



Australian Dragon  
Boat Federation

# ROLES & RESPONSIBILITY MATRIX

## CONTACT

Email: [info@ausdbf.com.au](mailto:info@ausdbf.com.au)

Web: [www.ausdbf.com.au](http://www.ausdbf.com.au)

# Australian Dragon Boat Federation (AusDBF)

Primary responsibility at a national level:

- Advocacy of dragon boating
- Strategic development
- Resource development
- Support AusDBF members

Governance	Development	Events	High performance
<ul style="list-style-type: none"> <li>▪ AusDBF Constitution</li> <li>▪ Relationships with international bodies</li> <li>▪ AusDBF Annual Report</li> <li>▪ AusDBF Annual financial processes</li> <li>▪ National strategic direction of dragon boating</li> <li>▪ AusDBF operational planning</li> <li>▪ Development, administration, management and review of AusDBF systems, policies, procedures</li> <li>▪ National insurance</li> <li>▪ AusDBF sub-committees</li> <li>▪ AusDBF governance skills audit and development</li> <li>▪ AusDBF succession planning</li> <li>▪ Management of AusDBF assets</li> </ul>	<ul style="list-style-type: none"> <li>▪ Framework for administration of accreditation                             <ul style="list-style-type: none"> <li>» steerers</li> <li>» coaches</li> <li>» officials</li> </ul> </li> <li>▪ Membership recruitment resource development</li> <li>▪ National digital platform</li> <li>▪ Recruitment and retention of race officials and volunteers for national events</li> <li>▪ Development and implementation of AusDBF initiatives targeting specific participants</li> <li>▪ Income generation:                             <ul style="list-style-type: none"> <li>» Partnerships and sponsorships</li> <li>» Grant funding</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Ownership and oversight of Australian Dragon Boat Championships (AusChamps)</li> <li>▪ Income generation:                             <ul style="list-style-type: none"> <li>» AusChamps sponsorships</li> <li>» AusChamps grant funding</li> <li>» Tender for International events</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ National representative 'Auroras' team (athletes and management) selection, training and development</li> <li>▪ Income generation:                             <ul style="list-style-type: none"> <li>» Auroras sponsorships</li> <li>» Auroras grant funding</li> </ul> </li> </ul>

## AusDBF members

Primary responsibility at State/Territory<sup>1</sup> level:

- Operational delivery of AusDBF programs within jurisdiction
- Strategic development within jurisdiction
- Club support

Governance	Development	Events	High performance
<ul style="list-style-type: none"> <li>▪ Member Incorporation</li> <li>▪ Member Constitution</li> <li>▪ Member Annual Report</li> <li>▪ Member Annual financial processes</li> <li>▪ Member strategic plan</li> <li>▪ Management of Member assets</li> <li>▪ Support and adherence to AusDBF policies</li> <li>▪ Development of Member specific policies, as applicable</li> <li>▪ Provision of input for national insurance scheme</li> <li>▪ Participation in AusDBF sub-committees</li> <li>▪ Management of clubs and participant members</li> <li>▪ Member governance skills audit and development</li> <li>▪ Member succession planning</li> </ul>	<ul style="list-style-type: none"> <li>▪ Delivery of AusDBF programs</li> <li>▪ State Team selection, training and development</li> <li>▪ Use and support of national digital platform</li> <li>▪ Membership recruitment resources development and support to clubs</li> <li>▪ Strategic partnerships</li> <li>▪ Development and implementation of initiatives targeting specific participants within jurisdiction</li> <li>▪ Recruitment and retention of race officials and volunteers for state events</li> <li>▪ Provision of opportunities for continuous improvement for athletes, coaches and officials</li> <li>▪ Income generation:               <ul style="list-style-type: none"> <li>» Partnerships and sponsorships within jurisdiction</li> <li>» Grant funding within jurisdiction</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Regattas and State Championships</li> <li>▪ Development of competition structures within jurisdiction with possible alignment to AusDBF rules</li> <li>▪ Resourcing and management of resources e.g. boats, event locations (as applicable)</li> <li>▪ Income generation:               <ul style="list-style-type: none"> <li>» AusChamps partnerships and sponsorships within jurisdiction (local)</li> <li>» AusChamps grant funding within jurisdiction (local)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Promote and support the AusDBF Athlete Pathway</li> </ul>

<sup>1</sup> For AusDBF Members that are not a State or Territory sporting association, the primary responsibility is within the jurisdiction relevant to the Member, e.g. for Dragons Abreast Australia its jurisdiction relates to all their members across all States and Territories, but does not relate to national issues for which AusDBF is responsible.

## Clubs

Primary Club responsibility:

- Member support, implementation of programs, and increase participation

Governance	Development	Events	High performance
<ul style="list-style-type: none"> <li>▪ Club Constitution</li> <li>▪ Club Annual financial processes</li> <li>▪ Club Annual Report</li> <li>▪ Management of club assets</li> <li>▪ Club strategic plan</li> <li>▪ Support and adherence to Member and AusDBF policies</li> <li>▪ Development of club policies, as applicable</li> <li>▪ Provision of input for national insurance scheme</li> <li>▪ Participation in AusDBF and Member sub-committees</li> <li>▪ Club safety and risk management including duty of care</li> <li>▪ Club governance skills audit and development</li> <li>▪ Club succession planning</li> </ul>	<ul style="list-style-type: none"> <li>▪ Membership recruitment</li> <li>▪ Targeted development for club succession:               <ul style="list-style-type: none"> <li>» steerers</li> <li>» race officials</li> <li>» coaches</li> </ul> </li> <li>▪ Income generation:               <ul style="list-style-type: none"> <li>» Club Partnerships and sponsorships</li> <li>» Club grant funding</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Provision of opportunities for participation in dragon boating</li> <li>▪ Adherence to applicable guidelines for running events</li> <li>▪ Delivery of membership recruitment drives</li> <li>▪ Income generation:               <ul style="list-style-type: none"> <li>» Club Partnerships and sponsorships</li> <li>» Club grant funding</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Promote and support the AusDBF Athlete Pathway</li> </ul>