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 STANDING PROCEDURES

IDBF Article 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 Article of Association 1.7, as the "IDBF Rules", of which the IDBF Standing Procedures are part.

These IDBF Standing Procedures (SPs), supplement the IDBF By-laws and as now enacted as an element of the IDBF Rules, can be amended or repealed by the IDBF Council in a formal meeting but any such actions by the Council, cannot replace or amend the meanings or intentions of the IDBF By-laws or Articles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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IDBF STANDING PROCEDURES (SP)

The Standing Procedures supplement and, where necessary, clarify the intention of By-laws to the IDBF Articles of Association. Amendments to the By-Laws and Standing Procedures are prescribed by the Council.

SP 1 DOCUMENTATION TO SUPPORT FULL MEMBERSHIP APPLICATIONS

1.1 The IDBF Articles of Association (AoA), determine the nominal documentation required to be submitted by organizations wishing to become an IDBF Member. Applicant Organizations shall submit a written application in a form decided by the Executive Committee.

1.2 For Full Member Applications in addition to the application form and the requirements of the IDBF Articles, the following documents shall be submitted:-

1.2.1 documents demonstrating that the applicant has the support of the majority of bona fide clubs within their geographic area.

1.2.2 a list of clubs comprising their membership.

1.2.3 history of the Sport in their geographic area

1.2.4 updates as necessary to documents previously submitted as part of their application for Ordinary Membership and

1.2.5 copy of the Rules of Racing used for races organized by the organization.

1.3 The IDBF Executive Committee may require other documentary evidence to be provided.

SP 2 MEETINGS PROCEDURES

2.1 Notices of meetings of the IDBF shall be dispatched as follows:

a) Notices of the meetings of the IDBF Council, together with the agenda, shall be sent by the IDBF Secretariat, by e-mail, not later than 15 days before the meeting and for meetings of the IDBF Executive Committee and the Board of Directors not later than 10 days before the meeting concerned.

b) Documents relating to the items on the agenda of the meeting of the IDBF Council shall be sent by the IDBF Secretary General by e-mail, not later than 7 days before the meeting and for meetings of the IDBF Executive Committee and Directors not later than 5 days before.

c) Notices of the meetings of IDBF Commissions/Committees shall be sent out by e-mail not later than 10 days before the date of the meeting. Copies of notices to be sent to the IDBF Council.

d) Documents relating to the items on the agenda of the meeting of IDBF Commissions/Committees shall be sent by e-mail not later than 5 days before the meeting to the Members of the IDBF Commissions/Committees and to the IDBF Council.

2.2 The Minutes of IDBF meetings shall be circulated and published online, as follows:

a) Minutes of the Congress, under the direction of the IDBF Secretary General, within 60 days of the meeting, to the IDBF Members and the Council.

b) Minutes of the IDBF Council, under the direction of the IDBF Secretary General, within 45 days of the meeting, to the Council Members. The most important information on matters discussed at meetings of the Council shall be released to the IDBF Members

c) Minutes of the IDBF Executive Committee and Directors meetings, under the direction of the IDBF Secretary General, within 30 days of the meeting, to the Council Members

d) Minutes of the IDBF Commissions meetings, under the direction of the Chair concerned, within 30 days of the meeting, to Commission Members and Members of the Council.

SP 3 THE PREPARATION AND ORGANISATION OF WORLD CHAMPIONSHIPS AND WORLD CUPS

3.1 **Applications**. World Championships may be organized by IDBF Members or the IDBF Council directly. Applications from IDBF Members are to be made electronically to the Secretary-General. The IDBF Secretariat will arrange for a Technical Delegate from the IDBF, for example, the Chair of the IDBF Competition Commission or another Member of Council, to inspect the proposed venue and the facilities described in the application. The report of this delegate is submitted, together with the application, to the IDBF Secretary General for the IDBF Executive Committee to review before submission to the IDBF Council for their decision and subsequent notification to an IDBF Congress.

a) In the event of more than one bid application being received, from the IDBF Members, the Council will forward to the Congress, for ratification, the bid that they consider is the best one.

3.2 An IDBF Member applying for World Championships and World Cups shall submit a bidding file In electronic format to the IDBF Secretary General. The IDBF Championship Organizers Handbook (COH) is the procedural document that all Organizers of IDBF championships and Cups are required to follow. The bidding file shall contain the following details:

a) Proposed date, with the possibility of alterations in justified cases
b) Provisional Competition Schedule
c) Provisional Budget – see the Championships Organizers Handbook.
d) Plans and illustrations of the course (with the checkmarks of all the facilities)
Public transportation (the means of transportation; the nearest airport, railway or bus station - distance from the course)
e) Accommodation (number of the hotels with the distance from the course, the capacity, the maximum prices, clear definition of categories, price difference between categories)
f) Transportation (between the hotels and the course before and during the competition)
g) Marketing plan (how the Applicant will advertise and promote the Event, national and international promotion)
h) TV/Media requirements (list of possible broadcasters, description of TV Coverage, number and position of cameras)
i) Motivation and Legacy: why the Applicant wants to organize the event and how will this affect dragon boating in the city, region or country
j) Description of innovations which the Applicant wishes to introduce at the World Championships
k) IDBF Letter of Agreement signed by the Applicant which is a formal undertaking to adhere to all IDBF regulations for organizing a World Championships.
l) Guarantee letters (City Council, NOC or State Government etc. - anything that proves the higher instance support of the Event)
m} Hosting fee for an IDBF World Championship is a minimum of 10.000 USD. Hosting fee for World Cups is a minimum of 20.000 USD. SP 3. also refers.

3.3 **Allocations.** The IDBF Council may also allocate a World Championships or World Cup directly to a city or organization, such as a Tourist Board , known as a Host Organization, provided that the venue facilities and financial support being offered are acceptable to the IDBF Council. In such a case the Council will notify the IDBF Members directly of the award of the Championship to the Host Organization.

3.4 **Agreements.** All applicants must have signed their part of a Letter of Agreement with the IDBF before the IDBF Council awards any World Championship or World Cup.

a) The IDBF Council will generally allocate Championships and Cups three (3) years in advance and then notify the appropriate Congress accordingly.

b) The IDBF and the organiser will enter into a binding contract for the preparation of the World Championships or World Cup. Any dispute between parties will be passed to the IDBF President and if need be, the IDBF Executive Committee or Council.

c) Where IDBF designates a Continental Championships as a Multi Games Competition an operational contract will be signed by both parties.

3.5 **Preparation.** The Agreement between the IDBF and the organizing IDBF Member or Host Organisation ,as appropriate, must be signed within 90 days after the allocation of the World Championships or World Cup. The hosting fee must be paid promptly or the host risks losing the allocation of the event.

3.6 Prior to the World Championships or World Cup, the organizing IDBF Member (or Host Organization) shall, at a date fixed by the IDBF, make a report on the progress of the preparations for the event and arrange that a Liaison Team of the IDBF, led by a member of the Executive Committee, usually the IDBF President, is given an opportunity to check at least once the progress of the preparations at the venue. The cost of the Team's travel and accommodation shall be borne by the organizing IDBF Member (Host Organization).

3.7 The organizing IDBF Member or Host Organization will be responsible for accommodation with full board for the Members of the Jury, the Chief Official and the number of nominated IDBF Race Officials needed to deliver the event.

3.8 IDBF Members Teams shall be provided with two (2) VIP identity cards for access to the areas of the Competition Committee, the Jury and any VIP areas provided by the Organizing Committee or Hosting Organization. Only people in possession of such an identity card are allowed to represent their IDBF Member. These people are to be notified to the IDBF Secretary General for their names to be confirmed with the Championships organizers.

3.9 **Report. For Championships awarded to an IDBF Member,** the Organizing Committee is obligated to forward after the event to the IDBF the final report containing the following:

a) Live Electronic results in free text and suitable format for immediate publication.

b) Results must conform to IDBF defined norms.

c) Set of entry forms, bulletins, tickets.

d) The list and contact details of all media accredited persons.

e) Events Debrief feedback on the operational aspects of the event.

3.11 In addition to the final report, the Chair of the IDBF Competition Commission in conjunction with the Chief Official, shall also prepare a report on the execution of the event. This requirement also applies to Host Organizer's World Championships and Cups.

3.12 **OTHER DRAGON BOATING EVENTS.** Multi-sports Games, which incorporate Dragon Boating events within their programme, must comply with the IDBF Rules of Racing. Event changes in the IDBF Rules of Racing are subject to the agreement of the IDBF Executive Committee.

SP 4 TELEVISION BROADCASTING

4.1 The IDBF is the worldwide exclusive owner of TV/ Broadcasting, Internet and any other media property rights for IDBF World Championships, World Cups and any other IDBF Competitions of all other IDBF sanctioned Dragon Boating activities as defined in the IDBF Articles and Bye laws.

4.2 The IDBF has the right to grant or contract the rights as mentioned under 4.1 entirely or partly to International TV / Broadcasting Unions, IDBF Members, Organising Committees, Internet providers and Agencies.

4.3 The contracts mentioned under By-Law 4. will be in written form and will include the financial and technical requirements.

4.4 The IDBF Executive Committee and Council shall have the power to modify the Competition programme, events and schedule of events at World Championships, World Cups and any other IDBF sanctioned competitions to ensure a high quality of Television Broadcast or to ensure live Broadcast.

SP 5 ADVERTISING AND PROPERTY RIGHTS

5.1 The IDBF is the worldwide exclusive owner of Advertising and any other property rights for IDBF World Championships and World Cups, and all other IDBF sanctioned Dragon Boating activities as defined in the IDBF Articles and standing By-Laws.

5.2 The IDBF has the right to grant or contract the rights as mentioned under 5. 1 entirely or partly to IDBF Members, Organising Committees and Agencies.

5.3 The contracts as mentioned under By-Law 4 will be in written form and will include the financial and technical requirements.

5.4 The IDBF has the right to award advertising rights in all categories of sponsoring concerning the mentioned events to partners. The rights of IDBF sponsors and official partners shall be considered as premium advertising rights regarding all questions concerning the promotion of the event.

SP 6 PREPARATION AND ORGANISATION OF AN IDBF ORDINARY CONGRESS

6.1 **Applications.** Applications to hold an Ordinary Congress, not being held in conjunction with an IDBF World Championship, should be submitted by an IDBF Member to the IDBF Secretariat at least three (3) months before the preceding Ordinary Congress. The Application is to be made electronically.

6.2 An IDBF Member applying to organize a Congress shall submit a bidding file to the IDBF Secretary General. The bidding file shall contain the following details:

a) Proposed dates. Accommodation (Congress hotel(s), the capacity, description of meeting rooms, the maximum prices)

b) Transportation (between the airport and the hotel)

c) Invitation to the IDBF Secretary General for the Administrative Appraisal visit.

6.3 **Presentation to the Congress**. The minimum requirement for applicants is to submit a presentation to the IDBF Members. Audio-visual presentations of no more than 10 minutes may be used to supplement the presentation if the applicant feels it is necessary. All applicants must have signed their part of a binding contract before the current Congress awards the organization of the next Congress.

6.4 **Allocation.** The allocation of the Congress will be decided by a simple majority of votes of the Members represented at the preceding Ordinary Congress.

SP 7 INDIVIDUALS' OBLIGATIONS

7.1 Any member of an IDBF Member or any individual participating in an IDBF World Championship Regatta as a competitor or who

a. acts as an official (trainer, coach, team manager, delegate, representative or other related party) of a team, a club, an IDBF Member, Continental Federation.

b. officiates as an international race official or in a similar role.

c. organises or participates in an IDFBF sanctioned international competition.

d. assumes any role within the IDBF Council, its Executive Committee, one of its Commissions or Committees or Working/Management Group. recognise and accept the IDBF's Articles of Association, By-laws and Rules of Racing and the IDBF's authority on all matters concerning international Dragon Boating, as well as the IDBF's jurisdiction to make any decision or impose any sanction within its field of competence.

SP 8 IDBF FINANCIAL RULES

8.1 **Administration**. The IDBF Directors administer the financial transactions of the IDBF. The IDBF Treasurer oversees the financial aspects in accordance with the IDBF Articles of Association.

8.2 **Currency**. In all financial matters of the IDBF, the USD ($) serves as the official basic currency for all calculations. The IDBF also keeps its accounting books and prepares its annual financial reports in USD ($).

8.3 **Signature Competence.** The IDBF Treasurer has the right to distribute the IDBF money on the bank accounts according to the agreed budget and the decisions of the IDBF Board of Directors; the IDBF Executive Committee or the IDBF Council. Expenditure exceeding 500,00 USD ($) should be signed additionally by the IDBF President or, in the event the President and/or treasurer are incapable of signing, by a second signatory to be authorized. Expenditure below the 500,00 USD ($) should be signed by any two of the authorized signatories.

a) For the daily expenses, the IDBF President, the IDBF Secretary General and the IDBF Treasurer may have a corporate card.

b) Statements of bank accounts must be sent to the IDBF Treasurer at least monthly.

c) Documentation regarding expenses and reimbursement must be submitted to the IDBF Treasurer via a centralized document management system (e.g., Google Drive).

8.4 **Investment of the Liquid Resources and of the Assets.** The IDBF Treasurer decides after co-ordination with the IDBF Board of Directors on the investment of liquid resources, the IDBF Executive Committee and IDBF Council shall be informed about the transactions.

8.5 **Administration of Payments.** Funds advanced for any IDBF projects approved by the IDBF Board of Directors/IDBF Executive Committee and the IDBF Council must be requested in writing to the IDBF Treasurer.

a) Funds for a project must be advanced as soon as possible. Advanced funds must be settled with the IDBF Treasurer if possible, immediately after the project was finished but no later than the end of the respective year.

b) The IDBF Treasurer must provide a written financial statement balanced against the IDBF budget each IDBF Council meeting and must submit a report on the finances to the IDBF Executive Committee at least every 6 months.

8.6 **Accounting services.** The IDBF Treasurer is responsible for maintaining the accounting records of the IDBF. The IDBF Treasurer shall select a reputable accounting firm to provide required services. The IDBF shall bear the costs of auditing.

Attachement 1: IDBF TABLE of AUTHORITIES for FINANCIAL COMMITMENT