

POLICIES

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**NGĀ TAI WHAKARONGO**

**WHĀNAU HOE WAKA**

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# **CLUB POLICIES**

**Nga Tai Whakarongo Whanau Hoe Waka**

**PO Box 73**

**Whatawhata**

**Hamilton**

**Updated: 15<sup>th</sup> August 2010**

**Review date: August 2011**

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## **TIKANGA AND USE OF WAKA**

**Rationale: to ensure that all club members and non club members are aware of the tikanga pertaining to the use and care of club waka.**

1. All new club members must attend a tikanga session on the care and use of club waka.
2. Only the Executive committee has the authority to give permission on the use of club waka.
3. A club member cannot authorise or give permission to people wanting to use the waka.
4. An orientation on the care and use of the club waka shall include:
  - a) the lifting and carrying of waka to and from the water
  - b) the teaching of basic technique
  - c) water safety
  - d) checking and reporting to the Club Captain of damage after use
  - e) co-ordination of training times
  - f) and other matters as may from time to time arise
5. The club captain will set tikanga sessions at regular intervals on dates to be advised.

## **CLUB FEES**

**Rationale: to ensure prompt payment of club fees, which remain a major source of club funding.**

1. Club fees are set annually at the club's annual general meeting in April of each year.
2. Annual club fees apply for 12 months from the date of first payment
3. Members who pay fees in instalments have 3 months in which to complete payment of their full annual fee. The club retains the right to revoke membership if annual fees are outstanding after three months. In the event a membership is revoked the member shall receive written notice from the club Executive.
4. New paddlers may train with the club for 1 month before payment of club fees must be made.
5. Application for reimbursement of fees must be in writing to the Executive. All claims for reimbursement will be looked at on a case by case basis. A written notice will be issued once a decision has been made. Reimbursement will be made by cheque within 7 days following the Executive meeting that the letter is tabled.
6. Any exception to the club fee policy will be taken on a case by case basis, and will be decided by the Executive. The Executive's decision shall be final.
7. No person may paddle for Nga Tai Whakarongo unless:
  - a) they have paid their club fees in full; or
  - b) they are paying their fees by instalment and the 3 months allowable to do so pursuant to clause 3 of this policy have not yet expired; or
  - c) an exception has been made for them pursuant to clause 7 of this policy; or
  - d) they are from another club and are filling a Nga Tai Whakarongo crew because insufficient eligible club members are available, pursuant to the policy on Crew Selection.

## NATIONAL SPRINT FEES

**Rationale:** to ensure that all Nga Tai Whakarongo paddlers competing at national sprints regattas have paid all fees prior to the closing date for registration.

1. All paddlers who are competing in the National Sprints regatta must pay their national sprints fees, and all related fees (such as national ID card fees) prior to the closing date for registration for the National Sprints regatta.
2. All fees are to be paid to the Treasurer, who will issue receipts.
3. The Treasurer shall, by the closing date for registrations for the National Sprints Regatta, write a cheque to NKOA to cover the total National Sprint and related fees of the club members who have paid their fees to the Treasurer.
4. Those who have not paid their fees in full prior to the closing date for registration for the National Sprints regatta may not compete at the regatta.
5. All paddlers must have paid their club fees in full prior to participating in the Nationals.

## RACE FEES

**Rationale:** to ensure prompt collection of registration and/or race fees.

1. All race fees (aside from National Sprints fees, which are to be paid in accordance with the policy on National Sprint Fees) are to be paid in advance, at least 1 week prior to a race or the race registration closing date whichever comes first. There will be no refunds for withdrawal from a paddling crew. Race fees may be transferred to replacement paddlers at the discretion of the club Executive.
2. All race fees are to be receipted through the club treasurer.
3. The Treasurer will write a cheque to cover club racing crews to race organisers.
4. Reimbursement for registration and race fees must be by written request to the club Executive. At the discretion of the club Executive, reimbursement will be paid by cheque within 7 days following approval at an Executive meeting.

## RACE WINNINGS

**Rationale: to ensure the equitable distribution of race winnings.**

1. Club crews race under the name of Nga Tai Whakarongo Whanau Hoe Waka. Therefore, race prize money won by crews belong to the crew.
2. Race prize money or winnings won by the club may be distributed at the discretion of the club Executive.
3. Race spot prizes are the property of the crew or the individual paddler. The disposal of the spot prize will be at the discretion of the crew and/or the individual paddler.
4. Prize money or winnings offered by Nga Tai Whakarongo Whanau Hoe Waka for races which we organise will be prizes for the club of the winning crew.
5. Nga Tai Whakarongo notices will be clear about our prize money being awarded to the club of the winning crew.
6. All crew members must be present for their club to win the prize money. This will be paid by cheque. No cash will change hands.
7. For the races that Nga Tai Whakarongo hosts, it is understood that the club is ineligible for any designated "club" prizes.

## BOOKING OF WAKA FOR RACES

**Rationale: to guarantee a transparent process for determining allocation of club waka to crews for races.**

1. Waka may be booked for races 4 weeks prior to an event. The club Executive must approve all waka bookings and agree on remuneration.
2. The club captain will receive the booking of waka for races.
3. In the event that multiple crews wish to use the same waka for a race crews should, where possible, try to reach a compromise as to which crew will use the waka.
4. In the event that a compromise cannot be reached, the club Executive will make a decision as to which crew will use the waka for the said event, taking into account such factors as:
  - a) crew members' financial club status
  - b) how far in advance a crew has committed to and trains for a specific race
  - c) crew ability to be competitive
  - d) past use of the said waka

## **Midgets to J16 PADDLERS**

**Rationale: to ensure the safety of children paddlers while training and racing.**

1. Children paddlers are required to be over the age of 8 years and/or able to float and/or support themselves in the water (with or without a lifejacket). For children under 8, Parents or caregivers will be required to sign a waiver confirming their child can float or support themselves in water.
2. All midgets and intermediates (children up to and including 13 years of age) must wear an approved club lifejacket when paddling.
3. At all times when midgets and intermediates are paddling, they must be accompanied on the water by an adult steerer and/or an adult on an OC1. An adult steerer must be approved to steer by the club coach. These are minimum requirements.
4. At all times when children are at training on land they must be accompanied by the appropriate coach and at least one adult for every 6 children present.
5. Caregivers will be responsible for their child/children at competitions and trainings.
6. Open water paddlers must be over 16 years of age.

## **BORROWING OF CLUB WAKA AND EQUIPMENT**

**Rationale: to ensure that club equipment is borrowed subject to conditions that require its proper care; and to recoup sufficient funds by way of hireage fees to maintain club equipment adequately.**

1. Application for the use of club waka and/or equipment must be in writing and minuted at an Executive meeting.
2. All persons/groups/organisations (this includes club members) must submit a written request for the use of club waka and/or equipment. This must include the following information:
  - a) who will be responsible for the waka and/or equipment while it is with the group as per the hireage agreement
  - b) where the waka and/or equipment will be used
  - c) the distance the waka and/or equipment will be towed and by whom
  - d) how the waka and/or equipment are to be used
  - e) the length of time the waka and/or equipment will be used
  - f) who will be responsible for safe return of waka and/or equipment
  - g) they must have an experienced steerer, and paddler(s)
3. On receipt of a request, all applicants for use of club waka and/or equipment will receive an acknowledgement letter and an indication of the fees normally charged pursuant to the "Hireage of Waka" policy.
4. At its next meeting, the Executive will examine the request for use of the club waka and/or equipment, and will determine:
  - a) whether the application is successful; and if so
  - b) any conditions attached to the use of the waka and/or equipment; and

- c) an appropriate payment
- 5. In the event that the next Executive meeting occurs after the requested use time, the Executive committee will, where possible, make a decision on the application before the requested use time.
- 6. Damage to the waka and/or equipment while being hired is the responsibility of the hirer.
- 7. Applications for use of the club waka trailer will be dealt with pursuant to the "Club Training" policy.

### **BORROWING OF CLUB WAKA TRAILER**

**Rationale: to ensure that the club waka trailer is borrowed subject to conditions that require its proper use; and to recoup sufficient hireage fees to maintain it.**

- 1. Applications for the use of the club waka trailer must be in writing.
- 2. All persons/groups/organisations (this includes club members) must submit a written or verbal request for the use of the club waka trailer. This must include the following information:
  - a) who will be responsible for the trailer
  - b) the distance it will be towed
  - c) the length of time it is required
  - d) who will be responsible for the safe return of the trailer
  - e) an understanding that the trailer will be towed by a person who has been authorised by the executive to tow it
- 3. An authorised tower must first do a test drive under the supervision of the club captain.
- 4. At its next meeting, the Executive will examine the request for use of club waka and/or equipment, and will determine:
  - a) whether the application is successful; and if so
  - b) any conditions attached to the use of the trailer; and
  - c) an appropriate payment
- 5. In the event that the next Executive meeting occurs after the requested use time, the Executive committee will, where possible, make a decision on the application before the requested use time.
- 6. Damage to the trailer while being hired is the responsibility of the hirer.

## **FEES FOR HIREAGE OF WAKA, THE CLUB WAKA TRAILER AND OTHER CLUB EQUIPMENT**

**Rationale: to ensure that the club is fairly reimbursed for use of club waka and equipment by non-club members or other crews, or by club members for purposes other than standard club training or racing.**

1. Any non club member or group wishing to use the club waka and equipment will be charged for hireage and haulage, where appropriate.
2. Costings for external persons or groups are: \$50.00 per day, at the discretion of the Executive, for each waka used: \$50.00 per day, at the discretion of the Executive, for the club waka trailer, and, the basis of haulage is:
  - a) 50 cents per km for 1 waka or empty trailer
  - b) 75 cents per km for 2 waka
  - c) 90 cents per km for 3 waka
  - d) \$1.00 per km for 4 waka
  - e) \$1.10 per km for 5 waka
3. The cost of hireage of other club equipment (eg . lifejackets, practice paddles) for non club members or groups will be determined by the Executive and minuted.
4. In the event of agreement being reached for the use of club waka and/or equipment by non club members or groups, they shall be bound by any conditions that the Executive sets down in the hireage agreement
5. Any club waka or equipment to be used for purposes other than standard club training or racing must be approved and minuted at an Executive meeting.



## **HAULAGE & TOWING/PETROL AND MILEAGE**

**Rationale: to ensure that haulage rates are charged that are fair to both paddlers and tower; and to facilitate the efficient collection and payment of haulage fees.**

1. All paddlers participating in training or events that require club waka to be towed to a venue outside of Hamilton must pay haulage fees to cover costs.
2. Haulage costs (based on the Northern Sports District and Nga Tai Whakarongo rates are as follows:
  - a) 50 cents per km for 1 waka or empty trailer
  - b) 75 cents per km for 2 waka
  - c) 90 cents per km for 3 waka
  - d) \$1.00 per km for 4 waka
  - e) \$1.10 per km for 5 waka

Alternatively the club may hire a vehicle to tow waka to an event, in which case the haulage fees charged will be the amount required to cover vehicle rental and petrol costs.

3. All haulage fees are to be paid at least 1 week prior to a race. There will be no refunds for withdrawal from a paddling crew. Haulage may be transferred to replacement paddlers.
4. Haulage and towing fees are to be collected by the crew steerer and handed by that person to the club Treasurer, who will pay the tower.

## **EQUIPMENT ACQUISITION, MAINTENANCE AND REPLACEMENT CYCLE**

**Rationale: to ensure the planned acquisition, maintenance and replacement of club equipment.**

1. Each year the Executive, on the advice of the club captain, will be responsible for preparing an acquisition, maintenance and replacement plan for club equipment.
2. The Executive will decide what is to be done with any club equipment that is no longer required by the club.
3. The club captain will be responsible for maintaining the club asset register.

## **USE OF INDIVIDUAL CLUB MEMBERS' PERSONAL EQUIPMENT**

**Rationale: to clarify where responsibility lies for damage incurred to personal equipment of individual club members.**

1. Should the club Executive or club captain determine that the personal equipment (e.g. OC 1) of an individual club member is required for a particular club purpose (e.g. time trials) the Executive and/or club captain shall request the use of such equipment.
2. If use of personal equipment of an individual club member is requested by the club for a particular purpose and the individual has agreed to lend it to the club, then it will be the responsibility of the club to repair any damage sustained to the equipment while it is being so used.
3. Where such equipment is damaged as a result of recklessness on the part of an individual club member or members, the club Executive may seek full or partial reimbursement of the cost of repair from the individuals concerned.
4. Where club members seek the use of the personal equipment (e.g. OC 1) of other club members (e.g. for their own training or to compete in a race) they are personally liable for any damage incurred while using it: the club will not be responsible.

## **FUNDRAISING**

**Rationale: to ensure that all fundraising activities carried out in the club's name have been authorised by the club Executive; and to clarify the end-use of any funds raised.**

1. No person or persons can fundraise on behalf of the club or seek sponsorship using the club name without the written authority of the club Executive.
2. There will be an annual fundraising/sponsorship plan co-ordinated by the sponsorship coordinator to prevent clashes with other club organised activities.
3. All fundraising proposals to be carried out on behalf of the club must be submitted in writing to the club Executive, which may request the presentation of a proposal at its next meeting.
4. Funds raised under the club's name or brought in by fundraising activities will go into the club account and then be redistributed to the person or persons who organised the fundraising event at the discretion of the club Executive.
5. When and if the club is used as an 'umbrella' or 'co-ordinating' organisation, the club may keep a portion of the amount collected for administration or goodwill or directed projects.
6. Equipment purchased as a result of fundraising will be the property of the club, unless otherwise determined by the Executive.
7. No equipment purchased as a result of sponsorship or fundraising activities will bear any alcohol-related wording or advertising.
8. Fundraising event co-ordinators will be provided with a template of financial expectations by the treasurer or club secretary.

9. Fundraising event coordinators will be provided with a list:
  - a) written authorisation from the Executive
  - b) the contact details of the club treasurer and club secretary
  - c) the expectation of a written report to the Executive committee at the activity/event

## UNIFORM

**Rationale: to ensure that club crews compete in the approved club uniform.**

1. The club colours are black, blue, and white. The club uniform is a pair of shorts or lava-lava, a club 'racing' t-shirt, thermals (when required), reef boots, and a club cap.
2. For national events, all paddlers must have a consistent uniform in club colours at check in. Failure to do so will result in disqualification.
3. All crews paddling in regional and national events under the mantle of NTW will race in NTW racing shirts. Crews may choose to wear thermals, shorts, lava-lava or caps at their discretion. All crews must have a consistent uniform in club colours.
4. Racing shirts are to be invoiced through the Treasurer.
5. Club crews which have obtained individual sponsorship must seek approval from the Executive to have a sponsor's logo on race shirts.
6. When and if the sponsor of particular club crew/s decides to extend sponsorship to include the club, then the sponsor's logo may be incorporated into the club race shirt on approval from the Executive but it should not supersede the club logo.
7. There will be no alcohol advertisements on club racing shirts.
8. All uniform sponsorship should be approved by the Executive prior to purchasing uniforms.

## CREW SELECTION

**Rationale:** to ensure that Nga Tai Whakarongo crews are made up of eligible club members unless insufficient eligible club members are available; and to specify that non-club members are not to have access to club waka and equipment for training in circumstances other than those described in this policy.

1. Nga Tai Whakarongo crews for all events shall be selected from within current club membership.
2. Only in the event of insufficient eligible club members being available for an event may individuals from outside the club be approached to fill seats in crews.
3. Non-club members shall not have access to club waka and other equipment for training purposes unless under the exceptional circumstances described in clause 2 and approved by the club captain.
4. In the event of a non-club member being selected to fill seats in crews on more than a one-off, exceptional basis, that person should be approved by the club captain and recorded at an Executive meeting.

## TRAINING PLAN

**Rationale:** to guarantee the best possible performance of all NTW crews at national and regional events.

1. Training will be coordinated by the Club Coach in liaison with the Club Captain and Club Chairperson.
2. An annual training plan will be presented by the club coach at the 2<sup>nd</sup> Executive meeting following the Annual General Meeting.
3. The annual training plan will consider and include:
  - a) training times
  - b) all levels of expertise
  - c) all age – grades of paddlers
  - d) coaches
  - e) crew managers
  - f) training squads
  - g) fitness programmes
  - h) establishing goals
  - i) capacity building in club members
  - j) local, regional and national events and dates

## Complaints Process

**Rationale: to set down a process for the handling by the Executive Committee of concerns expressed by club members and non club members.**

1. Any concern that a club member or non club has about club business may be raised at a full club meeting by placing the concern on the meeting agenda or through verbal or oral submission to an Executive member or the Executive committee.
2. Outside of the time for full club meetings, concerns may be forwarded, in writing, to any club Executive member.
3. Any concern raised in this manner will be tabled at the next Executive meeting, or at an emergency meeting of the Executive called to address the concern.
4. The Executive will investigate the concern. At all times the club member who has raised the concern will be kept informed as to what is being done about the matter.
5. If appropriate a club meeting to address the concern will be initiated by the club Executive, who will advertise the same to club members, and prepare the necessary paperwork.
6. The response turnaround by the club Executive is anticipated to be 2 weeks.
7. The club member who raised the concern will be informed in writing as to the outcome of the process.
8. Throughout the process, club members' rights include:
  - a) to be treated with courtesy at all times
  - b) to have complaints and concerns fairly heard and considered
  - c) to have the process conducted as quickly as circumstances permit
  - d) not to have any adverse action taken against them while a complaint or concern is under investigation, or to have any action instigated against them outside that which arises as a result of the formal result of the complaint process
  - e) to be able to express their points of view and receive full information at all stages of the process
9. Throughout the process, club members' responsibilities include:
  - a) following due process in actioning their complaints or concerns
  - b) respecting the rights of other club members throughout the process

## CLUB CODE OF CONDUCT

**Rationale: to ensure that the Club operates efficiently and effectively and that members are treated fairly and equitably.**

1. Club members are expected to act honestly, conscientiously, reasonably and in good faith at all times having regard to their club responsibilities, the interests of the Club and the welfare of the Nga Tai Whakarongo Whanau.
2. Club members may not belong to or paddle for another club unless granted dispensation to do so by the Executive; and where dispensation is granted, the club member/s concerned will be bound by any conditions laid down by the Executive.
3. Club members have an obligation to:
  - a) be present at club meetings as required
  - b) carry out delegated club duties in an efficient and competent manner, and maintain specified standards of performance
  - c) comply with lawful and reasonable Executive committee instructions and club policies and to participate as directed
  - d) respect the privacy of other whanau members and use confidential information only for the purposes for which it was intended
  - e) neither use, nor allow the use of, club property, resources, or funds for other than authorised purposes
  - f) incur no liability on the part of the club without proper authorisation
  - g) maintain all qualifications (including registration and annual practising certificates) necessary for the performance of club duties legally and efficiently
  - h) not demand, claim or accept any fee, gratuity, commission or benefit from any person or persons other than the Club in payment for any matter or thing concerned with their Club duties and responsibilities, nor to accept any gift or favour from any source which could be seen as influencing a business relationship
  - i) avoid conflicts of interest
  - j) pay club, race and haulage fees promptly
  - k) when competing in a race, assist with all loading, unloading, rigging and de-rigging that is required
  - l) take proper care of all club waka and equipment
  - m) report any damage to waka and equipment immediately to the club captain
4. Failure to meet the obligations outlined in clause 2 may result in the Executive calling a meeting with the member concerned, or delegating responsibility to a member of the Executive to discuss with the member concerned his/her obligations to the club.