國 際 龍 舟 聯 合 會 有限公司

INTERNATIONAL DRAGON BOAT FEDERATION LIMITED

The World Governing Body for Dragon Boat Sport

IDBF GOVERNANCE PROCEDURES

IDBF Articles of Association 1 and 8 and Bye Law 10 refer.
Adopted on the 27th May 2026

The By-laws are the primary IDBF regulations dealing with how the IDBF operates. The other documents of the IDBF, referred to in Articles of Association 1.7, as the "IDBF Rules", of which these governance procedures form part, concern how the IDBF functions on a 'day to day' basis and the working procedures, for IDBF Commissions, Committees and Working Groups.

These IDBF Governance Procedures – The Procedures, therefore supplement and enhance the IDBF By-laws and should be read in conjunction with them. The Procedures as now enacted, as an element of the IDBF Rules, can be amended or repealed by the IDBF Council in a formal meeting but any such actions by the Council, cannot replace or amend the meanings or intentions of the IDBF By-laws or Articles of Association (AoA) or take precedence over them.

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A: PROCEDURES FOR IDBF CONGRESSES

General. (AoA.8). An IDBF Congress will normally be held with IDBF Member delegates physically present. However, IDBF Members unable to attend a Congress in person, may in certain circumstances, take part in a Congress by teleconference. A Congress may only vote on the items on the IDBF Council's approved Agenda published beforehand. However, supplementary motions relating to an item on the published agenda may be put forward for the consideration of the Congress.

1. **ORDINARY CONGRESS**. An Ordinary Congress shall take place every year at the place and date decided by the preceding Congress. The Chair of a Congress shall conduct the business of a Congress according to the published Agenda.

   1.1 The agenda for an Ordinary Congress shall at least include:

   a) Opening of the session.
   b) Roll-call of delegates and establishing of the quorum.
   c) Appointment of scrutinizers for the period of the Congress.
   d) IDBF President's report.
   e) IDBF Secretary General's report.
   f) IDBF Treasurer's report on financial matters and approval.
   g) Auditors' report and approval.
   h) Elections to the IDBF Council – every two years.
   i) Reports on Membership applications.
   j) Discussions and resolutions on the proposals submitted by IDBF Members, the IDBF Council, Commissions and Committees, submitted through the IDBF Council.
   k) Members Appeals against decisions of the IDBF Executive Committee or the Council.
   l) Reports on Membership applications. Reports on recently completed championships and IDBF sanctioned festivals; updates on world championships that have been awarded but not yet held.
   m) Notification of an IDBF Member to host an IDBF championship event.
   n) Fixing the annual IDBF Membership Fee for the next two years, if mandated.
   o) Establishment of the Budget for the next two years – every even year.
   p) General information from the IDBF Council, the Executive Committee or the Directors.
   q) Establishing time and place for the next Ordinary Congress.

2. At Ordinary Congresses the elected positions to the IDBF Council, will take place, in accordance with the following election cycle:-

   2.1 On an odd year, the President, the Vice-Presidents', the Treasurer and the Chair holders of the Standing Commissions'

   2.2 Every other odd year (2 years after the President etc) the Specialist Committees. Chair holders and if not an appointee, the Secretary General.

3. All those people elected by an Ordinary Congress or the Athletes, shall serve for a four-year (4) period.

4. **Election Cycle.** The cycle of elections is set out in the table below and shall occur over a repeating four-year cycle. To comply with AoA 9.7 and the interim provisions of the AoA, the initial Year 1 shall be taken to be 2027.

Role	Election Year I (2027)	Election Year 2 (2029)	Election Year 3 (2031)	Election Year 4 (2033)	Comments
Office holders					
President	X	-	X	-	
General Secretary	-	X	-	X	
Treasurer	X		X		
1st Vice President	X		X		The seniority of these vice presidents, once elected, shall be determined in accordance with By-law 13.5 & 13.6
2nd Vice President	X		X		
3rd Vice President	X		X		
4th Vice President	X		X		
5th Vice President	X		X		Nominated by China under AoA 9.10
Standing Commissions' Chairs					
Athletes	X		X		Elected by the Commission, not Congress
Competition	X		X		
Marketing & Media	X		X		
Medical & Sports Science	X		X		
Specialist Committees' Chairs					
Anti-Doping & Education		X		X	
Athletes' Entourage		X		X	
Senior Athletes		X		X	
Para Athletes		X		X	
Coaching & Sport Science		X		X	
Culture and Heritage		X		X	
Sport for All		X		X	
Technical		X		X	
Women in Sport		X		X	
Youth		X		X	

5. **SPECIAL CONGRESS**. (AoA 8.2, Additional Congresses). A Special Congress may be convened to amend the AoA or dissolve the IDBF. A Special Congress and may be held in any year and in addition to an Ordinary Congress.

6. **EXTRAORDINARY CONGRESS.** (AoA 8.2, Additional Congresses) An Extraordinary Congress shall only deal with the matters for which the meeting has been convened. Those elected by an Extraordinary Congress shall serve until the next Ordinary Congress appropriate to their elected role.

7. **CONGRESSES – MAJORITIES.** For the purposes of voting at IDBF Congresses the following types of majority shall apply, in accordance with AoA 8.17 and 8.18

7.1 The Congress shall pass resolutions, by means of voting with a Simple Majority of votes cast by the Members represented, that is, more votes cast in favour than cast against.

7.2 For elections of members to the IDBF Council, when more than one candidate is nominated then, for the first ballot, an Absolute Majority of voting IDBF Members represented is required, that is half the number of Members present with the right to vote plus one.

a. If additional ballots for a position on the Council are necessary then the candidate obtaining the lowest number of votes in each ballot shall be eliminated until one candidate obtains a Simple Majority vote of the IDBF Members represented.

7.3 A decision to alter any of the AoA or to dissolve the IDBF can only be taken at a Special Congress with a two thirds (2/3) majority of all IDBF Members represented at the Congress and entitled to vote.

8. **DATES OF TAKING EFFECT.** Decisions of a Congress shall take effect as follows:-

8.1 Changes to the Articles of Association shall take effect the day after Congress.

8.2 Elections for the Council shall take effect within six (6) weeks from the date of the Congress, unless the Congress decides otherwise.

8.3 Changes and amendments to the IDBF Competition Regulations and Rules of Racing shall take effect from the 1st of January of the following year, unless the Congress decides otherwise.

THE IDBF COMMISSIONS AND COMMITTEES.

PURPOSE. The purpose of the General Procedures for IDBF Standing Commissions and Specialist Committees is to provide a common operational framework, unless a Commission-specific policy explicitly adds requirements. In general:-

1. Each IDBF Commission/Committee shall submit the following documents to the IDBF Council, which shall normally be made through the Executive Committee:-
    a. The draft of its working plan and budget for two (2) years.
    b. An annual report on its activity, with accounts, and any other reports as required.
2. All these documents shall be sent to the IDBF Secretariat (Headquarters).
3. All IDBF Commissions/Committees, where appropriate, shall liaise with the appropriate body of the Continental Federations and any regional associations of the Continental Federations in areas of common concern to an IDBF Commission/Committee.
4. The IDBF requirements that are common to all commissions and committees are to:

4.1 Ensure that meetings are held at least once every six months.

4.2 Ensure minutes are taken of every meeting and copies provided to Council and to the Executive Committee upon request.

4.3 Liaise with similar commissions that might be established within Continental Federations.

4.4 Provide a draft of the commissions/committees working plan and regular written reports about their work to Congress and to Council.

4.5 Maintain a decision/action log and provide an annual report on the work and achievements of the Commission.

B: PROCEDURES FOR THE STANDING COMMISSIONS

5. **The COMPETITION COMMISSION** shall act as the custodian for the IDBF Rules of Racing and Competition Regulations and give advice on their interpretation and implementation and recommend changes as necessary. The commission shall:-

5.1 Submit proposals to the IDBF Council for any changes to the IDBF Competition Regulations and Racing Rules, including the setting of standards for the organization of international competitions, regatta courses etc.;

5.2 Express an opinion on the applications for World Championships submitted by IDBF Members.

5.3 Express an opinion to the IDBF Executive Committee on motions submitted by IDBF Members concerning the IDBF Competition Regulations and Rules of Racing.

5.4 Assist the IDBF President with the preparations, and organization of World Championships.

5.5 Make proposals to the IDBF Council as to the programme for World Championships.

5.6 Make proposals for the development of the Commission.

5.7 Maintain detailed records of all international championships including, but not limited to, all race results and medals awarded.

5.8 Develop as required and maintain the IDBF's water and event safety policies and associated procedures and advise the IDBF Members on the implementation and interpretation of all such documents, including the IDBF Competition Regulations and Rules of Racing.

5.9 Maintain detailed records of all international championships including, but not limited to, all race results and medals awarded.

5.10 Report to the IDBF Executive on the standards of officiating at IDBF events.

6. **The ATHLETES COMMISSION** shall act in accordance with the current regulations of the IDBF Athletes Commission. The duties of the Athletes' Commission are to:

6.1 Represent the athletes in the decision-making bodies of the IDBF.

6.2 Act as a mediator between active athletes and the IDBF bodies.

6.3 Form the official opinion of athletes concerning issues and to pass resolutions of the athletes.

6.4 In collaboration with the Specialist Committees for Athletes, work for athletes' representation within the IDBF Members.

6.5 Represent the athletes during IDBF Championships as a spokesman/spokeswoman.

6.6 Gather opinions of athletes through surveys and report accordingly to the IDBF Executive.

7. **The MARKETING and MEDIA COMMISSION** shall be responsible for the management of the IDBF brand and for advising the IDBF Council and Executive Committee on, and assist with, marketing negotiations. The Commission shall advise the IDBF Board of Directors on policy for investment in business technology; the management of such technology and implement and integrate technology into IDBF's business processes.

7.1 The Commission shall also advise the Executive Committee on the communications strategies to deal with unforeseen events and assist the Executive Committee in the delivery of those strategies and shall:

7.1.1 Develop and deliver IDBF's digital marketing and communications strategy and plans.

7.1.2 Develop product licensing agreements as required.

7.1.3 Develop corporate designs and logos as required.

7.1.4 Develop and implement content creation strategy and plans.

7.1.5 Write copy, create visuals; produce multimedia content and support the development of key publications.

7.1.6 Act as webmaster for IDBF's web presence; manage and monitor IDBF's website; manage and monitor IDBF's social media channels.

7.1.7 Through an online presence, promote IDBF championship events and other initiatives.

7.1.8 Draft press releases as required by the IDBF President or by the IDBF Council.

7.1.9 Organize and supervise media interviews.

7.1.10 Provide marketing and communication advice and support to other Commissions.

8. **The MEDICAL & SPORTS MEDICINE COMMISSION**. The role of the Medical Commission is to provide to the IDBF Members general advice on sports medicine, sports psychology, sports physiology, sport hygiene and general welfare.

8.1 The duties of the Medical Commission will be managed under the ITA-AIMS contract are to:-

8.1.1 Record and manage paddlers Therapeutic Use Exemptions (TUEs) for IDBF and Continental Championships under the ITA-AIMS contract.

8.1.2 Support IDBF dialogue with external agencies regarding medical matters.

8.1.3 Nominate the IDBF Medical officers for World Championships World Cups and, IDBF sanctioned international events.

8.1.4 Monitor the medical services at World Championships and give advice on sports medicine, health and training, especially to senior athletes.

8.1.5 Provide basic sports medicine education for coaches.

8.1.6 Formulate and publish guidelines for medical services at IDBF Championships, World Cups and IDBF sanctioned international events.

8.1.7 Provide reports to the IDBF Council as required and in consultation with the Council issue Regulations for the health, safety and welfare of competitors.

C: PROCEDURES FOR IDBF SPECIALIST COMMITTEES

9. **The ATHLETES ENTOURAGE COMMITTEE**. The Entourage comprises all the people associated with the athletes, including but not limited to, managers, agents, coaches, physical trainers, medical staff, scientists, sports organisations, sponsors, lawyers and any person promoting the athlete's sporting career, including family members.

9.1 The IDBF Code of Ethics applies equally to private and professional entourages and are the minimum standards of personal behaviour expected of an Athletes' Entourage. The Entourage must, in accordance with such principles, always act in the best interests of the athletes. The additional needs of Juniors should be given special consideration.

9.2 The Athletes Entourage Committee shall provide advice and resources to Members to help ensure athletes are appropriately supported.

9.3 Promote awareness on the delivery of safe sport and the importance of safeguarding as laid out in the IDBF Safeguarding Policy.

10. **The PARA ATHLETES COMMITTEE**. The duties of the Committee (the Para Dragons) are, in conjunction with the Athletes Commission to:-

10.1 Encourage the practice of disabled athletes in Dragon Boating and support the efforts and development of IDBF Members involved with Para Dragons.

10.2 Oversee the rules and organization of Para Dragon events and classification of athletes.

10.3 Advise the Competition Commission of the facilities and provisions required for Para Athletes to take part in IDBF Championships

10.4 Promote the participation of Para Athlete paddlers (Para dragons) at all levels of the sport and Increase participation in Para Dragon Boating.

10.5 Develop specific Para dragons racing rules for consideration by the Competition Commission.

10.6 Develop coaching materials and other resources to assist the participation and development of individual Para dragons and Para dragons teams.

10.7 As required, advise on the suitability and safety of equipment and equipment adaptations developed by others for use by Para dragons.

10.8 Support IDBF dialogue with external agencies regarding Para Athlete matters

11. **The SENIOR ATHLETES COMMITTEE.** The duties of the Committee, in conjunction with the Athletes Commission are to:-

11.1 Encourage the development of Dragon Boating in the 40 plus age groups laid down in the IDBF Competition Regulations and to support the development of Senior Age Group racing amongst the IDBF Members.

11.2 Oversee the organization of Senior events and Senior age group classifications.

11.3 Promote the participation of Senior paddlers at all levels of the sport.

11.4 Develop coaching materials and other resources to assist the participation and development of individual senior paddlers and senior crews.

11.5 Support IDBF dialogue with external agencies regarding Senior Paddlers matters

12. **The YOUTH COMMITTEE**, in conjunction with the Athletes Commission, shall assist and advise on aspects of the organization of World Championships that affect Junior, 24-and-unders, and student participation and will:-

12.1 Monitor trends in youth dragon boating at national and international levels.

12.2 Support the development programmes for junior racing and schools' participation.

12.3 Encourage and assist the IDBF Members in increasing youth participation.

12.4 Support the Medical Commission in promoting a healthy life style and the Anti-Doping Committee in promoting clean sport and anti-doping education programmes

13. **The WOMEN in SPORT COMMITTEE** shall:-

13.1 Promote the participation of women in all levels of the sport, including as athletes, coaches, team management, race officials, race organization, and in leadership roles.

13.2 Advise on strategies to promote opportunities for women and in conjunction with the MSSC give health advice to senior women athletes.

13.3 Liaise with third party organizations that are also promoting the participation of women in sport.

14. **The ANTI-DOPING and EDUCATION COMMITTEE.** The IDBF Anti-Doping and Education Committee shall advise the IDBF Council and the IDBF Members on Anti-Doping matters and:

14.1 Under the ITA-AIMS contract, conduct of in-competition tests during IDBF Championships and out of competition tests, post Championships, which includes the management of all tests results.

14.2 Ensure that all doping tests are conducted in accordance with the IDBF Anti-Doping Rules. and maintain all records required by WADA.

14.3 Assist the organizing committees of IDBF championships to ensure the in-competition dope testing is carried out and that support and appropriate access is provided for athletes being tested by a WADA appointed agency.

14.4 Conduct Anti-Doping Education courses for athletes, coaches, athlete support personnel, IDBF and IDBF Members' officials.

14.5 Formulate and publish guidelines for promoting Clean Sport within dragon boating.

14.6 Plan and conduct Anti-Doping workshops, seminars etc for IDBF Members.

14.7 Establish doping-control research programmes and participate in Anti-Doping working groups.

14.8 Liaise with the World Anti-Doping Agency ('WADA') as necessary to ensure proper promotion and management of WADA's AD Education and Learning Platform (ADEL)

14.9 At international championships, manage the collection and verification of athlete anti-doping declarations.

14.10 In consultation with the IDBF Council issue guidelines and instructions concerning Anti-Doping Education and Clean Sport matters at IDBF competitions

15. **THE CULTURE and HERITAGE COMMITTEE** shall:-

a) promote the cultural aspects of the sport and advise on their correct presentation at IDBF events.

b) educate the wider dragon boat community about the sport's history, cultural aspects and traditions.

c) maintain a library of historical documents and

d) maintain a record of heritage artefacts and articles of interest associated with Dragon Boating and Dragon Boat Sport.

16. **The SPORT for ALL COMMITTEE** shall:-

16.1 Advise on the ways in which IDBF can ensure the sport of dragon boating is as inclusive as possible.

16.2 Promote dragon boat racing to all sections of the community.

16.3 Promote dragon boating as a way of maintaining a healthy lifestyle.

16.4 Advise on strategies to promote opportunities for the community to participate in recreational dragon boating, festivals and sport racing.

16.5 Develop relations with other Traditional Long boat communities and other paddle sports.

17. **The COACHING and SPORTS SCIENCE COMMITTEE** shall;

17.1 Be responsible for the implementation of the IDBF Coach Awards Scheme and develop specific dragon boat coach education material; organise coaching courses and oversee coach training and recruitment.

17.1 Take the lead in the implementation of the IDBF Coaching Development and Awards Programme in conjunction with the IDBF Competition Commission.

17.2 Liaise with coaches and implement a coaches' communication network.

17.3 Liaise with other stakeholders within Dragon Boating around safety, safeguarding, diversity and inclusion and how this is integrated and monitored through coach education and certification.

17.4 Recognize national coach education systems and international training centres.

17.5 Organise symposiums, in conjunction with the Competition Commission, at which Coaching & Science matters of mutual interest to officials, coaches and competitors can be discussed.

17.6 Provide appropriate sports science education courses for coaches; conduct sport scientific measures, studies and seminars; investigate and promote the prevention of sports injuries; study, monitor and publicize biological aspects of training.

18. The TECHNICAL EQUIPMENT COMMITTEE (TEC). The purpose of the TEC is to support development in the field of Dragon Boat Racing equipment, including the review of new technology and its potential application to Dragon Boating. The TEC shall be responsible to the IDBF Council for laying down the technical specifications and drawings for Dragon Boats and Paddles used in IDBF sanctioned competitions; IDBF World and IDBF Continental Federation's Championship Regattas and Cups. The committee shall:

18.1 Develop specifications required to be used by manufacturers of IDBF boats and equipment enrolled in the IDBF Boat Manufacturer Scheme and issue licenses for those designs that conform to those specifications.

18.2 Carry out technical inspections of IDBF specification dragon boats during the various stages of the manufacturing process (plug, mould) and first boat produced.

18.3 Assess any technical developments concerning Dragon Boats as they arise and advise the IDBF Council accordingly.

18.4 Establish standards for the safety of dragon boating equipment and enforce this at IDBF Championships and IDBF sanctioned international dragon boat events.

18.5 Establish and ensure compliance with rules concerning boats and equipment used in Dragon Boat events to which the IDBF Competition Regulations and Rules of Racing apply, including working in co-operation with the Competition Commission and Organising Committee at IDBF World Championships.

18.6 Survey equipment in use and produce theoretical material and drawings for dragon boating equipment.

18.7 Collect and review scientific information, relating to equipment and technology, available for Dragon Boat Sport.

18.8 Advise the IDBF Executive Committee and make recommendations on the type and range of technical installations that are appropriate for IDBF competitions and championships.

18.9 Technical Equipment Secretariat (TES). The Technical Equipment Committee shall be supported by a Technical Secretary (Tec Sec) who shall be the point of contact with the manufacturers of equipment and technology in Dragon Boating. The TEC may, in conjunction with the IDBF Executive Committee, appoint up to two (2) persons to assist the Technical Secretary with his/her duties, which shall be to:-

18.9.1 Progress applications from Boat and Paddle manufacturers to join the IDBF Boat & Paddle Manufacturers Scheme, on behalf of the IDBF Secretary General.

18.9.2 Maintain on behalf of the IDBF Technical Equipment Commission copies of the IDBF Technical Manual and Tech Drawings for all IDBF Specification Dragon Boats and issue them to manufacturers wishing to join the IDBF scheme.

18.9.3 Maintain detailed records of all those boat and paddle manufacturer who have applied to become an IDBF Boat or Paddle manufacturer and the details of the boat and paddle models they have licensed from the IDBF.

18.9.4 Compile a library of Dragon Boat specifications and records of other racing long boats, of traditional design, in use around the world.

D: THE IDBF RACE OFFICIALS SECRETARIAT

1. **The RACE OFFICIALS SECRETARIAT (ROS).** Under IDBF AoA14.9 the IDBF Executive Committee may establish a Race Officials Secretariat. The Race Officials Secretariat is an IDBF Departmental Group, Bye-Law 12.3.3 refers. The ROS is headed up by a Race Officials Secretary (RosSec), appointed by a vote of the registered International Race Officials (IROs) together with two other so appointed IROs as members of the Secretariat.

2. The Race Officials Secretariat has the responsibility for formulating training programmes and conducting examinations for IDBF IROs as well as, appointing IROs for IDBF Championships and if requested, provide officials for IDBF sanctioned competitions.

3. The ROS shall develop the International Race Officials (IRO) syllabus for each level of accreditation and appropriate training programmes for each level of accreditation.

4. The ROS Organize and conduct examinations for International Race Official candidates.

5. The ROS shall decide, in consultation with the Chair of the IDBF Comp Com, the number of IROs required for a World Championship/ World Cup; select the International Race Officials for the said IDBF World Championships or World Cup and inform the RosSec of the IROs so selected.

6. The ROS shall liaise with Continental Federations on all matters to do with Race Officials and arrange with the Federations for at least one IDBF Race Officials Examination to be held annually in each IDBF Continent.

7. **The Race Officials Secretary (RosSec)**. The ROS may, in conjunction with the IDBF Executive Committee, appoint up to two (2) persons to assist the Race Officials Secretary with his/her duties, which shall be to:-

7.1 Manage the assessment process and approve movement of individuals through the IRO accreditation levels

7.2 Propose and help organize international officials' seminars and courses to discuss matters of common interest to Race Officials, especially the Racing Rules.

7.3 Assist IDBF Members, if requested to formulate and implement training programmes for National Race Officials, with a view to preparing them for the first level in the International Race Officials accreditation system.

7.4 Call for nominations from the registered IROs for IDBF Championships and notify the IROS selected and the relevant Word Championships Organising Committee of the number and names of the selected IROS

7.5 Monitor the development of qualified IDBF Race Officials and make recommendations on their grading to the ROS.

7.6 Maintain records and statistics concerning Race Officials world-wide and compile a data - base of all qualified IDBF Race Officials.