



Boys & Girls Clubs  
of Central Vancouver Island

presents

# Full Throttle Dragon Boat Crew

## Information Handbook 2007 For Youth Aged 13 to 18

**Partial funding for the Dragon Boat Program  
has been provided by:**

**United Way Central Island,  
Province of British Columbia  
and the Loyal Protestant Association.**

**Boys and Girls Clubs of  
Central Vancouver Island  
Administration  
#20 Fifth Street, Nanaimo, BC  
Phone: (250) 754-3215 Fax: (250) 754-4771  
Website: [www.bgccvi.com](http://www.bgccvi.com)  
Email: [reception@bgccvi.com](mailto:reception@bgccvi.com)**

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Dear Participants and Parents/Guardians,

Welcome to the Boys and Girls Clubs of Central Vancouver Island youth dragon boat team. We are working in partnership with the Ergondragons Boating and Fitness Club to provide the opportunity for youth to participate in the sport of dragon boating. We look forward to getting to know you better. This manual has been designed to provide you with information to help make your experience happy and successful.

We have an open door policy with our programs so feel free to drop in at any time. If you have any questions about our program, please contact us and we will be happy to assist you. Thank you for your consideration and welcome to the Boys and Girls Club.

Sincerely,

*Boys and Girls Clubs of Central Vancouver Island Staff and Volunteers*



Boys & Girls Clubs  
of Central Vancouver Island

# Boys & Girls Clubs Core Values

## Inclusion & Opportunity

We strive to offer children and youth from all economic, cultural and social backgrounds access to the resources, supports and opportunities that will enable them to overcome barriers and achieve their positive potential in life.

## Respect & Belonging

We provide a safe, supportive place, where every child is listened to, treated with respect and valued in an environment of inclusion and acceptance. Our staff and volunteers model honesty, fair play, positive attitude, cooperation and respect for self and others.

## Empowerment

We believe all young people can grow into responsible, contributing and self-reliant members of society. Children and youth are at the centre of everything we do. Through adventure, play and discovery, we encourage and empower them to develop healthy lifestyles, a life-long passion for learning, leadership and life skills and a sense of social responsibility.

## Collaboration

We work together with families and volunteers in each community, in partnership with government and other organizations, to create healthy community solutions to providing children and youth with what they need for optimal development.

## Speaking Out

We speak out on behalf of children, youth and their families to reduce disadvantage, enhance their lives and enable their voices and ideas to be heard.

## Practice Location and Schedule

Dragon Boat practice takes place at 1340 Stewart Avenue behind Nauticals Restaurant at Blue-Nose Marina. Regular practices will take place Wednesday nights @ 5:30 PM with other practices scheduled as available. Practices are approximately one hour and fifteen minutes and are subject to change. Please phone 754-3215 to confirm practice times and find out about cancellations. Please note we require a minimum number of youth in order to go out on the boat, so encourage your friends to come out.

### Admission Criteria

- The program is for youth aged 13 to 18 years of age.
- If the program reaches full capacity, names will be placed on a waiting list and we will operate on a first come first serve basis.
- Registration forms for both Boys and Girls Clubs of Central Vancouver Island and an Ergondragons Boating and Fitness Club waiver (see attached) must be completed in full and signed by a Boys and Girls Club representative prior to participation.
- Advise the Boys and Girls Club representative immediately of any change in your address or phone number
- When you are enrolled, you will be required to list those persons to contact in case of an emergency. If there is any change to this list, please let us know immediately.

### Board of Directors

Our Board of Directors is open to all members of the Community. Directors represent a cross-section of the community, spanning a variety of occupations, bringing to the Club a sincere commitment and belief in the organization's philosophy, goals and practices. The Board holds regular monthly meetings as well as committee meetings.

Board members are elected once a year at the Annual General Meeting held in September. Parents are invited and encouraged to attend this meeting to become acquainted with Board Members and find out more about the "behind the scenes" news and to celebrate our successes.

Parents are also welcome to write to the Board of Directors with any concerns they may not be able to resolve with the assistance of the staff at the Club. Send your letters to:

Board of Directors  
Boys and Girls Clubs of  
Central Vancouver Island  
#20 Fifth Street  
Nanaimo, BC  
V9R 1M7

## Memberships

Memberships are required for those individuals and families who use the services of the Boys and Girls Clubs of Central Vancouver Island. This will allow youth to participate in the dragonboat program, as well as, having access to other programs and special events at our Club.

***Membership cost for the dragon boat program is \$24.00 per participant per year upon registration.***

## Transportation

Participants are transported in Club vans with qualified, licensed drivers. Passengers are required to wear seat belts at all times. For safety reasons, and to ensure a fun trip for everyone, passengers are expected to keep the noise level reasonable, to refrain from fighting or using profane language, and to show general respect and courtesy to both the driver and fellow passengers. No eating of food is permitted at any time in the vans, and vandalism is not tolerated.



***Transportation may be available for participants to and from their school on Wednesday nights for dragon boat practices; please call 754-3215 or 713-2311 to arrange for pick up.***

## Staff/Volunteers

BGCCVI staff have a valid First Aid Certificate and Class IV BC Driver's License. They also must pass a Federal Criminal Records Check and meet all licensing requirements. The Club also hires staff with a child/youth-oriented background, whether it be through experience or education or a combination of both. All staff are provided orientation and training. Safety and supervision are emphasized throughout the training as well as emergency procedures. The staff welcomes any opportunity to become acquainted with the parents. Parents are encouraged to ask a lot of questions and become involved in the experience. This is a family-oriented organization.

The Ergondragons Boating and Fitness Club has agreed to provide volunteers to help coach and train the youth dragon-boat team. All Volunteers must complete the BGCVI volunteer application form and pass a Criminal Records Check before working in the program. **The Boys and Girls Clubs of Central Vancouver Island staff are responsible for registration, transportation when required and supervision of the youth during practice times.**

## Personal Supplies and Equipment

Participants are encouraged to bring the following:

- ◆ Lightweight windproof/waterproof jacket
- ◆ Warm under-jacket (i.e. light sweater)
- ◆ Lightweight pants
- ◆ Water shoes
- ◆ Hat and gloves (neoprene preferred)
- ◆ Sunglasses and sunscreen
- ◆ Water bottle

\*Lifejackets and paddles will be provided

## Health and Safety

Every effort is made to ensure the safety for youth and families. To protect our youth, it is important that registration forms have correct and up to date information. In the case of an accident or sudden illness, the staff will contact the parent/guardian so the youth may be taken home. If the youth is ill and the parent is unavailable, the people listed as emergency contacts will be called. If the participant has been injured and the parent is unavailable, the youth will be taken to Emergency at the nearest hospital. An ambulance will be called if necessary, and all costs incurred are the responsibility of the parent.

*Medication can only be given to participants under the following conditions:*

- **Parent must complete medical release form.**
- **If prescribed by a doctor, instructions must be given on dosage and the dosage times.**
- **Medication must be in an original container that clearly states the youth's name.**

## Guidance/Discipline

**For the safety of staff and other participants in our program, we have a ZERO tolerance for any physical abuse, emotional abuse or violence, such as hitting, spitting, swearing, threatening, bullying, etc. Parents will be notified and asked to pick up their child following an incident of this nature. In addition, the proper authorities may be notified based on the severity of the incident.**

**If a youth cannot manage their behaviour and therefore poses a threat to other participants, volunteers, staff or themselves, expulsion from the program will be considered.**