



## INFORMATION & SAFETY BOOKLET

*"The strength of the team is each individual paddler. The strength of each paddler is the team."*

**Charity Number CHY 20638**



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## Introduction to the Cork Dragons

### 1.1 Welcome

Welcome to all new and old members and we hope you enjoy paddling with us. Don't worry if you have never paddled before, we welcome all new members. While we are primarily a team of breast cancer survivors, male and female, we now also include other cancers and families and friends of those affected. Our aim is to promote dragon boating as a sport, to raise awareness of breast cancer, to support our members in their mental and physical fitness and to have fun!

#### About Dragon Boating

Dragon boating originated more than 2,000 years ago in China and is one of the world's oldest continuously practiced team sports. Traditionally raced in long, narrow boats decorated with dragon heads and tails, the sport has evolved into a vibrant global activity promoting teamwork, fitness, and friendship.

Modern dragon boating is enjoyed by clubs and communities across the world, with teams of up to 20 paddlers, a drummer to keep rhythm, and a helm to steer. Beyond competition, dragon boating is widely recognised for its physical and emotional health benefits — especially among breast cancer survivor teams — offering camaraderie, support, and empowerment through shared strength and purpose.

Cork Dragons was established in 2012 and since then, we have been committed to fostering a welcoming, inclusive, and safe environment where individuals of all skill levels can enjoy dragon boating and related water sports. This document outlines the policies and procedures that govern our club's operations, ensuring that the safety, well-being, and enjoyment of all members, volunteers, and visitors are prioritised.

The initiative was the brainchild of Canadian Sports Medicine Specialist Don McKenzie and is supported by a steering committee made up of the HSE: Health Promotion Department; Cork ARC House, Meitheal Mara and The Prince Clinic (specialists in treating lymphedema). Traditional thinking emphasized rest and compression of the area for lymphedema sufferers. However, there has been a turnaround in this thinking and now exercise is encouraged. The paddling movement itself is believed to help alleviate and in some cases prevent lymphedema, a complication for many patients following breast surgery. If you are recovering from cancer, we recommend a minimum of three months after completion of therapy before beginning this sport and as with any exercise to take medical advice before signing up.

Cork Dragons is more than just a community of paddlers; it is a place where teamwork, respect, and safety are the foundation of everything we do. By adhering to the policies outlined in this document, we ensure that the club remains a safe and enjoyable environment for all.

The Cork Dragons have their own committee and welcome all help in relation to training, fundraising ideas, sponsorships etc.

### 1.2 Purpose of this booklet

This policy and all associated documents will be made readily available to all members and volunteers. New members will receive an induction, including an overview of key policies and safety procedures. Regular training sessions and workshops will be organised to ensure all members are aware of their responsibilities and equipped to safely participate in club activities. The purpose of this policy document is to:



- Define the rules and regulations governing Cork Dragons' activities, both on and off the water.
- Establish guidelines for the responsible use and maintenance of club equipment and facilities.
- Promote a culture of safety, respect, and inclusiveness among all members and visitors.
- Outline procedures for dealing with accidents, incidents, and emergencies.
- Support the club's long-term sustainability through the protection of people, equipment, and the environment.

### 1.3 Scope of the Booklet

This policy applies to all club members, volunteers, visitors, participants and club facilities and equipment.

### 1.4 Booklet Objectives

Cork Dragons is dedicated to the ongoing improvement of our policies and procedures. The club committee will regularly review this policy document to ensure that it remains up to date with changes in legislation, safety standards, and best practices. Input from members, volunteers, and external safety bodies will be considered in these reviews to ensure that our policies are effective and comprehensive.

We also encourage a proactive approach from all members in contributing to the club's safety culture by providing feedback on areas where policies can be improved, and by adhering to all rules and guidelines.

Cork Dragons have established this policy framework to achieve the following objectives:

- **Safety and Welfare:** To protect the safety and welfare of all participants during club activities, whether on land or on the water, through comprehensive health and safety practices.
- **Inclusive Participation:** To ensure that all members, regardless of age, gender, race, ethnicity, disability, or skill level, feel valued and included in club activities.
- **Environmental Stewardship:** To minimize the environmental impact of our activities by promoting sustainable practices on and off the water.
- **Member Engagement and Training:** To provide all members with the necessary training, knowledge, and resources to fully engage in club activities safely and confidently.
- **Transparency and Accountability:** To maintain a culture of transparency in all club operations, ensuring that members understand the rules, procedures, and decisions that guide the club.

## 2 Roles and Responsibilities

### Club Committee:

The Club Committee has specific Health and Safety responsibilities to ensure the safety and well-being of all members, volunteers, and visitors. Committee members are required to carry out activities with the safety and well-being of all club members in mind. They can do this by implementing and maintaining the health and safety policy, conducting regular risk assessments, inspecting equipment and venues, providing safety training and inductions, ensuring first aid and emergency preparedness, monitoring and maintaining equipment safely, incident reporting and investigations, promote a positive safety culture.

**Please refer to Appendix 1 to Committee Roles & Responsibilities**



## Members Responsibilities

Members of Cork Dragons play a vital role in ensuring the smooth operation, safety, and positive environment of the club. Your responsibilities extend beyond simply participating in club activities, encompassing personal accountability, respect for others, and adherence to the club's rules and policies.

Members are encouraged to actively participate in club activities, including training sessions, competitions, and events, contributing to the club's goals and fostering a sense of community. A key responsibility is to adhere to all health and safety regulations, ensuring your own safety and the safety of others during both on-water and off-water activities. Members should familiarize themselves with the club's safety protocols and procedures, including emergency actions, and comply fully with the instructions provided by coaches, the captain, and the Safety Officer.

It is also the responsibility of members to respect club equipment, using it properly and reporting any damage or maintenance issues to the equipment team. You are expected to follow instructions regarding the care and maintenance of boats and other gear, contributing to the longevity and upkeep of the club's resources.

Members must maintain good conduct both on and off the water, acting in a manner that reflects well on the club and promoting a culture of inclusivity and sportsmanship. They should treat other members, coaches, and officials with respect, fostering an environment of mutual support and camaraderie. Any disputes or conflicts should be addressed through proper channels, report to Chairperson, following club procedures to resolve issues respectfully and fairly.

Additionally, members have a responsibility to keep up with club communications, staying informed about upcoming events, changes in schedule, or important announcements. You should actively engage with the committee when required, offering feedback or suggestions to improve the club's operations and supporting fundraising or volunteer efforts when possible.

Finally, members are expected to commit to developing their skills and fitness, regularly attending training sessions, and participating in Capsize practice, club-organised skill development programs. You should also support new or less experienced members, helping them integrate into the club and fostering an inclusive and welcoming atmosphere for everyone. See also our Code of Conduct (Appendix 1)

## 3 What you need to know

### 3.1 Equipment

**Dragon Boat** - The dragon boat is made up of 20 paddlers with a helm at the back to steer the boat and a drummer in the front to keep time – a total of 22 max. people per boat. We have fiberglass paddles for member use.

**Personal Flotation Device (PFD)** – every crew member will be issued with a PFD when they join as a member for the first time. Equipment team will fit you with a PFD that matches your body weight as they should fit snugly and not slide up when you raise your hands in the air. It is every member's responsibility to bring their PFD with them to every training session and a paddle if you have one, (please put your name on yours with waterproof pen to avoid confusion). We have spares for new members and in various sizes. If in doubt, ask for help as it is vital for your safety that your PFD fits you properly.



Your PFD must:

- *Always be worn whilst on the pontoon or out on the water*
- *Be the correct size*
- *Be securely fastened*

**Clothing** – just some guidelines on what to wear or bring to a dragon boat training session:

*Tracksuit bottom, Leggings or stretchy pants/shorts.* Ensure that the legs of the pants do not trail in water at the bottom of the boat (no denims, as denim gets very cold when wet).

*Trainers, waterproof jacket and a hat.* Waterproof trousers are always handy if it rains. Thin layers are a good idea under your jacket so that you can layer up or down according to the weather and to prevent overheating - or in cold and wet weather the body temperature could drop very quickly. Some paddlers wear a paddling glove for better grip on the paddle.

A complete spare set of clothes and towel can be kept in your car in case you get cold and wet. A dry bag is kept on the boat for keys, phones etc. but please be aware it is a DRY bag to keep your items dry from water droplets or a shower, it is NOT guaranteed to keep your phone completely dry in the event of a capsize. We would advise you to leave your mobile phone locked safely in your car.

Cork Dragons have an official uniform that consists of a black t-shirt with red dragons' logo for training, which is given to every new member along with the PFD. For competitive events we wear a Red Regatta T-shirt and black pants. We have other uniform items such as grey and rain jackets, caps and beanies, all of which can be ordered from the club. The Cork Dragon Jacket is at a subsidised cost.

**Sun cream** - is of obvious benefit while out on the water and we would also recommend that you wash your hands and use a hand sanitizer when you finish your training session. For those for whom lymphedema is a concern, compression sleeves are recommended and should be worn at every training session.

**Hydration** - Bring a water bottle to prevent dehydration.

### 3.2 Paddling Etiquette

1. A minimum of 12 people is needed to take the boat out. All members MUST complete a Google form if you wish to join us for training on a Tuesday night, so that the captains can organise the training session and the Coaches prepare the Boat Plans. If there are not enough paddlers for a second boat a Reserve list will be used. Please remember if you sign up, it is important that you show up. Of course, there are times when attending training is just not possible and we totally understand. Please let the Coaches know as soon as you can so that the seat placement can be realigned.
- There is a lot to organise every training session/regatta such as life jackets, tides, helms, safety boats etc. so we would appreciate that every effort be made to attend the training session if you have signed up.
- For insurance reasons, we need all Cork Dragons to fill out Membership forms annually (these forms can be filled in online along with a membership fee. A list of emergency contact details will be kept of everyone getting on a Dragon boat before every session. This list is kept by the safety boat crew in the event of a capsize. €5.00 will be collected before each training session for members and €10.00 per session for non-members trying out.



- If you are new to the training session, please make yourself known to Captain / Helm / Coach and let them know if you have any concerns with paddling that we need to be aware of e.g. asthma, epilepsy or heart conditions. **If you feel unwell during a paddling session or become very cold or any physical difficulty you should let the helm / Safety boat know at once.**
- There is a warmup and cool down session at the beginning and the end of each session on the water which ALL those paddling are advised to take part in to prevent any injuries. It is only an extra 10 minutes, but it is important to stretch muscles before / after activity on the water.
- Before/after we go on/off the boat the boats need to be un/locked, boats bailed of water and seats sponged down, Oar for helm and drum, seat un/attached etc. This takes time so we ask that you complete the google form with which you are available for Prep, Tie up or Store. We will go for a cuppa and a chat in the back room of Tequila Jacks but **only** when everything is packed away and cool down is complete. ***"Once the boats and equipment are packed away and cool-down is complete, we all head for tea together."***

### 3.3 Training

- Training on the water takes place on a Tuesday evening on the pontoon alongside Tequila Jacks and we ask that all members are there for 6:30 pm **SHARP** to prepare and start the warmup session to loosen up muscles before we go on the water. We aim to be out paddling every Tuesday night from April to October (weather dependent: rain is not normally considered bad weather!) and after the cool down we aim to be back for tea / coffee and feedback by 8:30-9:00pm.
- During the off-peak season Saturday/Sunday morning we have a walking group if you are interested
- We would hope, depending on numbers, to have two boats on the water for Tuesday night training.
- For some dragons training is a competitive, physical activity and for others it is more of a social event, who would much rather take the training at a slower pace. Please let your Coaches know which training style suits your health and ability on the Google form Social or Competitive and they will try and accommodate it depending on your level of fitness, stamina and stage of recovery.
- We use the Noticeboard WhatsApp to remind members of training sessions, news and upcoming events. Our website is <http://corkdragons.com> check it out for news and updates

### 3.4 Getting on and off the boat

- Paddlers should line up according to the boat plan set out by the Coaches with their paddles, in rows of two, before getting on the boat, so their position is known.
- In order for the boat to be balanced, people of equal weight should be paired together. Don't get offended if the Helm moves you around on the boat during the weekly sessions, as this is to maximise balance and the safety of ALL in the boat.
- Paddlers get onto the boat, **one at a time**, starting from the front of the boat to the helm and finally the drummer. You need to step into the center of the boat and not on the seat (might be slippery), sit in the middle of the seat and as your 'buddy' gets into the boat, you should move to the side with your outer hip right up to the boat edge.
- Paddlers get off the boat, **one at a time**, with the drummer being the last to get off.



### 3.5 Helm Commands

The Helm steers and oversees the boat. The crew must listen and obey the Helm commands which are:

- **NUMBER OFF!** For safety purposes, the paddlers must number off, starting on the front left.
- **ARE YOU READY?** Team members shout YES, and paddles are poised ready to hit the water.
- **ATTENTION! GO!** Used to get the boat moving.
- **BACK PADDLE: ATTENTION: GO!** Used to maneuver the boat backwards.
- **STOP THE BOAT!** Used to physically stop the boat. It requires the crew to dig the blade of the paddle into the water.
- **EASY!** Used to get the crew to simply stop paddling, paddle is not in the water.
- **BRACE THE BOAT!** Paddles are held with the blade on the water. Used to help stabilize the boat if you are moving paddlers about whilst on the water or the water is choppy.
- **PADDLES UP!** Used to keep the paddlers' hands and paddles clear of obstruction. Paddlers should listen to the helm and obey all commands given.

### 3.6 How to Paddle

We need good techniques to make the boat go as fast as possible. The key elements of the dragon boat stroke are:

- **Plant** – Try and get maximum reach forward, make sure the blade is square to the boat and try and hit the water at a 45-degree angle. The full blade area is to be buried before you pull back. Use your body weight to lean on the catch as well as pressing down with the top hand and shoulder. Also, as you plant your blade in the water, press with the leg.
- **Pull** – Try and pull keeping your arm as straight as possible for as long as possible as you rotate the body which uses the bigger group of muscles e.g. back and shoulder rather than just your arm muscles which are not as strong. Do NOT push your top hand forward but push it down.
- **Recovery** – Try and recover your blade as low as possible across the water so as not to waste energy. The recovery phase of the stroke needs to be fast, as keeping the paddle out of the water is wasted energy.
- **Timing** – The key element of dragon boating is to get all the paddlers to paddle at the same time by matching the catch and the recovery of the paddle stroke. It is important to keep your head up and watch the stroke pair as they drive down with their top hands, you do the same. The stroke pair is used to set the pace at which the boat travels at, the drummer then follows the main stroke and beats out a rhythm.





## 4 Health and Safety

### 4.1 Individual Responsibility

**Remember that you are responsible for your own well-being and need to ensure that you are capable of taking part in a training session.**

- Paddlers are expected to behave responsibly with the equipment and during the activity. There are safety measures in place to keep all members safe, and these are non-negotiable, regardless of the capabilities of the individual paddler.
- Swimming ability – everyone taking part in dragon boat activities should be confident when floating in cold water and wearing a personal flotation device. Ideally each member should be able to swim at least 50m unaided when dressed in light clothing and swim and tread water with a PFD for at least 3mins. If you cannot swim, please inform the helm.
- A separate engine powered safety boat is always in attendance when the dragon boat is in use.
- For insurance and safety reasons, the club needs to take part in a planned Capsize Drill each year.
- It is recommended that all members ensure their tetanus vaccination is up to date for their own safety, as paddling and outdoor activities can sometimes involve small knocks or scrapes.
- Members are responsible for bringing and managing their own medication while on the boat (e.g., inhalers). Please note that medication cannot be administered by others, so it's important that each person looks after their own needs.

### 4.2 General Points

- Personal Flotation Device/Life Jacket must be always worn on the pontoon and water. It must be of the correct size and securely fastened.
- Every person going on the boat needs to sign in and pay €5 before getting on the boat so we have an accurate account of how many people are out on the water, and their contact details are kept on safety boat, in case of an emergency.
- A first aid kit is kept in a dry bag on the Safety boat.
- An accident book is maintained by our Health and Safety officers
- The attendance sheet and emergency contact details for every training session are kept on the safety boat
- A nominated body is informed when we are going on the water and at an estimated time we will return. If we are not back in the agreed timeframe, they will ring a given phone number for the boat to see what the delay is. If there is no answer from this number, they will ring the emergency number.
- A safety brief is given to all novice paddlers which includes:
  - *Paddle technique*
  - *Explanation of the buddy system*
  - *Helm commands*
  - *Swimming ability*
  - *How to get on and off the boat*
  - *Medical conditions*



### 4.3 Weather Conditions and Cancellations

The safety of our members is always our top priority. Training sessions may be postponed or cancelled if weather or water conditions are unsafe (e.g., high winds, fog, storms, lightning, or poor visibility).

- **Decision-making:** The Safety Officer, in consultation with the Captain and Head Coach, will assess conditions and decide whether training should proceed.
- **Notification:** Members will be informed as soon as possible through the club's official communication channels — primarily the *Noticeboard WhatsApp Group* and, where necessary, by text message.
- **Member responsibility:** If you have any concerns about conditions or your own safety, please notify the Captain or Helm before going on the water. Never launch or train independently outside scheduled sessions.
- **Weather checks:** The club monitors local forecasts and tide reports before each session. Please also check the *Noticeboard Group* before leaving home in case of last-minute updates.

### 4.4 The Buddy System – Capsize Drill

In dragon boating we operate the BUDDY SYSTEM which ensures the safety of everyone in the boat in the event of a capsize. The person sitting next to you is your buddy and you are responsible for that person as they are for you. The strokes or front pair are responsible for the drummer and the back pair for the helm. This means each person in the boat has someone looking out for them in a capsize situation.

Once on the boat, crew members are numbered off from the front from one to twenty-two. One being the drummer, two front left stroke, three front right stroke and so on with the helm taking the last number. If there is no drummer on board the front left stroke becomes number one. This numbering off is done every session on the water and the safety boat is advised of the number of Paddlers onboard.

### 4.5 In the event of the boat capsizing

- **DO NOT PANIC**
- Check to see that your buddy is there. Each pair should account for their buddy.
- The helm should immediately ensure that all crew is accounted for by calling out for a crew count and noting the response.
- Do NOT attempt to turn the boat into an upright position. The overturned boat makes a good floating platform. Do not climb on the boat as it will only roll around and possibly trap someone.
- The crew should evenly space themselves around the upturned boat holding on to the gunwales and wait until the rescue boat arrives.
- The crew should then wait to be directed by the operatives of the rescue boat.
- If no rescue boat is available, the whole crew should swim the boat to the nearest safe landing, as directed by the helm or captain. If conditions are not suitable, the crew should leave the boat and swim to shore in pairs using the buddy system. The boat can be rescued later by other means.
- As soon as the boat is stationed alongside a landing station, all crew members must be accounted for, and any injuries are dealt with.
- The boat should be turned right way up and the water bailed out.
- All equipment should be accounted for i.e. paddles, head, tail, drum, drum seat, steering oar.
- A full and detailed incident report should be filed in the Accident Book.



## 4.6 Medical Questionnaire

Medical questions to be completed by all members on Cork Dragons registration form.

## 4.7 Incident Reporting

In the event of an accident or incident, it is crucial that clear and prompt procedures are followed to manage the situation effectively and minimize risks to all involved. The club has established a thorough process for reporting and responding to accidents and incidents, ensuring that all issues are properly addressed and used to improve future safety.

If an accident or incident occurs, immediate action should be taken to ensure the safety of all members and prevent further harm. This may involve administering first aid, contacting emergency services, or evacuating the area if necessary. The priority is always the health and safety of those involved.

Once the immediate response has been handled, the Incident Report Form must be completed as soon as possible. This form is critical for documenting the details of the accident or incident and is required for both minor and serious occurrences. The report must include information such as the date, time, and location of the incident, names of those involved, a description of what happened, and any actions taken in response. Witnesses should also be noted, and any relevant information about equipment or environmental factors should be included.

The Incident Report Form should be submitted to the Safety Officer or another designated committee member for review. All incidents, regardless of severity, are thoroughly investigated to identify potential causes and determine whether any changes to procedures, equipment, or safety measures are necessary. This review helps the club continuously improve its health and safety practices, minimizing the likelihood of future accidents.

In the case of serious accidents or incidents, the club may also report the matter to relevant authorities or regulatory bodies as required by law. The findings from the investigation will be shared with the club committee, and any recommendations for safety improvements will be implemented promptly.

Members are encouraged to report any near-misses or unsafe conditions they observe, even if no injury or damage occurs. This proactive approach allows the club to address potential hazards before they lead to accidents. Regular audits of the incident reports help the club track trends and take preventative measures where necessary.


















The Incident Report Form is available either in physical form or digitally. Members are reminded that all reports are confidential and are used solely to enhance the safety and well-being of everyone involved in club activities. See Appendix 4 of this document for incident report form.

## 5 Support Network

Although the main focus of the Cork Dragons is on regaining fitness through exercise, we also know that our members may be living with the emotional and psychological consequences of being diagnosed with cancer. We work closely with **Cork ARC Cancer Support House 021-427 6688** who have volunteered their services if required. Also, the **Irish Cancer Society helpline is available on Freephone 1800 200 700**. We also have a Welcome and Support Team to help with any questions you may have.

### Local Cancer Support Services (Cork Area)

In addition to the support offered within the Cork Dragons community and through Cork ARC Cancer Support House, there are several national and regional organisations that provide valuable information, emotional support, and practical assistance for anyone affected by cancer:

Organisation	Contact Details	Summary of Support
Cork ARC Cancer Support House	 021 427 6688 (Cork City) / 027 53891 (Bantry)  Wilton, Cork T12 EW9A  <a href="mailto:info@corkcancersupport.ie">info@corkcancersupport.ie</a>  <a href="http://www.corkcancersupport.ie">www.corkcancersupport.ie</a>	A safe haven for anyone affected by cancer. Offers counselling, group sessions, relaxation classes, touch therapies, and support for families.
Iris House Cork Cancer Support	 021 494 9090  26 St Paul's Avenue, Cork T12 W294  <a href="mailto:info@irishhousecork.ie">info@irishhousecork.ie</a>  <a href="http://www.irishhousecork.ie">www.irishhousecork.ie</a>	Provides free counselling, holistic therapies (reiki, oncology massage), wig and scarf bank, and group activities for patients, survivors, and families.
Cúnamh Cancer Support Group	 086 413 9209  Suite 1, Clinic A, Cork Clinic, Western Road, Cork  <a href="http://www.cunamh.ie">www.cunamh.ie</a>	Voluntary organisation supporting cancer patients attending the Bon Secours Hospital, Cork. Offers counselling, rehabilitation, lymphoedema advice, transport, and information.
Cancer Connect	 021 203 8525  Block 2, Warner Centre, Ballinacurra Road, Cork  <a href="http://www.cancerconnect.ie">www.cancerconnect.ie</a>	Provides free, confidential transport to and from hospital appointments for people living in rural Cork who need cancer treatment.
Breakthrough Cancer Research	 021 422 6655  The Western Gateway Building, UCC, Cork  <a href="http://www.breakthroughcancerresearch.ie">www.breakthroughcancerresearch.ie</a>	Cork-based charity funding research into new cancer treatments and supporting awareness and survivorship programs.



## 6 Fundraising News

As The Cork Dragons is registered as a charity, we are very much dependent on fundraising and sponsorship to raise much needed funds to keep our club running, for example, some of the costings are helm training courses, insurance cover, regatta competitions, drum skinning, leaflets, uniforms, new paddles etc. We keep detailed accounts of all income and expenditure, which are submitted to all team members at the AGM which we would ask you to attend each year.

Our ultimate dream and that of our late Captain Tara Sheridan, was that we would own our own Dragonboat and with the help of her family and the “Dip in the Nip” on June 15<sup>th</sup>, 2014, we finally raised enough funds to make this dream come true. The delivery of the new Dragonboat was in 2016 and now we need to set our sights on a new clubhouse or perhaps hope that another rowing/yacht clubhouse would take us under their wing...

Our aim is to raise awareness in the community of who we are and what we do. As a result, we need all the help/ideas/suggestions and participation of ALL team members. Fundraising must be pre-approved by the committee.

With our trademark positive attitude, fighting spirit, and determination, we aim to keep growing our membership, raising awareness of breast cancer in both men and women, and working towards our dream of having our very own clubhouse — a welcoming space to relax and share a cup of tea together!

If you have any ideas you would like to put forward: a coffee morning you would like to host, a sponsored run you'd like to organize, or any other ideas great or small on behalf of Cork Dragons please just let us know and we will support you 100%.



**GO DRAGONS!**





## Appendix 1 – Roles & Responsibilities

### Cork Dragon Committee: Roles and Responsibilities

(updated and reviewed by committee October 2025)

- *If Vice roles are not filled then the Chairperson, Treasurer and Secretary must subsume the responsibilities attached to the Vice role.*
- *Only one key position (Chair, Vice, Treasurer, Vice, Secretary, Vice, Captain, Head Coach and Safety Officer) can be held by any one person.*

<b>Chairperson *</b>	<p>Is responsible for the overall running of the club. As such, each role must liaise with the Chair and keep them informed of developments occurring within the club.</p> <p>Act as spokesperson for the organisation (liaise with PR Team)</p> <p>Lead, support and communicate with other committee members.</p> <p>Is responsible for finalising the agenda and chairing meetings fairly and effectively (liaise with Vice Secretary and Vice Chairperson)</p> <p>Ensure decisions made are implemented in a timely fashion and receive progress reports.</p> <p>Compile brief End of year Report for the AGM.</p>
<b>Vice Chairperson*</b>	<p>Is responsible for arranging to get the boats in and out of water (liaise with Captains and Safety Officer)</p> <p>Is responsible for arranging the Christmas party and annual team building event (liaise with Chairperson and Captains)</p> <p>Is responsible for dealing with repairs and maintenance of boats and equipment (liaise with Equipment team and Safety Officer)</p> <p>Is responsible for organising the AGM (liaise with Vice Secretary)</p>
<b>Treasurer *</b>	<p>Responsible for ensuring the renewal of insurance and licenses (liaise with Chairperson)</p> <p>Keep accounts and compile annual report for the AGM (in conjunction with the club accountant).</p> <p>Payment to creditors and any overheads of the club (e.g. Uniforms, regatta fees, expenses incurred etc)</p> <p>Make bank lodgments/withdrawals</p>
<b>Vice Treasurer*</b>	<p>Is responsible for membership payments (weekly and annually)</p> <p>Liaise with the fundraising team in relation to any financial transactions (eg flag days, donations, grant lodgments etc)</p>
<b>Secretary *</b>	<p>Is the initial contact person for external enquiries and pass on queries to the relevant committee member (eg Chairperson, Treasurer, Captain, Head Coach, PR team, Safety Officer etc)</p> <p>Maintains club's administration, communication, and documentation (via google drive).</p>



Circulation of any required documentation including agenda, minutes etc) to members (as required)  
Is responsible for maintaining the calendar of events (advised by Captain, Regatta Team, Coach, Chairperson, fundraising group and PR Group)  
Support the Fundraising team in relation to grant applications.  
Maintain list of contacts, suppliers and members emergency contact details.  
Circulate and maintain a 'suggestion google form' for all members to share any ideas, requests, suggestions in relation to the running of the club (eg. Suggested fundraising ideas or events that might be of interest to the club). Liaise with appropriate members of the committee in relation to members' responses.  
Compile brief End of year Report for the AGM.

#### **Vice Secretary\***

Organise committee meetings and AGM (incl. venue, dates) (liaise with Chair/Vice Chair)  
Is responsible for organising the AGM (liaise with Chairperson)  
Take and write up minutes of all meetings  
Maintain membership records including new members  
For new members:

- Monitor number of trail paddlers/signing of visitor wavier.
- Liaise with captain and coach to ensure places are available on boats for trials.
- Liaise with equipment team and uniform team to ensure new members are set up.

#### **Captain/s \***

Is responsible for the well-being, conduct and behaviour of the paddlers, while representing Cork Dragons. If a dragon member requires psychological/medical/financial support, they should be redirected to externally qualified bodies (eg ARC House)  
Keeps members motivated to participate in club events. (eg Ocean to City, Rebel Regatta, Fundraising, winter training etc.)  
Provide overall leadership, guidance and listens to members in relation to the club concerns and liaise with the relevant members of the committee to address these concerns, if necessary.  
Is responsible for coordinating the Calendar of Events (liaise with Chairperson, Vice Chair, Regatta team, Coach, Fundraising, Secretary and PR group)  
Is responsible for gathering names of participants for each paddle (via google forms). This information is to be shared with Coach to enable the preparation of boat plans.  
Is responsible to organise capsized training (liaise with the Safety officer).  
Support the Safety Officer in arranging safety training, first aid course, manual handling course etc. (liaise with Safety Officer)  
Compile brief End of year Report for the AGM.

#### **Safety Officer**

*(Requirements for the position - Safety officer must have safety boat training – all other certified safety boat trained members and helms are automatically part of the safety team)*  
Assess conditions for a paddle to ensure the safety of the team and cancel training if necessary (liaise with Captain and Coach).  
Responsible for the safety of the boats – when boats need to be moved for high tides,



when storms extra ropes, organise bailing following heavy rain and ensure that petrol is available for the safety boat.  
Contact the Port of Cork in relation to being on and off the water for each session.  
Ensure every member is aware of Safety Policy and emergency plan.  
Safety briefing to be given at start of season for all and new members as they join the club.  
Ensure that the Safety Boat team have received training as first aiders.  
Ensure that the first aid kit is stocked and regularly updated (liaise with equipment team).  
Is responsible for arranging safety training, first aid course, safety boat training etc. (in conjunction with Captain).  
Maintain a training plan/log for all safety drivers.  
Ensure all safety boat drivers have equitable access to driving hours.  
Conduct risk assessments on a regular basis.  
Make themselves familiar with Insurance policy.  
Complete incident reports, if required.  
Liaise with the Captain in relation to Capsize training and other Dragon events on the calendar, where safety is a consideration.  
Liaise with Captain when required at Dragon events.  
Compile brief End of year Report for the AGM.

## Head Coach

*(Requirements for the position –Must have completed Coaching Certificate with Irish Dragon Boat Association and is familiar with Heat International technique, as this is the technique that has been adopted by the club.)*

Responsible for appointing/removing ‘assistant coaches’ as required. Assistant coach will be to support the head coach with their duties. Assistant coaches will not necessarily require HEAT international training and/or IDBA coach training, as they will be working under the instruction of the Head Coach. The Head Coach will provide clear training plans for the assistant coaches to follow.

The Head Coach must inform the committee when appointing/removing assistant coaches.

Responsible for organising training plans suitable for both social and competitive teams and individual paddlers’ needs.

Teach fundamental skills of dragon boat paddling to new members utilising Heat International technique.

Work with Helms to prepare boat plans for weekly training sessions (lists of participants supplied by Captains)

Work with Regetta team for regatta training/events. Ensure a training schedule for regattas is developed and managed.

Post team boat plans on the Notice Board WhatsApp group prior to Regattas.

Observe and analyse paddler skills (training videos to be used and shared by coaches only), suggesting improvements and tracking paddlers’ progress.

When necessary, give one on one training by the coaching team.

Provide face to face feedback to both social and competitive paddlers.

Responsible for winter training (eg. exercise classes, group walks etc). Liaise with the captain/s in relation to this.

Liaise with Captain, Chairperson and Secretary in relation to agreeing a Calendar of Events for the year.



Compile brief End of year Report for the AGM.

### **Regatta Team**

Lead the planning of regattas that the team will attend.  
Coordinate booking of regattas with the captain, so events do not clash.  
Put out announcements and polls to all members for various regattas.  
Coordinate the planning of regattas that the team that will attend (eg advice on transport and/or accommodation, equipment required etc)  
Arrange registration and payment of regattas (liaise with Treasurer).  
Liaise with Head Coach in planning teams competitive training. Boat plans will be provided by the coaches.  
Compile brief End of year Report for the AGM.  
Ensure that there is a captain/crew manager appointed for the regatta day, preferably our own team captain/s, coach or race helm. If these individuals are not available on regatta day, please ensure that there is somebody identified to take these roles for racing day.  
Regatta captain and Crew Manager: duties on race day

- Register team on the day and attend Captains / Manager meetings.
- Keep the team members informed of race times etc.
- Arrange team warm up and debrief
- Be the voice of the team on the day of Regattas.

### **PR Officer/s \***

Is the liaison for the club in relation to any TV, Newspapers and Radio etc. events (liaise with Chairperson and Secretary)  
Update social media and website with posts and photos of all events.  
Highlight any support and donations via social media we receive and thank our sponsors (liaise with Secretary)  
Is responsible for branding/image of the club.  
Be informed by the Calendar of Events when planning publicity (Calendar coordinated by Captain and maintained by secretary)  
PR officer will work closely with Fundraising team.  
Compile brief End of year Report for the AGM.

### **Fundraising team\***

Responsible for organising Dragon fundraising events (eg flag days, cake sale, raffles, carol singing etc.  
All money is to be managed by the Club Vice Treasurer.  
All events are to be included in the Calendar of Events. (Schedule same with the Captain and Chairperson)  
Grant Applications (with the support of the Secretary)

- Write grant applications to secure funding for the club.
- Research and identify prospective funding and grant opportunities.
- Ensure timely submission of all grant applications to meet deadlines.
- Develop and maintain a proposal calendar to track application deadlines and submissions.

Keep PR officer updated in relation to all planned events.  
Compile brief End of year Report for the AGM.

**Uniform/Merchandise team\*** Keep a log of uniform/merchandise stock and order when needed.



Keep record of and pass invoices to Treasurer for payment.  
Keep sample stock in all sizes.  
Source suppliers and get quotes from different suppliers for current/new items.  
If uniforms or merchandise are changing or new items are being introduced, then this needs to be viewed by committee.  
Compile brief End of year Report for the AGM.

#### **Equipment team**

Keep a log of all equipment including ropes, fenders, paddles, pump, radios, safety boat equipment, first aid kit etc.  
Notify the Vice Chairperson of any repairs and or maintenance of boats and equipment required (liaise with Safety Officer also)  
Ensure that all new members have a PFD and that they are fitted correctly.  
Liaise with other committee members when events require equipment (eg regatta, capsized etc)  
Track movement of equipment - sign equipment in & out.  
Keep a log of suppliers, orders and prices.  
Ensure safe storage of equipment (in and out of season).  
Compile brief End of year Report for the AGM.

\* These roles require some competency in computers

**All roles require an element of flexibility and ability to work together. These roles are not exhaustive, as new opportunities come up throughout the season. Individuals need to recognise when they need help and must ask for same. We are all volunteers and do this work to better our club.**



## Appendix 2 – Code of Conduct

### The Cork Dragons – Code of Conduct

#### Purpose

The 'Cork Dragons' is a community of people brought together by friendship, fitness, and the love of paddling. This Code of Conduct sets out how we work together respectfully, inclusively, and responsibly, both on and off the water. Our goal is to ensure that every member feels valued, supported, and proud to be part of the Cork Dragons.

By being part of The Cork Dragons, all members — committee and general — agree to uphold this Code of Conduct and to:

“Paddle together, respect each other, and keep The Cork Dragons spirit strong.”

#### Club Members

Every Cork Dragons member plays an important role in creating the friendly, respectful and inclusive atmosphere that makes our club special. All members should promote the positive image and values of The Cork Dragons, both in person and online. As a member, you agree to:

Welcome and support new members — everyone was new once!

Celebrate diversity and ensure the club is an inclusive space for all.

Listen to and show respect for coaches, other crews and teammates both on and off the water.

Support a spirit of teamwork, encouragement, and fun — competition should never come before camaraderie.

Use club communication channels (WhatsApp, email, social media, etc.) responsibly and positively.

Raise concerns/grievances privately, either directly with an individual or with a committee member rather than in public or group chats.

Avoid any form of bullying, gossip, or exclusion. Always use positive and respectful language

Attend training sessions and events regularly where possible and be punctual.

Let team leaders know if you cannot attend scheduled training or events. Be mindful that cancellations create a lot of work for organisers (paddler numbers, safely balanced boats, numbers of helms etc).

Take care of club equipment and facilities as if they were your own.

Value the voluntary work of those who give their time to organize training, events, and administration of the club.

#### Committee Members

Committee members are the custodians of the club's values and are responsible for ensuring it runs smoothly, fairly, and with the spirit of teamwork that defines The Cork Dragons. As a member of the committee, you are expected to behave with integrity, respect and be accountable in your role.

Always act in the best interests of the club and its members and ensure decisions align with the club's constitution and shared goals.

Respect the confidentiality of the workings of the committee and avoid gossip or criticism of fellow members or committee decisions.



Declare any potential conflicts of interest and remove yourself from related discussions or decisions.

Attend meetings regularly and contribute constructively.

Follow through on agreed tasks and commitments.

Encourage open, respectful discussion and listen to all views. Avoid talking over people at meetings.

Once decisions are made collectively, support them fully even if you hold a different opinion during discussion.

Work together as a team — remembering that everyone's contribution is voluntary.

Be approachable and supportive of all members.

Lead by example — show fairness, kindness, and enthusiasm.

Breach of Conduct

The aim is always to maintain harmony, mutual respect, and the positive spirit of The Cork Dragons.

Minor issues brought to the attention of the committee will usually be resolved through informal discussions with the parties involved.

Serious or repeated breaches may be reviewed by the committee, who will decide on an appropriate course of action.

If an issue arises, it will be handled fairly, confidentially, and with respect for all involved.

Please refer to our website [www.corkdragons.com](http://www.corkdragons.com) for an updated list of Committee members.



## Appendix 3 – Constitution (Amended Nov 2025)

### CONSTITUTION

-of-

### CORK DRAGONS

#### 1. Name

The name of the Body is Cork Dragons.

#### 2. Main Object

The main object for which the Body is established (the “Main Object”) is to promote the health and wellbeing of breast cancer survivors, along with their physical and mental welfare, by establishing dragon boat teams and providing appropriate training and fitness.

#### 3. Subsidiary Objects

As objects incidental and ancillary to the attainment of the Main Object, the Body shall have the following subsidiary objects:

- a) To maintain physical fitness by providing training for and encouraging participation in dragon boat racing.
- b) To raise awareness of breast cancer and the benefits of lifestyle and health management.
- c) To support breast cancer survivors through the mutual support of team members.

#### 4. Powers

The Body shall have the following powers which are exclusively subsidiary and ancillary to the Main Object and which powers may only be exercised in promoting the Main Object. Any income generated by the exercise of these powers is to be applied to the promotion of the Main Object:

- ✓ To raise funds (covered in 4.1)
  - ✓ To acquire, purchase or lease boats and necessary equipment (covered in 4.4)
  - ✓ To insure boats and equipment (covered in 4.4)
  - ✓ To liaise with other organisations to further the main object of body (covered in 4.9)
  - ✓ To co-operate with other charitable cancer support groups (covered in 4.9)
- 4.1 To solicit and procure and to accept and receive any donation of property of any nature and any devise, legacy or annuity, subscription, gift, contribution, or fund, including by means of payroll giving or other similar arrangements, and including (but so as not to restrict the generality of the foregoing) the holding of lotteries in accordance with the law for the purpose of promoting the Main Object.
- 4.2 To establish and support any charitable association or institution, trust, or fund, and to subscribe or guarantee money for any charitable purpose which the Body shall consider calculated to promote its Main Object.

- 4.3 To make application on behalf of the Body to any authority, whether governmental, local, philanthropic, or otherwise, for financial funding of any kind.
- 4.4 To acquire, hold, sell, manage, lease, mortgage, insure, exchange, or dispose of and to develop and deal with all or any part of the property of the Body.
- 4.5 To borrow and raise money in such manner as may be considered expedient, and for the purpose of securing any debt or other obligation of the Body to mortgage or charge all or any part of the property of the Body, present or future.
- 4.6 To invest any moneys of the Body not immediately required for the use in connection with its Main Object and to place any such moneys on deposit; prior permission to be obtained from the Revenue Commissioners where the Body intends to accumulate funds over a period in excess of five years for any purposes.
- 4.7 To open one or more bank accounts and to draw, accept, make, endorse, discount, execute, issue, and negotiate bills of exchange, promissory notes, bills of lading, warrants, debentures and other negotiable or transferable instruments.
- 4.8 To insure any or all of the Committee Members against personal liability incurred in respect of any act or omission which is or is alleged to be a breach of trust or breach of duty, provided he or she acted in good faith and in the performance of his or her functions as charity trustee (as defined in the Charities Act, 2009).
- 4.9 To do all such other lawful things as the Body may think incidental and conducive to the foregoing Main Object.

## **5. Income and Property**

- 5.1 The income and property of the Body shall be applied solely towards the promotion of Main Object(s) as set forth in these Rules. No portion of the Body's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members of the Body.
- 5.2 No Committee Member shall be appointed to any office of the Body paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Body. However, nothing shall prevent any payment in good faith by the Body of:
  - (a) reasonable and proper remuneration to any member or servant of the Body (not being a Committee Member) for any services rendered to the Body.
  - (b) interest at a rate not exceeding 1% above the Euro Interbank Offered Rate (Euribor) per annum on money lent by Committee Members or other members of the Body to the Body.
  - (c) reasonable and proper rent for premises demised and let by any member of the Body (including any Committee Member) to the Body.
  - (d) reasonable and proper out-of-pocket expenses incurred by any Committee Member in connection with their attendance to any matter affecting the Body.
  - (e) fees, remuneration or other benefit in money or money's worth to any company of which a Committee Member may be a member holding not more than one hundredth part of the issued capital of such company.



(f) Nothing shall prevent any payment by the Body to a person pursuant to an agreement entered into in compliance with section 89 of the Charities Act, 2009 (as for the time being amended, extended, or replaced).

## **6. Additions, alterations, or amendments**

The Body must ensure that the Charities Regulator has a copy of its most recent Rules. If it is proposed to make an amendment to the Rules of the Body which requires the prior approval of the Charities Regulator, advance notice in writing of the proposed changes must be given to the Charities Regulator for approval, and the amendment shall not take effect until such approval is received.

## **7. Winding Up**

If upon the winding up or dissolution of the Body there remains, after satisfaction of all debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the Body. Instead, such property shall be given or transferred to some other charitable institution or institutions having main objects similar to the main objects of the Body. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of their income and property among their members to an extent at least as great as is imposed on the Body under or by virtue of the Income and Property regulation hereof. Members of the Body shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object with the agreement of the Charities Regulator. Final accounts will be prepared and submitted that will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer.

## **8. Members**

Breast Cancer Survivors shall make up the majority of the membership.

## **9. Rights of Members**

Membership of the Body is not transferable and shall cease: -

- (a) on the member's death or bankruptcy.
- (b) if the member resigns by serving notice by email to the Secretary of the Body.

## **10. Removal of Members from the Body**

- 10.1 If any allegation of misconduct by a member be submitted in writing by email to the Chairperson, the Chairperson shall make such enquiries as are considered necessary to obtain all relevant details. Such information shall be placed before the Committee which shall, in meeting, enquire into such conduct. Where the member in question is a member of the Committee such member shall recuse themselves from all Committee discussions relating to such alleged misconduct and shall have no vote on decisions related to actions by the Committee concerning the alleged misconduct.
- 10.2 If in the opinion of the Committee the conduct in question may be considered for expulsion of such Member, they shall be so informed in writing by email. The member shall have the right to appear and speak at and/or to make a written submission within fourteen (14) days which shall be read at any subsequent

meeting at which the conduct in question shall be considered and all related information shall be placed before the Committee.

- 10.3 If no explanation of their conduct is given by the member, or if such explanation is considered unsatisfactory by the Committee, the Committee may expel the member, by way of a majority vote of the Committee Members of the Committee, present vote for such a course of action. Where such a current member of the Committee, they may only be expelled by a 51% majority vote of the members entitled to vote at a general meeting of the Body.
- 10.4 When the Committee has resolved that a member be expelled, such Member shall, within seven (7) days of the date of decision, be given notice in writing by the Secretary of the decision of the Committee.
- 10.5 Such Member shall not be entitled to a refund or rebate of the whole or any part of her or his annual registration fee or other sum paid or payable to the Body in respect of the year during which the suspension occurs.
- 10.6 Any Member who has not registered and paid the annual membership fee by the prescribed date in any year will cease to be a member. If such omission is later rectified to the satisfaction of the Body that person may be re-admitted as a Member.

## **11. General Meetings**

- 11.1 The Body shall hold a general meeting in every calendar year as its annual general meeting at such time and place as may be determined by the Committee and shall specify the meeting as such in the notices calling it provided that every annual general meeting except the first shall be held not more than fifteen months after the holding of the last preceding annual general meeting. The business of the annual general meeting shall include: (a) consideration of the annual accounts; (b) consideration of the annual report; (c) the election and re-election of Committee Members.
- 11.2 All general meetings can be held in person, hybrid or online as selected by the Committee.
- 11.3 All general meetings other than annual general meetings shall be known as extraordinary general meetings.
- 11.4 The Committee may convene an extraordinary general meeting. If, at any time, there are not sufficient Committee Members capable of acting to form a quorum of Committee Members, any Committee Member may convene an extraordinary general meeting.
- 11.5 The quorum for general meetings shall be 20% of Members.
- 11.6 Where there is an equality of votes the chairperson of the meeting shall be entitled to a second or casting vote.

## **12. Matters Reserved to the General Meeting**

None of the following matters may be brought into effect unless the same shall have been approved at a general meeting of the Body: -

- (a) to make any alteration, addition, or amendment to this Constitution
- (b) to wind up the Body.
- (c) to remove any Committee Member.
- (d) to incur capital expenditure, whether on one or more projects, in excess of €90,000 in any calendar year.



- (e) to incur borrowings in excess of €10,000
- (f) to appoint a new trustee of the Body pursuant to regulation 20.
- (g) to change the name of the Body.

### **13. Notice of General Meetings**

- 13.1 A meeting of the Body, other than an adjourned meeting, shall be called:
  - (a) in the case of the annual general meeting, by not less than fourteen (14) days' notice.
  - (b) in the case of an extraordinary general meeting, by not less than seven (7) days' notice.
- 13.2 Notice of a meeting is given by email.
- 13.3 The notice of a meeting shall specify the place, date, and time of the meeting and the general nature of the business to be transacted at the meeting.
- 13.4 The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any Member shall not invalidate the proceedings at the meeting.

### **14. Votes of Members at General Meeting**

Where a matter is being decided, every Member present in person or via online platform shall have one vote, but so that no individual Member shall have more than one vote.

### **15. Mode of Voting at General Meeting**

- 15.1 The use of proxies shall be prohibited.
- 15.2 Voting shall be either by a show of hands or by ballot.
- 15.3 Ballot shall mean a vote on voting paper or by text to the Chairperson and Secretary as determined by the Committee.
- 15.4 Notwithstanding any regulation to the contrary herein, a simple majority shall be sufficient to decide any question under discussion.
- 15.5 In the event of a tie of votes, the Chairperson shall have and shall exercise a casting vote as provided in regulation 11.6.

### **16. The Committee (Charity Trustees)**

- 16.1 The Committee shall consist of the Chairperson, Secretary, Treasurer and not fewer than three (3) additional elected Committee Members.
- 16.2 No remuneration shall be payable to any of the Committee Members in respect of his/her services as Committee Member.
- 16.3 The business of the Body shall be managed by the Committee, who may exercise all such powers of the Body as are not by these Rules required to be exercised by the Body in general meeting, subject nevertheless to the provisions of these Rules and to such directions as the Body in general meeting may give. No such direction given by the Body in general meeting shall invalidate any prior act of the Committee which would have been valid if that direction had not been given.
- 16.4 All cheques and other negotiable instruments and all receipts for moneys paid to the Body shall be signed, endorsed, or otherwise executed by such person or persons and in such manner as the Committee shall from time to time by resolution determines.



- 16.5 The Body shall keep minutes:
- (a) of the names of the Committee Members present at each meeting of the Committee and of any sub-committee
  - (b) of all resolutions and proceedings at all meetings of the Body and, of the Committee Members and of subcommittees of the Committee.
- 16.6 The office of Committee Member shall be vacated if a Committee Member ceases to be qualified for the position of charity trustee under section 55 of the Charities Act, 2009.

#### **17. Rotation of Committee Members**

- 17.1 At the first Annual General Meeting of the Body, all the Committee Members shall retire from office and at the Annual General Meeting in every subsequent year,
- 17.2 A retiring Committee Member shall be eligible for re-election.
- 17.3 A Committee Member shall serve for a maximum period of six (6) years continuously in the same committee role. This does not prohibit a committee member to serve in an alternative role for a further six (6) years.
- 17.4 The Committee by simple majority may at any time appoint any person to be an Committee Member, either to fill a casual vacancy or as an addition to the existing Committee Members, but so that the total number of Committee Members shall not at any time exceed the number, if any, provided for in these Rules. Any Committee Member so appointed shall hold office only until the next annual general meeting and shall then be eligible for re-election.

#### **18. Proceedings of the Committee**

- 18.1 The Committee may meet for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit. Questions arising at any meeting shall be decided by a simple majority of votes. In case of equality of votes the chairperson shall have a second/casting vote.
- 18.2 The quorum for meetings of the Committee may be fixed by the Committee and, unless so fixed, shall be six (6)
- 18.3 If the Committee number is reduced below the necessary quorum, the continuing Committee Member(s) may act for the purpose of increasing the number of Committee Members to that number or of summoning a general meeting of the Body, but for no other purpose.
- 18.4 If at any meeting the chairperson is not present within 15 minutes after the time appointed for holding it, the Committee Members present may choose one of their number to be chairperson of the meeting.
- 18.5 The Committee may delegate any of its powers to committees consisting of such Member or Members of the Committee and such other persons as they think fit, and any committee so formed shall, in the exercise of the powers so delegated, conform to any regulations imposed on it by the Committee.
- 18.6 The Committee may appoint the chairperson of any committee; if no such chairperson is elected, or if at any meeting of a committee the chairperson is not present within fifteen minutes after the time appointed for holding it, the Members of the committee present may choose one of their number to be chairperson of the meeting.



## **19. Notices**

A notice may be given by the Body to any Member either personally or in writing by email to the Member at their registered email address. Where no email address is registered, their last known email address.

## **20. Trustees for the purpose of holding property of the Body**

The property of the Body shall be vested in and held by the Trustees for the time being of the Body upon trust for the Body as beneficial owner, to be dealt with at all times as and only as the Committee may, in accordance with the main objects, direct. The Trustees shall, at the request of the Committee and at the cost of the Body as beneficial owner, transfer or convey the trust property to such persons, at such times and in such manner as the Committee shall direct. The Trustees shall be indemnified out of the assets of the Body against present and future liabilities, actions, proceedings, claims, demands, duties and taxes and all other costs and expenses whatsoever in respect of the trust property. The Trustees shall not be required to incur any expenditure in respect of the trust property unless and until money shall have been provided by the Committee for that purpose. The number of the Trustees shall be not less than three. The Body in general meeting shall have the power of appointing new Trustees.

## **21. Interpretation**

Definitions: In these Rules:

“Committee Member” means a member of the management committee of the Body.

“Committee” means the management committee of the Body.

“Member” means any fully paid-up member of the Body.

Construction: In these Rules, unless a contrary intention is stated, a reference to:

- a) the singular shall include the plural and vice versa.
- b) either gender includes the other.
- c) a person shall be construed as a reference to any individual, firm, or company, corporation, governmental entity or agency of a state or any association or partnership (whether or not having separate legal personality) or two or more of the foregoing.
- d) a person includes that person’s legal personal representative, permitted assigns and successors.
- e) a Regulation is a reference to a regulation of these Rules and a reference to a paragraph or sub-paragraph is a reference to a paragraph or sub-paragraph of the Regulation in which it appears.
- f) time shall be construed by reference to whatever time may from time to time be in force in Ireland.
- g) any agreement document or instrument is to the same as amended, novated, modified, supplemented, or replaced from time to time.
- h) ‘including’ means comprising, but not by way of limitation to any class, list or category.
- i) ‘writing’ shall include a reference to any electronic mode of representing or reproducing words in visible form; and
- j) ‘they’ shall include any pronouns including but not limited to he, him, she, her, they, them. Such interpretation shall extend to present and future tense where appropriate.





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Have you advised person to seek medical advice? Yes [ ] No [ ]

### **Section G**

**Person involved in incident.**

Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

**Person incident reported to.**

Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_



## **Appendix 5 – Data Protection Policy**

### **Cork Dragons Data Protection Policy**

#### **Purpose**

Cork Dragons is committed to protecting the privacy and personal data of its members, volunteers, visiting paddlers, supporters and contacts in accordance with GDPR and the Data Protection Act 2018 (Ireland). This policy explains how the club collects, uses, stores and protects personal information.

#### **Scope**

This policy applies to personal data relating to members, visiting paddlers, volunteers, committee members, emergency contacts, event participants and supporters, in both paper and electronic formats.

#### **Personal Data Collected**

Cork Dragons may collect membership details (name, contact details, date of birth), safety information (relevant medical information, emergency contacts), participation records and financial information (membership payments or donations). Only data necessary for safe operation of the club is collected.

#### **Lawful Basis**

Personal data is processed under GDPR lawful bases of consent, legitimate interests for club operation, vital interests for safety, and legal obligations including insurance and incident reporting requirements.

#### **Use of Personal Data**

Personal data is used solely for club purposes including membership administration, communications, organisation of training and events, safety management, incident reporting, governance and financial administration.

#### **Data Sharing**

Cork Dragons does not sell or share personal data except where necessary for safety or legal purposes, such as emergency services, insurers or regulatory authorities where required.

#### **Storage and Security**

The club stores personal data securely using password-protected digital files, restricted committee access and secure handling of paper records. Only authorised committee roles access personal data where required.

#### **Retention**

Personal data is retained only as long as necessary: membership duration, safety and incident records for insurance purposes, and financial records per legal requirements. Outdated data is securely deleted.

#### **Member Rights**

Individuals have the right to access, correct or request deletion of their personal data, restrict or object to processing and withdraw consent in accordance with GDPR.

#### **Photography and Media**

Photos or videos may be taken during club activities for communications or promotion. Members may request that their image is not used externally. Training footage may be used internally for coaching and safety only.

**Responsibilities**

The Cork Dragons Committee is responsible for ensuring personal data is collected, stored and used appropriately and confidentially in line with this policy.

**Data Breaches**

Any suspected data breach must be reported immediately to the Committee. The Committee will assess and take appropriate action in accordance with GDPR requirements.

**Review**

This policy will be reviewed periodically by the Cork Dragons Committee to ensure compliance with legislation and club practices.

**Contact**

Data protection queries should be directed to the Cork Dragons Committee via [secretary.corkdragons@gmail.com](mailto:secretary.corkdragons@gmail.com) or [www.corkdragons.com](http://www.corkdragons.com).

Additional Privacy Policy contained in the Website