

TOPMADE DRAGON BOAT CLUB
MEMBER'S HANDBOOK
TOPMADE DRAGON BOAT CLUB, TDBC, CALGARY, ALBERTA, CANADA

MISSION STATEMENT

1. To provide members with the opportunity to participate in the sport of dragon boating at various competitive levels.
2. To provide members with an opportunity to compete in a rewarding atmosphere that develops team unity and a sense of team accomplishment.
3. To represent and promote our sponsors and local festival, through the Club's successes in local and out-of-town competitions.

WHO WE ARE

Topmade Dragon Boat Club (TBDC) is a non-profit club that has been active in the Calgary dragon boat community for over 10 years. Founded by Mr. Chris Wong of the Topmade Group of Companies, what started out as a single corporate team and Calgary Dragon Boat Festival Sponsor has developed into a leading, independent dragon boat club consisting of 8 teams with over 150 members (based on the 2006 season).

Our mission is to provide all our members with an opportunity to race in a fun and rewarding atmosphere that develops team unity and a sense of team accomplishment. The Club takes pride in its efforts to develop its paddlers' and crew performance, continuously improving and raising the standard of dragon boating.

As a result, the Club's membership base has increased exponentially over the last few years. The Club has a dedicated coaching team that develop programs for its recreational, community and competitive teams. Club members come from all walks of life and all types of paddling experience, from the very novice, to the city's top paddlers to paddlers who have competed internationally.

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ANNUAL MEMBERSHIP DUES

Adult Membership	Early Bird Registration *	Regular Registration
18+ years old	\$85.00 per season	\$95.00 per season

Youth Membership	Early Bird Registration *	Regular Registration
8 – 17 years old	\$65.00 per season	\$75.00 per season

* Registration received on or prior to 27-Apr-2007.

Registration Fee covers:

- Paddle and PFD (lifejacket) usage and maintenance
- Club Dry weave Race Shirts, 1st year only for adult registration
- Hydration and lunch provided at the Calgary Dragon Boat Race Festival
- Mid-season BBQ
- Calgary Dragon Boat Race Festival Team Registration and tent rentals
- Club T race shirts, 1st year only for youth registration
- City of Calgary Operation dues (i.e. permit registration, dragon boat license etc.)
- Dragon boat usage and maintenance.

Registration Package

The Registration Package that must be submitted to the Club Registrar, including membership fee, to complete your registration:

1. Membership Registration Form (includes waiver)

Registration Submission Options

Option #1	Option #2	Option #3
Mail package to Carol Fallin at: Topmade Dragon Boat Club c/o Carol Fallin 279 Valley Crest Rise NW Calgary, AB T3B 5Y3	Submit package at one of the Orientation Sessions.	Submit package to your team captain prior to your 1 st practice. Your package will be placed in the drop box that is checked daily.

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Registration Terms and Conditions

1. All paddlers must submit a completed registration form and a signed and witnessed waiver form before being allowed on the dragon boat. No exceptions.
2. From the time your registration is received and you are placed on a team, you have until the 3rd scheduled practice of the team in which you are placed, to submit your registration fee. This fee is non-refundable at that time (i.e. after the 3rd scheduled practice of your team). NOTE: This does NOT mean the 3rd practice you show up at, but, rather, the 3rd scheduled team practice for that team.
3. If you submit your registration fee with your completed registration form, there will be no refunds given after the 3rd scheduled practice of the team to which you have been assigned. (See above NOTE.) You must inform the registrar, your team captain or the coach, in writing, that you do not intend to continue paddling with the Club and that you are requesting a refund, within that 3-practice time frame.
4. In the event that a paddler does not show up for several consecutive practices and does not inform his/her team captain or coach, then that paddler's spot on the team may be given to someone else. This may be necessary to ensure a full boat for competition in the Calgary festival.

PRACTICE LOCATION AND PARKING

All Club practices are operated from the Heritage Park Docks located at the East side of the Glenmore Reservoir. There is only one entrance/exit into the Heritage Park Docks and that is through Heritage Drive (refer to Figure 1).

The Club's base of operations is from a vibrant brown Sea Container located in sailboat storage area that is located to your left as you enter Heritage Park. The Sea Container is where you obtain/return your paddle and PFD.

Parking is available in designated parking zones. Please refer to Figure 2 for the locations of the designated parking zones. Obey all posted City of Calgary signage. The Club is NOT responsible for parking violations/injury/property damage incurred during practice.

Parking or stopping for any time in the Sea Container parking lot is strictly prohibited. The Sea Container is located in sailboat storage zone.

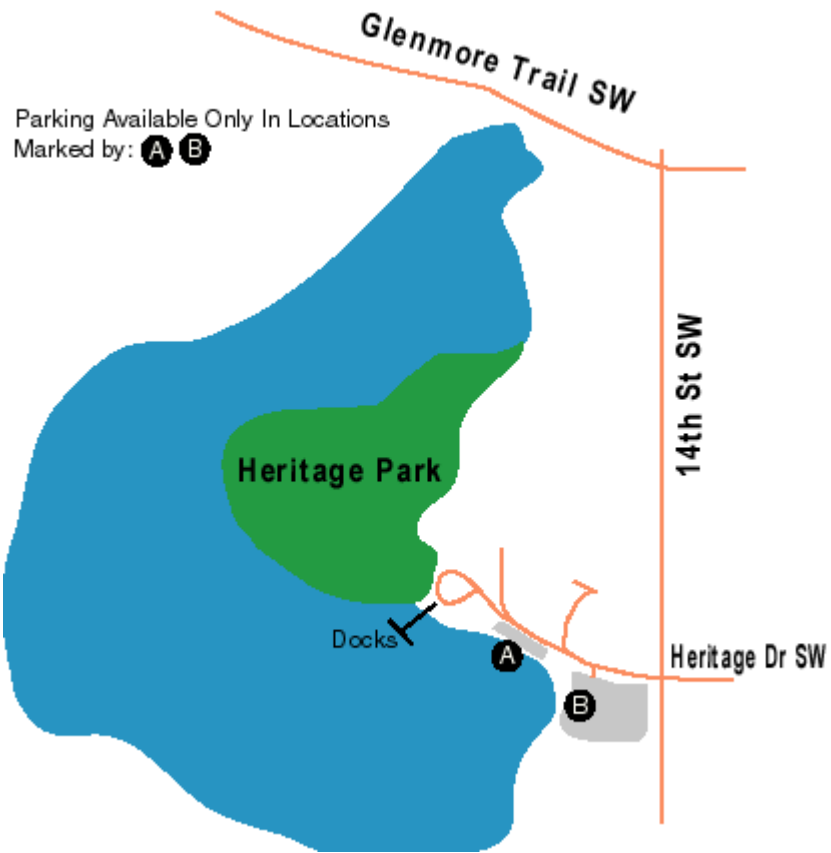
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Figure 1



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Figure 2



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WASHROOM FACILITIES AND AMENITIES

There are washroom facilities located 1 block NE of the docks. Please see Figure 2 for details. The next closest washroom facilities are located at the Glenmore Landing Shopping area (a 3 minute drive South on 14th Street).

Urinating or defecating, outside of the washroom facilities, is a fineable offence (City of Calgary Bylaw 20M2003 - Parks & Pathways).

Change rooms are available, at the rear of the Sea Container, for your changing convenience. Additionally, there are lockers available for use during practice only. You will have to provide your own personal lock. Use the lockers to store any valuables you may have, rather than in your vehicle as there have been vehicles broken into in the past. At the end of practice, make sure you remove your lock or it may be removed for you.

CLUB EQUIPMENT

The Club supplies all members with a personal floatation device (PFD – lifejacket) and a wood paddle to use during practices and at competition.

Each item is maintained by the Club and must be returned at the end of practice/race/festival.

To help prolong the life of our equipment, please follow the following care instructions:

- | | |
|--------|--|
| Paddle | <ol style="list-style-type: none">1. Do not rest the tip of the blade on the ground. The tip protects the wood and gives it stability throughout the width of the paddle. Plus, the tip allows for a smooth entry into the water.2. If you are not using the paddle, return the paddle to the appropriate storage facility.3. If you must lean your paddle up against something, make sure the top of the paddle (i.e. t-handle) is touching the ground. |
| PFD | <ol style="list-style-type: none">1. Select the proper size PFD for your protection.
DO NOT sit or rest on the PFD. The PFD material has buoyancy properties that will be decreased/compromised with inappropriate use (i.e. sitting on it will compress the material). |

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PRACTICE TIMES AND WARM-UP SESSIONS

Practices are 1 hour and 30 minutes in duration, unless specified otherwise.

Warm-up sessions are conducted 15 - 20 minutes prior to practice. For example, if a practice starts at 6:30 pm, this means that the warm up is at 6:15 pm, and the dragon boat leaves the dock at 6:30 pm.

Practice Team Rules

1. All members are expected to be on time (barring unforeseen circumstances).
2. Attempt to notify your TEAM CAPTAIN ahead of time if you are going to be late.
3. Weather can change rapidly:
 - Practice is cancelled only when the Coach, Steersperson, Drummer and/or Team Captain (in consultation with each other) decide to cancel at the time of the practice.
 - Do not call ahead to check on your practice status because the decision will only be made on-site at the practice time and location.

WEATHER AND CLOTHING

Early in the season (May), we may experience some cooler, unstable temperatures. In the past, members have used the following items to protect their body and extremities from the elements:

1. Paddling gloves
2. Booties
3. Leggings
4. Head covering
5. Long sleeved paddling shirt

Most of the items can be purchased at a local sports retail store (i.e. MEC, www.mec.ca). Typhoon8, a paddling products company who sponsors the Club also sells appropriate attire (i.e. padded paddling shorts, long sleeve shirts) at discounted prices for Club members. For more information, visit the Typhoon8 website at www.typhoon8.com.

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HUMAN RELATIONS

Harassment and Discrimination

TDBC takes a zero tolerance stance to harassment and discrimination.

Harassment is any conduct, comment, gesture or contact of a nature that is likely to cause offence, humiliation or intimidation. Each of us has the right and responsibility to tell someone to stop any behavior that is offensive, humiliates or intimidates us.

Discrimination means treating people differently based on their age, race, religion, gender etc. TDBC embraces and celebrates the diversity of our members and the richness that results from the differences.

We expect our members to treat each other with respect at all times and to conduct themselves in a manner that reflects pride in the Club, while having lots of fun.

Member Complaints

Members should address any concerns or complaints directly to their Team Captain. Team Captains may choose to consult the Club Head Coach/Program Leader for advice or assistance. The goal in all situations is to find mutually beneficial / win-win solutions. If a member does not feel his/her complaint has been properly handled, the members may approach the Club President.

The Team Captain and/or Club Program Leader depending on the seriousness of the complaint will address a complaint about a member privately with the member.

Suggestions and Ideas

TDBC welcomes ideas and suggestions from its members. Talk to your Team Captain or make suggestions to the appropriate program leader.

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ADDITIONAL CLUB INFORMATION AND REFERENCES

For additional details on Club rules and regulations, ask your Team Captain/Coach, or refer to the Club website at www.topmade.com/dragoneers.