



Eastern Regional Dragon Boat Association

www.erdba.net

Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2018 and 2019
PROJECT PROPOSAL TITLE:	ERDBA funding 2 race officials clinic
SUBMITTER NAME:	Ellen Law
SUBMITTER CLUB:	ERDBA Officers

About this project

ACTION - (The HOW) describe how to get this done:
Sponsor one ERDBA race official's clinic in 2018 and one in 2019
DESCRIPTION - (The WHAT) describe the project and scope:
ERDBA pays \$500 USDBF to run one race officials' clinic in 2018 and another \$500 in 2019 for a clinic in 2019
BENEFIT TO ERDBA - (The WHY) list benefit(s) to ERDBA and/or Members:
Support education and development of members
REQUIREMENTS - (The NEED) list support needed to initiate and complete project:
Secure a host location, minimum of 8 attendees from member clubs to commit and ensure availability of clinicians

Operational Budget

REVENUE - estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA:
No fee to attendees who are members of ERDBA membership.
EXPENSES - estimated expenses, costs:
\$500 - this represents the minimum number of paid attendees in which USDBF will host a race officials clinic, \$25 for additional handouts if ERDBA attendees exceed 10.
NET BUDGET IMPACT TO ERDBA - estimated:
\$500 funding per year

Project Details / Logistics

SITE - Project Location:	<i>passed</i> <i>40 approve</i> <i>2 disapprove</i> <i>1 abstain</i> <i>Ellen Law</i> <i>4/21/18</i> <i>4/21/18</i>
ERDBA	
EQUIPMENT REQUIRED:	
Room to accommodate 10-20 from 10-3PM	
DATE(s) (please try not to conflict with area member events):	
February - Oct, 2018	
Other Comments:	
This represents an ERDBA mission to help grow the sport through education and development.	

yes



Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2019
PROJECT PROPOSAL TITLE:	HOST USDBF AGM - Philly or DC
SUBMITTER NAME:	Ellen Law
SUBMITTER CLUB:	ERDBA Officers

About this project

ACTION - (The HOW) describe how to get this done:
<ul style="list-style-type: none"> Submit proposal to host the 2019 USDBF AGM in ERDBA
DESCRIPTION - (The WHAT) describe the project and scope:
<ul style="list-style-type: none"> Secure a room and provide breakfast and lunch refreshments for all attendees
BENEFIT TO ERDBA - (The WHY) list benefit(s) to ERDBA and/or Members:
<ul style="list-style-type: none"> Provide opportunities for members to sit in on an USDBF meeting.
REQUIREMENTS - (The NEED) list support needed to initiate and complete project:
<ul style="list-style-type: none"> Secure a room with seating for 20-30, access to free wifi and electricity

Operational Budget

REVENUE - estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA: ZERO
EXPENSES - estimated expenses, costs:
<ul style="list-style-type: none"> \$1,150 for room (approx \$400), refreshments and copies (approx 25 x \$30)
NET ANNUAL BUDGET IMPACT TO ERDBA - estimated: capped at \$1,150

Project Details / Logistics

SITE - Project Location:
<ul style="list-style-type: none"> TBD in Philly or The WHARF at Washington DC
EQUIPMENT REQUIRED:
<ul style="list-style-type: none"> Access to a room with seating for 20-30, access to free wifi and electricity
DATE(s) (please try not to conflict with area member events):
<ul style="list-style-type: none"> February 23, 2019
Other Comments: If approved, the officers will work to schedule a day of training on 2/24/19 at the same location.

Confirmed by Exec Officers:

Director name/date:

Circle Vote: Yes No Abstain Reason for "No" vote:



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Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2019
PROJECT PROPOSAL TITLE:	Spring and Fall ERDBA AGM
SUBMITTER NAME:	Ellen Law
SUBMITTER CLUB:	ERDBA Officers

About this project

ACTION - (The HOW) describe how to get this done:

- Provide funding for ERDBA 2019 Spring and Fall AGM

DESCRIPTION - (The WHAT) describe the project and scope:

- Each year ERDBA officers, Directors and membership need this opportunity to meet and get updates on regional activities. Funding will provide reimbursements for facility rental costs, lunch refreshments for attendees and travel reimbursement for officers.

BENEFIT TO ERDBA - (The WHY) list benefit(s) to ERDBA and/or Members:

- Ensures AGMS are funded to allow face-to-face meetings

REQUIREMENTS - (The NEED) list support needed to initiate and complete project:

- Member support to provide host sites.

Operational Budget

REVENUE - estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA: None

EXPENSES - estimated expenses, costs: \$1400 total funding for the two meetings.

NET ANNUAL BUDGET IMPACT TO ERDBA - estimated: \$1400

Project Details / Logistics

SITE - Project Location:

- ERDBA team site.

EQUIPMENT REQUIRED:

- Room for seating 20-30 attendees, power and phone/wifi/cell access for a conference phone setup

DATE(s) (please try not to conflict with area member events):

- Preseason, Post season

Other Comments: None

Director name: *39*

Circle Vote: Yes ☒ No ☐ Abstain ☐ Reason for "No" vote:

Confirmed by Exec Officer: *Ellen Law 11/3/18*

Ver 10.25.18



Eastern Region Dragon Boat Association

www.erdbea.net

Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2019
PROJECT PROPOSAL TITLE:	3 steering clinics
SUBMITTER NAME:	Ellen Law
SUBMITTER CLUB:	ERDBA Officers

About this project

ACTION - (The HOW) describe how to get this done:

- 3 club team members submit requests to the ERDBA.net contact page and schedule a steering training day. Must secure a minimum of 5 candidates.

DESCRIPTION - (The WHAT) describe the project and scope:

- qualified clinicians to conduct a day of training up to 6 hours. At least 1 hour per group.
- Level for practices = offer tools to steer practice
- Level for races = offer tools, suggestions for preparing for steering in a race

BENEFIT TO ERDBA - (The WHY) list benefit(s) to ERDBA and/or Members:

- Provide opportunities for members to get formal coaching on steering.

REQUIREMENTS - (The NEED) list support needed to initiate and complete project:

- 8 volunteer paddlers, 1 dragon boat and up to 6 steering candidate per group. Total number of paddlers in boat NOT TO EXCEED 14 for beginner steering session, but must have a minimum of 18 for experienced steering sessions.

Operational Budget

REVENUE - estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA:

- Free to members of ERDBA programs, \$25 fee to those who aren't.

EXPENSES - estimated expenses, costs:

- Pay cost of clinician travel, meals and housing (if needed)

NET ANNUAL BUDGET IMPACT TO ERDBA - \$1,500

Project Details / Logistics

SITE - Project Location:

- ERDBA team site.

EQUIPMENT REQUIRED:

- 20 paddler dragon boat, with calm waters or someone on site with working knowledge of water traffic and rules.

DATE(s) (please try not to conflict with area member events):

- TBD - as determined by the host organization and availability of clinicians.

Director name: *11/13/18* Confirmed by Exec Officer: *Passer*

Circle Vote: Yes No Abstain Reason for "No" vote: *11/13/18*

Sam Fellows
11/13/18
11/13/18



Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2019
PROJECT PROPOSAL TITLE:	2 coaching seminars
SUBMITTER NAME:	Ellen Law
SUBMITTER CLUB:	ERDBA Officers

About this project

ACTION - (The HOW) describe how to get this done:
<ul style="list-style-type: none"> 2 club team members submit requests to VP to host a coaching seminar. Minimum of 8 attendees.
DESCRIPTION - (The WHAT) describe the project and scope:
<ul style="list-style-type: none"> Clinician facilitated discussions and while introducing tools to help individuals improve their coaching skills. Discussions will include SafeSport, Positive coaching alliance approach, safe training and how to work towards maintaining healthy paddling techniques. Include a 90 minute presentation on SafeSport Include pre-seminar assignments...for discussion during the session.
BENEFIT TO ERDBA - (The WHY) list benefit(s) to ERDBA and/or Members:
<ul style="list-style-type: none"> Provide training opportunities to regional team leaders. Build the sport by making a positive experience for racers with trained coaches and hopefully greater retention.
REQUIREMENTS - (The NEED) list support needed to initiate and complete project:
<ul style="list-style-type: none"> Room to house 10-20 attendees.

Operational Budget

REVENUE - estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA:
<ul style="list-style-type: none"> Free to members of ERDBA programs, \$75 fee to those who aren't.
EXPENSES - estimated expenses, costs:
<ul style="list-style-type: none"> Provide travel, meals and housing (if needed) for a TEAM USA coach to conduct a day long seminar up to 6 hours.
NET ANNUAL BUDGET IMPACT TO ERDBA - \$1,500

Project Details / Logistics

SITE - Project Location: - ERDBA team site.
EQUIPMENT REQUIRED: - Room for seating from 10-20
DATE(s) (please try not to conflict with area member events): TBD by host club and availability of clinician
Other Comments: None

Director name: <i>3/10/18</i>	Confirmed by Exec Officer: <i>Ellen Law 11/3/18</i>
Circle Vote: Yes No Abstain Reason for "No" vote:	<i>Samuel Hall 11/3/18</i>



Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2019
PROJECT PROPOSAL TITLE:	Travel for ERDBA USDBF Directors to attend USDBF AGM - Philly or DC
SUBMITTER NAME:	Ellen Law
SUBMITTER CLUB:	ERDBA Officer

About this project

ACTION - (The HOW) describe how to get this done:

- Cover Travel expenses for all three ERDBA-based USDBF Directors to attend USDBF AGM in Philly or DC

DESCRIPTION - (The WHAT) describe the project and scope:

- Travel, housing, and meals for 2 nights and 2 days for 3 ERDBA directors (Arrival Friday night, depart Sunday)

BENEFIT TO ERDBA - (The WHY) list benefit(s) to ERDBA and/or Members:

- Provide ERDBA's USDBF directors an opportunity to have a face-to-face with the USDBF Board of Directors and Officers. Easier means to conduct full day of meetings.

REQUIREMENTS - (The NEED) list support needed to initiate and complete project:

- Early approval provides opportunity to secure cheaper flights.

Operational Budget

REVENUE - estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA: ZERO

EXPENSES - estimated expenses, costs:

- Room with 1 director: Expenses capped at \$950/\$1100, room with 2 directors: expenses capped at \$600/\$800 each, for 2 night stay (flights estimated at \$280-340, 2 rooms at \$170-250/night, meals at \$65/person/day, \$30/day airport parking, \$30-40/trip for Uber)

NET ANNUAL BUDGET IMPACT TO ERDBA - \$2,150-Philly/\$2700-DC

Project Details / Logistics

SITE - Project Location:

- TBD in Philly / Wharf Marine Police meeting room

EQUIPMENT REQUIRED:

- none

DATE(s) (please try not to conflict with area member events):

- Event date: February 23, 2019 (travel-2/22, return 2/24)

Other Comments: none

Director name(s):

Confirmed by Exec Officer:

Circle Vote: Yes No Abstain Reason for "No" vote:

Ver 10.11.16

Handwritten notes:
Paper Ellen Law 11/3/18
Sam LeWally 11/3/18
Jeff Akase 11/3/18



Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2019
PROJECT PROPOSAL TITLE:	ERDBA Director SAFESPORT Training
SUBMITTER NAME:	Ellen Law, Leigh Vlasblom, Angela Acuna, Samantha LeValley
SUBMITTER CLUB:	ERDBA Officers

About this project

ACTION - (The HOW) describe how to get this done:

- Contact each member about this educational program and help promote participating in this program.

DESCRIPTION - (The WHAT) describe the project and scope:

- SAFESPORT training is the industry standard for training leadership in sports programs in keeping athletes safe through awareness and education. This is a 90 minute, 3 module online program. When completed, participants are presented with a certificate. All USA Olympic National Governing Bodies require all their coaches take part in this program.

BENEFIT TO ERDBA - (The WHY) list benefit(s) to ERDBA and/or Members:

- SAFESPORT training is in line with the 5 year plan approved in 2016, where ERDBA will promote leader / coach training. The definitions of team, teamwork, team bonding is constantly evolving. This training provides parameters and definitions through education and promoting awareness. The expectation is to ensure safe, nurturing environment for play and competition which promotes better member retention.

REQUIREMENTS - (The NEED) list support needed to initiate and complete project: none. program active

Operational Budget

REVENUE - estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA: ZERO

EXPENSES - estimated expenses, costs:

- Provide training for 2 individuals from each ERDBA member, each individual that represents ERDBA on various USDBF committees, and the chairs of ERDBA committees. SAFESPORT charges \$20 per attendee x 125. (55 members x 2 = 110, 4 officers, 8 members of USDBF committees, 3 ERDBA committee chairs.)

NET ANNUAL BUDGET IMPACT TO ERDBA: -\$2500 for 2019

Project Details / Logistics

SITE - Project Location: none - course taken ONLINE

EQUIPMENT REQUIRED:

- Internet access, Individuals given an ERDBA code to access the program, without the code, the participant asked to pay \$20 with their own credit card. ERDBA will NOT reimburse anyone who paid with a credit card.

DATE(s) (please try not to conflict with area member events): 90 minute course can be taken anytime in 2019

Other Comments: None

Director name: *Ellen Law*

Confirmed by Exec Officer: *[Signature]*

Circle Vote: Yes No Abstain Reason for "No" vote:

Ver 10.11.15



Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2019
PROJECT PROPOSAL TITLE:	ERDBA Youth 25% Team Entry subsidy
SUBMITTER NAME:	Ellen Law, Leigh Vlasblom, Angela Acuna, Samantha LeValley
SUBMITTER CLUB:	ERDBA Officers

About this project

ACTION - (The HOW) describe how to get this done:

- Provide limited sponsorship to local youth teams to participate in ERDBA events

DESCRIPTION - (The WHAT) describe the project and scope:

- ERDBA to subsidize youth teams up to \$6000 in ERDBA events up to 25% of the team's entry fee.
- Reach out to ERDBA events to match ERDBA sponsorship which will result in a 50% reduction of the entry fee.
- Cap = 2 teams per club per event
- Youth team is described as a minimum of 14 paddlers 23 of age or younger.

BENEFIT TO ERDBA - (The WHY) list benefit(s) to ERDBA and/or Members:

- To support clubs and events in promoting youth programs to participate in more events.
- ERDBA member events that match the ERDBA donation show on the ERDBA website under race schedule.

REQUIREMENTS - (The NEED) list support needed to initiate and complete project:

- Jr Team defined as a minimum of 14 paddlers 23 of age or younger paddling on the boat, to qualify for ERDBA funding.
- Teams must pay their entry fee at least 2 weeks in advance of the event and notify the ERDBA treasurer they plan to use the ERDBA 25% team entry sponsorship.
- There will be some coordination required between event, team, and treasurer to figure out who ERDBA needs to pay the 25%.

Operational Budget

REVENUE - estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA: ZERO

EXPENSES - estimated expenses, costs: CAP at \$6000 for the year.

NET ANNUAL BUDGET IMPACT TO ERDBA: -\$6000 for 2019

Project Details / Logistics

SITE - Project Location: none - course taken ONLINE

EQUIPMENT REQUIRED: NONE

DATE(s) (please try not to conflict with area member events): NONE

Other Comments: ERDBA total Jr team sponsorship capped at \$6,000 for 2019

Director name: *3 a b* Confirmed by Exec Officer: *Passer Ellen Law Sam LeValley 11/3/18*

Circle Vote: Yes ☒ No ☐ Abstain ☐ Reason for "No" vote: *Ellen Law 11/3/18*

Ver 10.11.16