



Arizona Dragon Boat Association Team Creation Guidelines

1. In order to form a new team under the Arizona Dragon Boat Association (AZDBA), the Coach of the new team must review and submit the Team Guidelines agreement along with a roster of a minimum of 14 AZDBA members in good standing, which means they have registered, filled out the AZDBA waiver and have paid their annual membership fees. This minimum number is based upon the Champion Dragon Boat User Manual in which a minimum number are required to safely lift and move a boat. The roster should include the team name, paddlers' full names, mobile numbers and emails. At least one Steer must be included on the roster.

2. Members that intend to join the new team should send a declaration via email to the Captains and Coaches Coordinator (Cnc) (cnc@azdba.org) & President (President@azdba.org) with the following language:

“Dear Captains & Coaches Coordinator,
I wish to update my AZDBA affiliation to include [new team name].
Sincerely,
[Paddlers name]”

3. City of Tempe divides their lake fees by three seasons: Winter/Spring, Summer and Fall. Each season, AZDBA is required to collect team rosters from Coaches of Paddlers & Steers who attended 6 or more practices during that season. The AZDBA Treasurer will use data from the rosters to submit lake usage fees via the Programmed Use Form (PUF). Members who only drummed (as in festival preparation or competition) are excluded. Rosters should include team name, paddlers full name, sorted in alphabetical order by last name. Teams must notate which member(s) possess a Marina gate key obtained via AZDBA. Any paddler listed on multiple team rosters will only be counted once for the purpose of submitting seasonal PUF's.

- a) **Winter/Spring** (Jan-May); submit by May 20
- b) **Summer** (June-August); submit by August 20
- c) **Fall** (Sep-Dec); submit by December 20

4. Guests must complete an AZDBA waiver prior to their first practice. Safety and basic paddling techniques should be reviewed prior to allowing guests onto the boat. Guests have a 30 day free trial after which point they should join as a member to continue practicing. Guests can try out multiple teams during this period to determine which team is the best fit. Each athlete is solely responsible for his or her own safety and fitness during practice sessions.

5. AZDBA members in good standing can practice with any team that is recognized under the AZDBA umbrella as long as they have a current membership fee receipt that they can send to the team they wish to join. If a paddler wishes to affiliate with another team, they must notify the cnc@azdba.org.
6. Teams will be audited on a regular basis to determine whether all paddlers on the team are AZDBA members in good standing. Violations and or fines will be issued as follows:
 - a) **First violation:** An email will be sent to the paddler(s) and the team's coach/captain that the paddler has not paid their AZDBA fees. The paddler(s) must pay their membership fees and complete the annual waiver before returning to practice.
 - b) **Second violation:** Loss of the team's next scheduled practice slot and a **\$50 fine** payable to AZDBA prior to the team's next scheduled practice.
 - c) **Third violation:** Loss of the team's practice for two weeks and a **\$100 fine** payable to AZDBA prior to the team returning to practice.
7. The minimum number of people a team must have to launch a standard boat out on the water for practice or any other purpose is 9 people, consisting of at least 8 paddlers and one steer person. (The small boat must have a minimum of 7 people, consisting of at least 6 paddlers and one steer person). AZDBA Board Officers may waive the minimum paddler requirement for unique circumstances such as individual time trials etc. These special activities will have team members monitoring from the shoreline in case an emergency arises. The minimum number of paddlers should assist in launching and retrieving the boat from the water for the protection of your team, the boats and equipment. Violations are as follows:
 - a) **First violation**, a written notice will be sent to the team's captain and coach.
 - b) **Second violation** will result in loss of the team's next scheduled practice time and a **\$50 fine** payable to AZDBA prior to the team's next scheduled practice.
 - c) **Third violation** will result in the loss of the team's practice for two weeks and a **\$100 fine** payable to AZDBA prior to the team taking the boat back out on the water.
 - d) Should a **fourth violation** occur, the AZDBA Board reserves the right to revoke the team's practice for an entire season.
8. Practice slots are determined by the number of paid members on a team's roster. Multiple factors are used for scheduling practice slots & AZDBA reserves the right to remove practice slots if requirements are not met. Practice slots are reviewed three times a year based on City of Tempe seasons which are Winter/Spring, Summer and Fall. *Teams eligible for 4 practices per week must understand that scheduling is conditional upon the impact of original teams scheduled on that date/time. Practice requests can be submitted to Captains & Coaches Coordinator (cnc@azdba.org).
 - a) Teams with 10-14 paddlers can reserve 1 practice slot per week
 - b) Teams with 15-24 paddlers can reserve 2 practice slots per week
 - c) Teams with 25-34 paddlers can reserve 3 practice slots per week
 - d) Teams with 35+ or more paddlers can request 4 practice slots per week (*See conditional note)
9. Additional practice times must be requested and approved in advance by the CnC, prior to using the boats. Special exceptions may be granted up to 30 days leading up to a festival/competition.
10. If practice slots are not used for one month, the CnC can open up the slot(s) for other teams. If a team is inactive for 12 months, it will be dissolved & must re-apply using the new team guidelines. If a team wishes to formally dissolve, an email can be sent to the CnC & President.

11. Priority for selection of team practice slots will be determined by coaches and captains prior to each AZDBA season. If no changes are deemed necessary, the practices will continue as scheduled in the prior season.

12. A Certified Steer must be in the boat during a practice. A Steer can also be the Coach during a practice. While steer training is occurring, the certified steer must stay near the back of the boat to assist and be on hand for emergencies. Please refer to the latest Steer Handbook. All Steers need their CPR recertified every 2 years.

13. A Coach/Steer must sign in/out each boat used for each practice reporting any damages to boats or equipment via the Team Practices Sign In/SignOut [Jotform](#).

14. Team Captains and Coaches are responsible for ensuring that equipment is properly used, stored, locked and that new members are trained on safety procedures and have completed a guest waiver prior to getting on the boat.

- a. Marina gates and lockers are to be closed when the boats are on the water and there are no members in the marina area.
- b. Any equipment taken from marina or storage shed should be kept with the team or in the boats, at all times and not left at the dock or on the grass area near the dock. The only exception is the boat dollies.

15. AZDBA teams will be required to volunteer at all local AZDBA events and provide maintenance to the boats and equipment. AZDBA will notify members of these opportunities through AZDBA emails and through communications with the coaches and captains.

16. Any accident or incident involving an AZDBA boat or member(s) must be recorded with photos via [Jotform](#) immediately. A text or email to the AZDBA President and Secretary should follow-up within 24 hours after the incident.

17. Coaches & Steers should be familiar with [City of Tempe Lake Boating Permits & Regulations](#) as well as [Tempe Town Lake Code of Conduct](#).

18. AZDBA members will adhere to the Code of Conduct of the regulating body (i.e. USDBF, IDBF) when traveling to festivals.

Team Coach & Captain have read, acknowledges and abides by the Team Guidelines:

Team Coach /Date

Team Captain/Date

Email

Email

AZDBA President/Date

Captains & Coaches Coordinator/Date

New Team Information:

Team Name: _____ Website: _____
Head Coach: _____ Team Captain: _____
Coach Email: _____ Captain Email: _____
Coach Cell: _____ Captain Cell: _____

Send the following to cnc@azdba.org:

- a) Roster listing minimum of 14 paddlers, identifying 1 certified Steer
- b) Team Description
- c) Team Photo/Logo
- d) Coaches Bios
- e) Coaches Photos
- f) Desired email address with @azdba.org
 - i) Who should receive copies of inquiries to this inbox?
- g) Practice day(s) & time slot(s) pursuant to roster size (#8 above)
- h) Name up to 3 individuals that will be responsible for a Marina Gate Key.
 - i) A City of Tempe key contract will be signed by each individual.
 - ii) \$25 key fee is to be paid to AZDBA. Replacement keys are \$25.

Please note that new team creation approval can take 3-4 weeks as there are many moving parts involving administrative, technical and logistics. A welcome call will be scheduled when cleared.