

# EASTERN REGION DRAGON BOAT ASSOCIATION PROJECT PROPOSAL FORM

ERDBA PROPOSAL FOR YEAR (s): 2016

SUBMITTER NAME: Ellen Law / ERDBA CLUB: NJ Dragon Boat Club

PROJECT PROPOSAL TITLE: ERDBA Club Roster Program

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

- Team reps submit an excel roster to ERDBA secretary
- ERDBA secretary replies to Team rep with a certified club roster
- Team reps submit 3 printed copies of the Day's roster of racers drawn from their ERDBA certified club roster to the festival at Registration.

**DESCRIPTION** - (The WHAT) describe the project

- Team registration process for individuals on Teams interested in vying for the ERDBA World Club Crew bid, or ERDBA Regional championships.
- Teams should expect AM roster verification check and possible marshaling checks by other ERDBA teams.

**BENEFIT TO ERDBA** - (The WHY) list benefits to the Region and/or it's members

- Provide a zero cost and lower maintenance tool to replace the 2015 ERDBA ID program.
- Provides an easy option for roster checks in marshaling area by other ERDBA teams.
- Faster response for adding or transferring individuals to club roster than the ID program.

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

- Team reps submit to ERDBA secretary an excel file with their club roster listing all individuals they wish to consider for the WCCC or ERDBA regionals. This listing to include first/last name (their legal name), email address, phone number, month/yr of birth, passport-like photo.
- ERDBA will certified the roster and return to team rep as an excel file. This will include: name, photo and "youngest race category" if a "Under 24 or younger" racer OR "most senior race category" if they qualify for Senior A/B/C.
- Team rep need pare down this roster for an event. But must produce 3 printed copies of the race roster at AM registration.
- Festival registration keeps 1 copy, gives 1 to marshaling, and sends 1 to ERDBA secretary.
- Marshaling official may perform an optional roster check, or other ERDBA teams may request to perform a roster check on another team while in marshaling.
- Any team having a non-roster racer in a race, will lose that event for ERDBA qualification

## PROJECT OPERATIONAL BUDGET

**REVENUE** - (List estimated attendees, fee to charge and revenue paid to ERDBA)

- No fee to members \$ 0

**EXPENSES** - (List estimated project expenses, costs)

- No monetary expense \$ 0
- Requires human time and resources to manage the ERDBA data base

**NET BUDGET IMPACT TO ERDBA**

- No impact on ERDBA budget \$ 0

## PROJECT DETAILS

**REQUIRED**

- EXCEL data base

BOD APPROVED on \_\_\_\_\_(date), Confirmed by Exec Board member: \_\_\_\_\_ Pg 1  
VOTE = "YES": \_\_\_\_\_, "NO": \_\_\_\_\_, "Abstain": \_\_\_\_\_, by a quorum of: \_\_\_\_\_.