detailed but succinct. It is not the role of the Committee to add anything to enhance the nomination. If a nomination is unsuccessful, the Committee may provide feedback to the nominators.

## Temporary Membership Policy

Dragon Boat ACT's Temporary Membership Policy includes three categories of temporary membership:

- 'Come and try' participant
- Dragon Pass (Standard Temporary Membership)
- Winter Dragon Pass

Under all categories, temporary members must be aged 12 years or over.

### 'Come and try' participant

This category applies to a person who attends a recruitment event with an on-water component, often called a 'Come and try'. The event may be run by Dragon Boat ACT and/or a club. There is no limit on the number of times a person can be a temporary member under this category but participation is always at the discretion of the organisers of the event. For each event, the participant must fill out a 'Come and try' participant form for insurance purposes.

The organiser of a 'Come and try' must send a list of the participants to [Membership@dbact.com.au](mailto:Membership@dbact.com.au) so that there is a central record in the event of an insurance claim.

This category does not apply to a club training session even if it is referred to as a 'Come and try' on websites or in invitations to potential new members. Dragon Pass or Winter Dragon Pass applies to those sessions.

### Dragon Pass

In the ACT, Dragon Pass provides temporary membership for:

- new paddlers wanting to try dragon boating
- paddlers moving from interstate to try out with one or more clubs before making a commitment to join
- former paddlers living interstate who are visiting the ACT, to enable them to go on the water with a club
- former ACT paddlers who have been away from the sport for a minimum of 12 months (eg for medical reasons) to test whether they are ready to return
- former members of school teams who want to try different clubs before deciding which to join (they do not have to wait 12 months)

Dragon Pass cannot be used to fill a gap between DBACT membership lapsing and the member renewing.

Dragon Pass provides one month's free participation in training sessions with DBACT affiliated clubs. These can be with one or more clubs. A Dragon Pass member can have as many sessions as they like within that month.

Dragon Pass members can participate in regattas provided that the relevant club ensures that:

- unnecessary risks are mitigated, including that temporary members wear a PFD if there is any doubt about their swimming ability; and
- clubs are not taking advantage of this allowance to stack boats to gain an unfair advantage.

Dragon Pass temporary members need to be registered online by the member or by a club. In the event of a potential new member turning up at a training session wanting to try dragon boating, the Standard Temporary Membership paper form can be used. It should be filled out before the temporary member goes in a boat or uses DBACT equipment. The club must ensure that the member is registered for Dragon Pass online as soon as practical after the training session. This is to enable the DBACT Membership Officer to certify that the person was a temporary member in the event of an insurance claim.

As long as the above conditions are met, the temporary member is covered by DBACT's sport injury and liability insurance.

Where a person registers for Dragon Pass but is delayed in commencing (due, for example, to bad weather or changes in personal circumstances), a club can request an extension to give the member a full month from their actual start. Extensions can also be requested in special circumstances, such as a short-term visit by an exchange student that goes over a month. A request for extension must be made in writing to [membership@dbact.com.au](mailto:membership@dbact.com.au)

### Winter Dragon Pass

Winter in Canberra is not the best time to try dragon boating for the first time. Cancellations of training sessions due to adverse weather are more common in winter. Evening training sessions are in the dark. Some clubs do not train on the water in winter or only have weekend sessions. As a result, there may be few opportunities in a single month for a temporary member to try the sport.

For this reason, DBACT has a Winter version of Dragon Pass that provides free participation in training sessions with DBACT affiliated clubs in June, July and August. These can be with one or more clubs. Winter Dragon Pass members can have as many training sessions as they like within those three months.

Winter Dragon Pass has the same membership criteria as Dragon Pass:

- new paddlers wanting to try dragon boating
- paddlers moving from interstate to try out with one or more clubs before making a commitment to join
- former paddlers who are visiting the ACT to go on the water with a club
- former ACT paddlers who have been away from the sport for a minimum of 12 months (eg for medical reasons) to test whether they are ready to return
- former members of school teams who want to try different clubs before deciding which to join (they do not have to wait 12 months)



Winter Dragon Pass temporary members need to be registered online by the member or by a club. In the event of a potential new member turning up at a training session wanting to try dragon boating, the Winter Temporary Membership or the Standard Temporary Membership paper form can be used. It should be filled out before the temporary member goes in a boat or uses DBACT equipment. The club must ensure that the member is registered for Winter Dragon Pass online as soon as practical after the training session. This is to enable the DBACT Membership Officer to certify that the person was a temporary member in the event of an insurance claim.

As long as the above conditions are met, the temporary member is covered by DBACT's sport injury and liability insurance.

All Winter Dragon Pass memberships expire on 31 August of the year they sign up.

NOTE: temporary members starting in August should sign up for Dragon Pass (not Winter Dragon Pass) so that their membership is for a full month, rather than expiring on 31 August.

Any issues or questions about temporary memberships should be directed to the DBACT Membership Officer at [membership@dbact.com.au](mailto:membership@dbact.com.au)