



# **DISCIPLINARY SYSTEM**

**3<sup>rd</sup> Edition, dated 1 Jan 2021**

**GLOSSARY**

1      Preamble.....Page 3

2      List of Offences.....Page 3

3      Disciplinary Actions.....Page 4

4      Investigation Period & Issue of DA.....Page 5

5      Reset Period.....Page 5

6      Disciplinary Committee.....Page 5

7      Appeal.....Page 6

## 1 Preamble

- 1.1 Dragon boating is sport that is enjoyed by many coming from different walks of life. As the activity is carried out in the public, it is important that the participants understand and comply with the rules and regulations laid down by the SDBA and other official authorities like the PUB, URA, which govern the different aspects related to the activity.
- 1.2 It is through the cooperation and social responsibility that is displayed by every participant, coach and staff that the collective interests of the dragon boat community can be protected.

## 2 List of Offences

- 2.1 The following is a list of offences in the water that will be subjected to disciplinary actions by SDBA. The Management Committee can make the decision to include other acts as offences and be subjected to the disciplinary actions, as and when the need arises.
  - 2.1.1 Commencement or continuation of water training when there is lightning risk. Boats that are exposed in the water when there is sudden report/notification of lightning risk must stop training and should make a direct passage back to the launching point, nearest shore or shelter.
  - 2.1.2 Any crew member not wearing Personal Floatation Device (PFD) while paddling in the water.
  - 2.1.3 Boat not observing proper manoeuvring rules in the water or performing acts in the water that are dangerous e.g. close quarter manoeuvres.
  - 2.1.4 Paddling during hours of darkness (7.00 p.m. to 7.00 a.m.) without official approval by the relevant authorities.
  - 2.1.5 Entering into prohibited or restricted zones in the training areas without official approval by the relevant authorities.
  - 2.1.6 Conduct of mass event in the water without official approval by the relevant authorities.
  - 2.1.7 Operating a dragon boat in the reservoir without a valid permit.
  - 2.1.8 Unqualified or uncertified person handling the steer of the dragon boat.
  - 2.1.9 Any other infractions or violation deemed as a serious safety and/or regulatory offence by the relevant authorities and/or SDBA.
  - 2.1.10 Very serious and/or sensitive offences (i.e. involving fatality, life-threatening injury, etc.), President shall appoint Deputy President to lead the investigation and subsequent deliberation

### 3 Disciplinary Actions (DA)

- 3.1 If SDBA receives information from staff, official authorities (e.g. PUB, URA, etc.) or the public of any violations and/or infractions, an investigation shall be conducted.
- 3.2 The investigation shall be conducted by SDBA General Manager (GM) or any other SDBA staff or official, appointed by GM. If the matter qualifies as an offence as listed in Item 2, List of Offences, it will be referred to SDBA Vice-President for Safety & Education (VP-S&E).
- 3.3 VP-S&E may decide to: -
- i. carry out further investigations;
  - ii. decide on the findings and issue the DA;
  - iii. form a committee (the “Disciplinary Committee”) to deliberate further before deciding on the findings and issue the DA
- 3.4 The disciplinary actions imposed by SDBA will not absolve the offender and the team of any the other actions that may be taken by other official authorities themselves.
- 3.5 Recommended disciplinary actions: -

Offence	Disciplinary Actions (DA)
<b>First Time</b>	<ul style="list-style-type: none"> <li>• Written warning will be issued.</li> <li>• Suspension on use of reservoir training area from <b>minimum 2 weeks and up to 1 month</b>, depending on the nature of offence and/or no. of times similar offences has been cropping up although not necessarily caused by the same <i>offender</i> in the team.</li> <li>• The nature of offence and subsequent DA, including the team name <i>but without identifying the offender</i> may be circulated or published on SDBA social media platforms.</li> </ul>
<b>Second Time</b>	<ul style="list-style-type: none"> <li>• Written warning will be issued.</li> <li>• Suspension on use of reservoir training area for <b>minimum 1 month and up to 3 months</b>, depending on the nature of offence and/or no. of times similar offences has been cropping up although not necessarily caused by the same <i>offender</i></li> <li>• Consideration for debarment from participation in SDBA or SDBA sanctioned events for up to <b>6 months window period</b>.</li> <li>• The nature of offence and subsequent DA, including the team name <i>with identification of the offender be revealed and made known</i>, may be circulated or published on SDBA social media platforms.</li> </ul>

<b>Third Time</b>	<ul style="list-style-type: none"> <li>• Written warning will be issued.</li> <li>• Suspension on use of reservoir training area for <b>minimum 3 months or more.</b></li> <li>• Consideration for debarment from participation in SDBA or SDBA sanctioned events for up to <b>6 months window period.</b></li> <li>• Consideration to de-affiliate the <i>offender</i></li> <li>• The nature of offence and subsequent DA, including the team name <i>with identification of the offender be revealed and made known</i>, may be circulated or published on SDBA social media platforms.</li> </ul>
<b>More than 3 Times</b>	<ul style="list-style-type: none"> <li>• De-affiliation from SDBA</li> <li>• The Team Principals (i.e. Team Manager, Coach, Captain, etc.) may also be debarred from the sport in totality or suspended up to 12 months (1 year) period</li> <li>• The team members may be suspended from all dragon boat activities on water, even if they are participating under another team's name, for a minimum of 1 month and up to 12 months, depending on the nature of offence.</li> </ul>

## 4 Investigation Period & Issue of DA

- 4.1 The investigation period should not take more than fourteen (14) working days, from date SDBA received the information to the date the DA is issued.
- 4.2 If more time is required to conduct and conclude the investigation, all the necessary parties must be informed.

## 5 Reset Period

- 5.1 All offences will be re-set after 12 months from the end date of the last suspension period e.g. if Team A is suspended from 1 Jan 2021 to 31 Mar 2021, then if a similar or related offence is incurred within 12 months from 1 Apr 2021, it will be considered as a repeat offence. SDBA will maintain proper records of the offences.

## 6 Disciplinary Committee

- 6.1 VP-S&E shall be the primary Overall In-Charge (OIC) of all the disciplinary cases described in Item 2, List of Offences.
- 6.2 VP-S&E may invite other SDBA Management Committee (MC) members to assist him/her in the investigation and deliberation of the matter (referred as "The Case")

- 6.3 There is no maximum limit on number of MC members that VP-S&E can invite to sit in the Disciplinary Committee except that the total number should be odd in order to provide a tie-breaker in voting decision

## 7 Appeal

- 7.1 Any appeal will have to be made in writing to the President of SDBA **within 3 working days** upon receipt of notification of the offence (referred to as “The Appeal”).
- 7.2 President shall appoint Senior Vice-President for Mass (SVP-M) and/or Senior Vice-President for Performance (SVP-P) to chair the Appeal Panel, depending on nature of The Case (i.e. mass participation or high performance related issue, etc.)
- 7.3 SVP may:-
- i. consult VP-S&E
  - ii. decide on the findings and issue the response (“The Decision”)
  - iii. form a panel (the “Appeal Panel”) to deliberate further before deciding on the findings and issue The Decision
- 7.4 SVP may invite the following MC Members to assist him in the deliberation of The Case: -
- i. VP-S&E (by default but-non-voting member in the Appeal Panel)
  - ii. Secretary General
  - iii. Minimum one(1) other MC Member
  - iv. No limit up to how many MC members to sit on panel but the total number should be odd in order to provide a tie-breaker in voting decision

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