

Hāpaitia ngā tikanga ā o tātou tīpuna nā  
rātou aua tikanga i kawē i runga i a  
Nukutaimemeha, i a Nukutere, ia  
Tereanini, ia Horouta hoki.  
To uphold the traditions of our ancestors  
who came on these waka -  
Nukutaimemeha, Nukutere, Tereānini and  
Horouta.

# Mareikura Waka Ama

Club Booklet

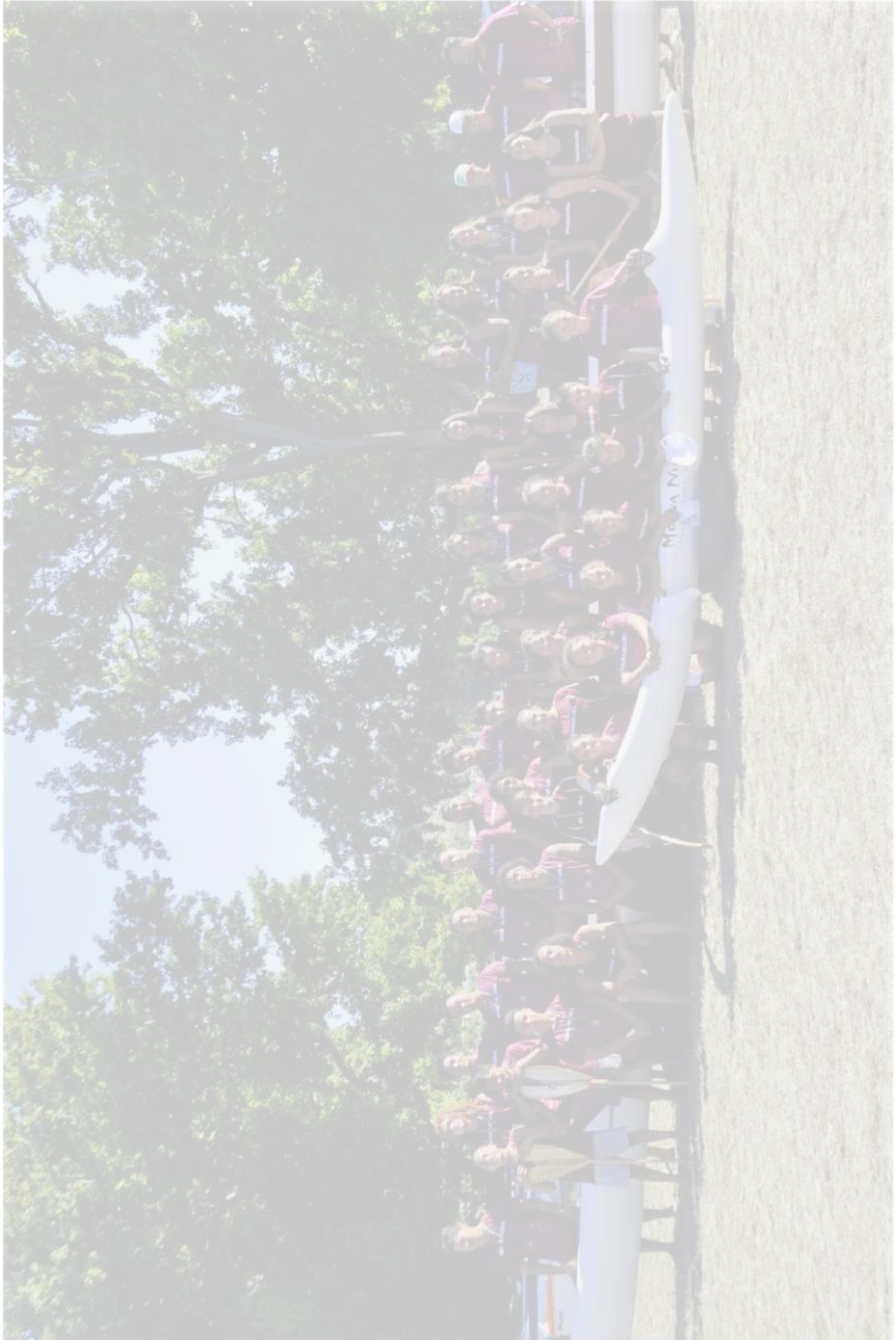
2018-19 Season



As at 31 October 2018

# MAREIKURA WAKA AMA CLUB

*"To uphold the traditions of our ancestors who came on Nukutaimemeha, Nukutere, Tereanini, Horouta waka"*



# MAREIKURA WAKA AMA CLUB



*“To uphold the traditions of our ancestors who came on Nukutaimemeha, Nukutere, Tereanini, Horouta waka”*

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# MAREIKURA WAKA AMA CLUB



*"To uphold the traditions of our ancestors who came on Nukutaimemeha, Nukutere, Tereanini, Horouta waka"*

## VISION

Hāpaitia ngā tikanga ā o tātou tīpuna nā rātou aua tikanga i kawē i runga i a Nukutaimemeha, i a Nukutere, ia Tereanini, ia Horouta hoki.

*To uphold the traditions of our ancestors who came on these waka - Nukutaimemeha, Nukutere, Tereānini and Horouta.*

## MISSION

To lead the development, practice and promotion of the sport and culture of Waka Ama.

## VALUES

### Whanaungatanga:

Our sense of belonging, identity and collective strength, not only through kinship / whakapapa but also being related to all within the Waka Ama community.

### Hauora:

We wish to promote the physical, mental, emotional and spiritual well-being of all our participants.

### Tū Tangata:

We are accountable for our actions. We have respect for each other, for our waka and our environment. We stand proud in our integrity and passion. Waka ama is a pathway to re connect with and add value to matauranga Maori.

## PATHWAY

### Growth:

The growth of waka ama in Tairāwhiti is to give children, youth and whānau the opportunity to participate in watersports. In order to increase participation in waka ama the Mareikura Waka Ama Club will work collaboratively with other clubs in Tairāwhiti and the Te Uranga o Te ra region (TUOTR), schools and other community organisations.

### Resourcing:

As the club is growing with members, it is important we ensure safety of practice and the provision of best equipment for members, enabling them to compete regionally, nationally and on the world stage.

### Accessibility:

Waka ama is a sport that allows the participation of people and whānau of all ages, abilities and gender to participate in.

# MAREIKURA WAKA AMA CLUB



*"To uphold the traditions of our ancestors who came on Nukutaimemeha, Nukutere, Tereanini, Horouta waka"*

## KAUPAPA O MAREIKURA WAKA AMA CLUB

### MAORI:

*Kawea nga tino tikanga o o tatau tipuna na ratau aua tikanga i kawe mai i runga i a Nukutaimemeha, i a Nukutere, i a Tereanini, i a Horouta hoki. Hapaitia te mahi hoe waka ama na ratau i tuku, mai kia kore ai e ngaro i o ratau uri whakatipu. Awhinatia, manaakitia hoki, tatou i a tatou kia ea ai nga wawata o tena, o tena. Me kawea nga tino tikanga o o tatau tipuna. Ma enei ahuatanga katoa ka whai mana to tatau Karapu.*

### ENGLISH:

Uphold the best traditions of our ancestors who came here on the Nukutaimemeha, Nukutere, Tereanini and Horouta waka. Promote the sport of waka ama that they handed down to us, so it is not lost to future generations. Help one another to achieve their ambitions. Through all these things our Club will find mana.

### **Naumai, haere mai, welcome to Mareikura Waka Ama Club.**

Mareikura Waka Ama Club caters for paddlers of all ages and abilities. From those who wish to paddle competitively to those who wish to paddle socially. From novices to the elite who train hard to compete and win medals at an international level. The Club also facilitates paddling opportunities for a range of community and school groups. Mareikura Waka Ama Club is based at Anzac Park, Gisborne.

# MAREIKURA WAKA AMA CLUB



*“To uphold the traditions of our ancestors who came on Nukutaimemeha, Nukutere, Tereanini, Horouta waka”*

## CLUB HISTORY

In 1981 Matahi Whakataka-Brightwell observed Waka Ama racing in Tahiti, became inspired, and the seed was sown for a revival of Waka Ama in Aotearoa New Zealand.

Matahi founded Mareikura Waka Ama Club in July 1985. In January 1986, Okahu Bay Canoe Club was formed in Auckland, followed by Nga Hoe Horo o Pawarenga and Mitamitaga o le Pasefika Vaa' Alo in the North in May 1987.

From these humble beginnings the national body, Nga Kaihoe o Aotearoa, has grown into an organisation with six regions and over 80 clubs, spreading from Kaitaia to Dunedin. Waka Ama now has a registered membership of 5,000 paddlers and there are an estimated 10,000 additional paddlers who are not registered members. The week-long National Sprints Championships now consistently attracts upwards of 2,000 competitors. In addition, Waka Ama is also the fastest growing team sport in secondary schools.

Paddlers range in age from 7 to over 70 and, although predominantly of Maori and Pacific Islands ethnicity, Waka Ama includes paddlers from very diverse ethnic backgrounds.

The sport offers a unique whanau (extended family) atmosphere allowing parents, grandparents, children and mokopuna (grandchildren) to all paddle at the same event.

***We are the oldest club in New Zealand –  
We survived 30 years***

In 1985 Hawaiiikinui set sail from Tahiti, birthing the start of Mareikura Waka Ama Club.

32 years on Mareikura Waka Ama Club is the oldest waka ama club in Aotearoa meaning our club also has some of the oldest equipment in Aotearoa. Not that we let that stop us – we’ve produced world champions and countless national champions from our humble base at Anzac Park in Gisborne.

Waka ama is an inclusive sport where the whole whanau can participate and excel. We provide access to waka ama for people of all ages and abilities. Members have a variety of different backgrounds, abilities, occupations, social and economic status, our membership has it all.

The founder of our club Matahi Brightwell brought the sport of Waka ama here to Aotearoa from Tahiti and continues to play an instrumental role in the development and direction of the sport.

He is one of the three inaugural members admitted into the National Waka Ama Hall of Fame in January 2015 in recognition of his outstanding contribution to the sport. Many of our club members choose to paddle with Mareikura for this reason – to learn from the best.

In 1985, Waka ama was re-started in Aotearoa to uphold traditions, retain and preserve Maori and Polynesian culture and therefore provide strength and hauora. It was about taking young Maori and their whanau back to their waterways, and ultimately to the ocean to enjoy and learn from.

Therefore, this whakatauki strongly ties into the revival of waka ama in Aotearoa in which our club was instrumental. Mareikura Waka Ama Club is about providing whanau with a cultural sport that focuses on both excellence and enjoyment.

# MAREIKURA WAKA AMA CLUB



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## EXECUTIVE COMMITTEE

### CONTACT DETAILS

#### **Club Kaumatua:**

John Chaffey

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#### **President/Chairman (temp):**

Billy Maxwell

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#### **Secretary:**

Maraea Pomana

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[maraea21@gmail.com](mailto:maraea21@gmail.com)

#### **Treasurer:**

Juanita Herbert

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[samnita@xtra.co.nz](mailto:samnita@xtra.co.nz)

#### **Club Coordinator (temp):**

Jackie Atkins-Bird

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[jacqueline\\_bird@hotmail.com](mailto:jacqueline_bird@hotmail.com)

#### **Water Safety:**

Raipoia Brightwell

Ph: 06 867 3330

Cell: 0211558237

[Raipoia.Brightwell@gmail.com](mailto:Raipoia.Brightwell@gmail.com)

#### **Asset Monitor:**

Vacant

#### **Club Officer:**

Vacant

#### **Maintenance:**

Rob Nuku

Ph: 06 862 8801

#### **W6 Fai + W1 Coordinator / Maintenance:**

Matahi Brightwell

Cell: 021 08616921

# MAREIKURA WAKA AMA CLUB

*"To uphold the traditions of our ancestors who came on Nukutaimemeha, Nukutere, Tereanini, Horouta waka"*



## CLUB POLICIES





# MAREIKURA WAKA AMA CLUB



*"To uphold the traditions of our ancestors who came on Nukutaimemeha, Nukutere, Tereanini, Horouta waka"*

## Coaching and Managing Policy

### 1. Purpose

- 1.1 The purpose of this policy is to provide guidance on the procedures and steps for coaching and managing for members of Mareikura Waka Ama Club.
- 1.2 One coach can service one or more teams in one or more divisions. Each team has a manager (and a helper for midgets and Intermediate).
- 1.3 Club members are strongly encouraged to help with coaching and managing teams, especially in the Rangatahi area.
- 1.4 We have many young and older paddlers wanting to paddle but not enough coaches / co coaches / managers / helpers.
- 1.5 We are asking you to consider donating some of your time towards the development of these paddlers and the promotion of our sport. You are looking at 1-2 hours per week.

### 2. Scope

#### Training expectations:

- 2.1 Once you become a member you are allocated to a team or squad and will train under a coach.
- 2.2 Managers are nominated within the team / squad. Managers are usually parents for youth.
- 2.3 Training times will vary whether you are just learning to paddle, or if you are interested to enter competitions. Most paddlers train towards the NZ Waka Ama Sprint Nationals held in mid-January.
- 2.4 Training is once or twice a week for "learn to paddle" and 4 times a week for competitors. Frequency can step up to 5-6 days a week during the holidays. Everyone is expected to take part in W6 (six men waka), W2, W1 (one-man waka), and W12 (12 men waka) training organised by the coach, as well as off the water fitness sessions.

#### Selection process:

- 2.5 Teams / squads are allocated or choose a coach and the coach trains the team / squad towards the nationals. There may be shifts between teams / squads if there are benefits to paddlers, at the discretion of Coaches.
- 2.6 For W12 formations, the first option is for teams within a category to team up for a W12. Time trials are organised by coaches of the teams if needed

### 3. Procedures

#### Coach – role and responsibilities

- 3.1 *A sports coach is one that "enables the athlete to achieve levels of performance to a degree that may not have been possible if left to his/her own endeavours".*

#### A Waka Ama coach:

- 3.2 Advises paddlers on the training to be conducted and assess their performance in training and in competition
- 3.3 Demonstrates and instructs paddlers on the skill to perform
- 3.4 Identifies suitable competitions for paddlers to compete in to help them achieve their overall objectives
- 3.5 Ensures paddlers safety when on the water
- 3.6 Maintains the motivation of paddlers
- 3.7 Prepares a training plan for each paddler
- 3.8 Inspires their paddlers and are a role model for them
- 3.9 Supports paddlers physically, mentally and emotionally during competitions
- 3.10 Conducts time trials as required
- 3.11 Has the last say and makes decisions in terms of paddler training and competitions

# MAREIKURA WAKA AMA CLUB



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## Code of Conduct Policy

### 1. Purpose

- 1.1 The purpose of this policy is to provide guidance on the procedures and steps for code of conduct for members of Mareikura Waka Ama Club.

### 2. Scope

- 2.1 Kia āta whakatere i te waka, kai pariparitia e te tai mōnehunehu te kura  
Be careful how you launch your canoe lest the surging of the sea destroy its ornamentations  
(Context: by caring for and respecting one another and our resources we will ensure the welfare of the Club)

### 3. Procedures

We agree to:

- 3.1 Show respect for all club members regardless of differences in knowledge and ability
- 3.2 Show respect for coaches, managers, whānau members, supporters, the wider waka ama fraternity, all other water users and the general public
- 3.3 Respect the opposition and their supporters
- 3.4 Be humble winners and gracious losers
- 3.5 Refrain from verbal or physical abuse of any person, club member or otherwise, including through the medium of technology
- 3.6 Resolve conflicts in a timely and responsible manner, dealing with the issue not personalities
- 3.7 **Respect and care for facilities and equipment**
- 3.8 **Use correct safety practices at all times**
- 3.9 Discourage practices such as the use of alcohol, tobacco and other drugs which are harmful to both health and performance
- 3.10 Participate within the rules and the code of conduct at all times

***The Club Committee reserves the right to censure any member who blatantly breaches the code of conduct.***

# MAREIKURA WAKA AMA CLUB



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## Team manager - Role and responsibilities Policy

### 1. Purpose

- 1.1 The purpose of this policy is to provide guidance on the team managers roles and responsibilities for members of Mareikura Waka Ama Club.

### 2. Scope

- 2.1 The Manager plays a key role in setting the climate for the development of teams.
- 2.2 The Team Manager is the person with responsibility for the logistics, administration and coordination of team(s) to/from and during a competition or training.
- 2.3 The Team Manager is the central point of information and communication, and he / she reports to the team Coach and whanau whanui.

### 3. Procedures

During training:

- 3.1 Works in partnership with coach on training schedule and training regime
- 3.2 Liaises with parents for all information pertaining to training and the event
- 3.3 Keep a database of paddlers contact details and training attendance
- 3.4 Is the first point of contact when a paddler cannot make trainings for any reason, and for information seeking
- 3.5 Is the first point of contact for parental feedback and relates information to coach
- 3.6 Ensures that paddlers have the right equipment on the day. That includes paddles, appropriate clothing, adequate.
- 3.7 Collects registrations and payments and forward to club Treasurer
- 3.8 In partnership with the Coach establishes protocols for teams
- 3.9 Arranges all team travel, travel itineraries and accommodation
- 3.10 Ensures paddlers are appropriately registered for their events in association with coaching staff
- 3.11 Promotes positive team spirit and behaviour
- 3.12 Supports and promotes club policies and principles, i.e. code of conduct and equipment care and Maintenance

When racing:

- 3.13 The Manager needs to be familiar with the race rules. She / he:
- 3.14 Provides a central point of contact/liaison for communication to and on behalf of the team
- 3.15 Attends pre-competition and competition briefings as required
- 3.16 Informs the team and whanau about the race programme and rules
- 3.17 Ensures provision for athletes to arrive at appropriate time at venues
- 3.18 Organises First Aid Kit
- 3.19 Coordinates Whanau support (helpers) at the racing venue
- 3.20 Collects race results, organises protests and follow ups, and communicates race results to Coach

After racing:

- 3.21 Prepare and discuss evaluations post event
- 3.22 Plan for other events or the following season

# MAREIKURA WAKA AMA CLUB



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## Team volunteer - Role and responsibilities Policy

### 1. Purpose

- 1.1 The purpose of this Information is to provide guidance on the Team volunteer role and responsibilities for new members of Mareikura Waka Ama Club.
- 1.2 The Team volunteer role is a complement to the Manager's role during competitions.
- 1.3 They keep the team together at waka ama events (e.g. Nationals Sprints), making sure the team's energy levels are kept to optimum levels, guiding the team through the race plan.

### 2. Scope

- 2.1 Ensures that paddlers have the right equipment on the day. That includes paddles, uniforms, and other clothing items appropriate to the weather; conditions (i.e. Polypropylene tops to wear under the racing uniform if cold)
- 2.2 Settles paddlers in (organises seating, paddles hanging, etc.) at the venue
- 2.3 Checks that everyone has the correct race uniforms
- 2.4 Checks racing schedule
- 2.5 Organises adequate food and beverages, including snacks and lunches
- 2.6 Keeps paddlers rested and out of the sun
- 2.7 Organises warm ups and warm downs (includes stretching) before and after races
- 2.8 Runs the team through race strategy as planned
- 2.9 Accompanies team through to and from registration and racing area
- 2.10 Looks after paddlers ID cards
- 2.11 Is aware of where paddlers are at all times (i.e. toilets)
- 2.12 Acts as motivator for paddlers
- 2.13 Organises games and activities for down times
- 2.14 Collects paddler feedback after races
- 2.15 Reports to Coach and Manager

# MAREIKURA WAKA AMA CLUB



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## Whānau and Supporters' Responsibilities Policy

### 1. Purpose

- 1.1 The purpose of this policy is to provide guidance on the procedures and steps for Whanau and supporters for members of Mareikura Waka Ama Club.

### 2. Scope

- 2.1 **During Training: The main responsibility is to support both the coach and the manager:**
- 2.2 Ensure that paddlers have the right equipment on the day. That includes paddles, appropriate clothing, adequate food and beverages
- 2.3 Make sure paddlers are on time for training, if a paddler is unable to make training, either the manager or the coach should be notified
- 2.4 Make sure that you have the phone numbers of the coach and manager and the email of the manager if they can be contacted via email
- 2.5 Get information and documentation required by the manager to him/her in a timely manner Help to take waka in and out of the water.

### 3. Procedures

- 3.1 **During Competition: (this should be a collective responsibility)**
- 3.2 Give what support you can to the coach and manager
- 3.3 Settle paddlers in (organises seating, paddles hanging, etc.) at the venue
- 3.4 Check that everyone has the correct race uniforms and thermals in case the weather is cold/wet
- 3.5 Check racing schedule and ensure that paddlers are at the venue in plenty of time for their event/s
- 3.6 Help with organising adequate food and beverages, including snacks and lunches
- 3.7 Keep paddlers rested, hydrated and out of the sun
- 3.8 Ensure warm ups and warm downs (includes stretching) are done before and after races
- 3.9 Help the manager as required to accompany team through to and from registration and racing area
- 3.10 Be aware of where paddlers are at all times (i.e. toilets)
- 3.11 Ensure the safety of paddlers off the water
- 3.12 Keep positive and encourage paddlers at all times
- 3.13 Organise games and activities for down times
- 3.14 Collect paddler feedback after races
- 3.15 Communicate any issues related to the competition to Coach and/or Manager.

# MAREIKURA WAKA AMA CLUB



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## Formation of Teams Policy

### **1. Purpose**

- 1.1 The purpose of this policy is to provide guidance on the procedures and steps for the formation of teams for members of Mareikura Waka Ama Club.
- 2.1 All coaches are volunteers and without their willingness to give their time we would not be able to cater for the number that we do, and they deserve our respect and support.

### **2. Scope**

Juniors:

- 2.1 The majority of Junior paddlers usually get involved through friends and/or whānau. The club has a few coaches who have been with the club for a number of years and sometimes paddlers/whānau have a preference for their children to train under one or other of these coaches.
- 2.2 They usually coach a squad of paddlers/teams. They reserve the last say in the make-up of teams within their squads.
- 2.3 We have some other Junior teams who are coached by parents/whānau members/Senior paddlers.

### **3. Procedures**

- 3.1 It is very important that if you have an issue with a coach's decisions or the training programme, or if you think that your child would be better off with another coach or in another team, that you exercise common courtesy and inform the current coach of your decision to move your child and why. This way we avoid any unpleasant fall-out.
- 3.2 Executive members are available to mediate if this is required but this should be a last resort.

# MAREIKURA WAKA AMA CLUB



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## Health and safety Checklist Policy

### 1. Purpose

- 1.1 The purpose of this policy is to provide guidance on the procedures and steps for Health and safety for members of Mareikura Waka Ama Club.

### 2. Scope

<p>Which of these are you familiar with and/or are following?                  Which of these do you need to learn about and/ or do something about?                  Approach your coach or an Executive member for help where needed.</p>	
Midget paddlers must wear life jackets when they are paddling.	
Are the Intermediate paddlers in your care wearing life jackets or other buoyancy aid when they are paddling?	
If you are paddling on the sea, do you always take life jackets with you?	
Do you dress appropriately for the weather conditions? In cold conditions: Polypropylene long sleeve top, Polypropylene long Johns, shorts, windbreaker, beanie/cap, aqua shoes. In warm conditions: T-shirt, shorts, cap / hat, sunglasses. The use of sunscreen is recommended.	
Do you know how to keep the waka balanced so it doesn't overturn?	
Do you know how to upright your waka in the event that the waka overturns?	
Has your team practiced what to do in the event that your waka overturns and does each member of the team know what their responsibilities are?	
Do you know how to get back into your waka after it has overturned to avoid it overturning again?	
Do you always do a safety check of your waka before you go out:	
<ul style="list-style-type: none"> <li>• Are the lashings secure</li> <li>• Does the waka have bungs</li> <li>• Do you have safety equipment on board – bailers, a spare paddle, life jackets (where required)</li> </ul>	
Do you know how to lash a waka?	
Are you a competent swimmer?	
Do you need to learn how to swim/improve your swimming?	
Do you always take a drink bottle with you when you are paddling to ensure you keep properly hydrated?	
Do you have any medical conditions your coach or team need to be aware of and do they know what to do in the event of a medical emergency triggered by this condition? (This includes carrying medication if this might be needed).	
Do you have the level of fitness required for the level of paddling you are doing?	
Do you understand/use the principles of a sound paddling technique to protect yourself from injury?	
Do you know how to keep yourself above water in the event of a capsizes?	
Does your team have access to a First Aid kit? *	

### 3. Procedures

- 3.1 First aid kit - club will start you off – team's responsible to refill – checks by Club once a year.

# MAREIKURA WAKA AMA CLUB



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## Waka water safety Policy

### 1. Purpose

- 1.1 The purpose of this policy is to provide guidance on the procedures and steps for Waka Water safety for members of Mareikura Waka Ama Club.

### 2. Scope

- 2.1 Life jackets are compulsory for all midgets and intermediate aged paddlers.
- 2.2 As a general rule, novice and young paddlers (Midgets, Intermediates & J16) are to stay on the river.
- 2.3 Novice paddlers must stay on the river until they understand and practice these water safety skills. Tutor / Coach to teach these skills, and gauge level attained.
- 2.4 At the discretion of their coach and if they are accompanied by the coach, they may go out to sea in flat conditions. If, as a parent, you have an issue with your child going out to sea, please make this known to the coach.
- 2.5 Knowledge of basic Waka Ama paddling techniques is necessary to prevent injuries and / or capsize. A safety checklist is part of this information pack.
- 2.6 Coaches / managers / whānau members of our rangatahi paddlers should use this checklist to ensure that the paddlers in their care are familiar with and follow these guidelines.
- 2.7 While the club, through its coaches for Junior paddlers, and experienced paddlers in the case of new Senior paddlers, will try to ensure that all new paddlers are aware of safety procedures,
- 2.8 it is also the responsibility of each individual to be aware of what is required and take responsibility for their own safety and the safety of their team. The checklist will help you to identify areas you may need to address.
- 2.9 The Coach reserves the right to remove from the waka anyone who is not prepared to observe all safety requirements.

### 3. Procedures

#### *\*Safety inspection procedure:*

- 3.1 Check hull, kiato, ama and bungs
- 3.2 Rigging of waka
- 3.3 Safety equipment on board

#### *\*Up-righting waka procedure:*

- 3.4 To be practiced on dry land and in the water.



# MAREIKURA WAKA AMA CLUB

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## Waka Ama NZ Club Safety Kete

This Waka Ama NZ Club Safety Kete holds all of the required and recommended Waka safety gear that will ensure paddlers are safe when they head out on the water.



### Required Waka Ama Safety Gear:

- Lifejackets or personal flotation devices (PFD) as required
- Ballers— as required (2 for a W6)  
*\*\* Please note: not required for 'sit on' style waka.*
- White light fixed 1m about deck and visible from all directions x 1
- Bungs (as required)

### Recommended Waka Ama Safety Gear:

- Communications equipment x 2
- Spare paddle x 1 or 2
- Flare x 2
- Tow rope 1 x 25m
- Spray skirt
- Leg leash
- Repair kit x 1
- Man overboard throw bag x 1

# MAREIKURA WAKA AMA CLUB



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## Health and Fitness Policy

### **1. Purpose**

- 1.1 The purpose of this policy is to provide guidance on the Health and fitness requirements for members of Mareikura Waka Ama Club.

### **2. Scope**

*Paddlers requirements for health and fitness:*

- 2.1 Have a reasonable level of fitness
- 2.2 Paddlers must be able to swim 50m minimum
- 2.3 Let tutor / team know about health requirements i.e. Asthma (take asthma pump in the waka), heart problems, epilepsy fits.
- 2.4 Let tutor / team know about specific areas you feel uncomfortable with i.e. Going out to sea, being the Kaea or the stroke
- 2.5 Hydration levels

### **3. Additional requirements:**

- 3.1 Waka are alcohol / smokefree / drug free zones. For health and safety reasons, these are not to be used while around and on waka.
- 3.2 No swearing / bad language will be allowed while around and on waka

# MAREIKURA WAKA AMA CLUB



*"To uphold the traditions of our ancestors who came on Nukutaimemeha, Nukutere, Tereanini, Horouta waka"*

## Behaviour Management Policy

### 1. Purpose:

- 1.1 We aim to provide a positive environment in which each paddler is respected and his/her right to paddle is encouraged and protected.
- 1.2 The discipline procedure provides consistent, logical, clear rules and consequences made familiar to all involved. The support of parents, coaches, managers and children is needed to ensure the development of self-disciplined paddlers.

### 2. Scope:

*The club behaviour management policy aims to:*

- 2.1 To provide a happy, positive paddling environment.
- 2.2 To help members reach their full potential.
- 2.3 To provide a physically and emotionally safe environment.
- 2.4 To encourage members to accept responsibility for their own behaviour – choose the behaviour – choose the consequence.
- 2.5 To ensure rules are applied consistently, fairly, consequently and reviewed regularly.
- 2.6 To enable coaches to teach in a purposeful and non-disruptive environment.
- 2.7 Establish procedures so that conflicts can be resolved in a positive non-violent manner.

### 3. Procedures:

*The Mareikura committee underpin the approach to managing members behaviour:*

- 3.1 **Consistency.** All members embrace the policy and implement it as it is written. Managers follow the procedures so that issues of fairness and equity are minimised.
- 3.2 **Process.** Members learn a framework within which they can work. Members can see a logical progression and a relationship between their behaviour and the consequences.
- 3.3 **Counsel.** It is unfair to punish a member for infringing the rules without offering a means for the person to address the situation and assimilate strategies that will help them overcome similar situations in the future. Advice and direction must be offered at the point of error or conflict.
- 3.4 **Responsibility.** Members are responsible for their behaviour and need to accept this. The first step in changing the behaviour is an understanding that if they choose the behaviour, they are also choosing the consequences of the behaviour.
- 3.5 **Communication.** It is vital that the members behaviour, both positive and negative, be reported to Mareikura committee sooner rather than later.
- 3.5 **Relationships.** It is recognised that positive working relationships between the members and committee is essential for mutual respect in the community.

# MAREIKURA WAKA AMA CLUB



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## Keeping Anzac park clean and tidy Policy

### **1. Purpose**

- 1.1 The purpose of this policy is to provide guidance on the procedures and steps for keeping Anzac Park clean and tidy for members of Mareikura Waka Ama Club.

### **2. Scope**

- 2.1 It is everyone's responsibility to keep our training area clean and tidy.
- 2.2 This is important as Anzac Park is a public area and we need to be seen to be doing our bit to look after it.

### **3. Procedures**

- 3.1 Waka is to be kept together in the waka area.
- 3.2 Extra tyres or other equipment must be stored tidily.
- 3.3 The area is to be kept free of rubbish.

# MAREIKURA WAKA AMA CLUB



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## Waka care and maintenance Policy

### 1. Purpose

- 1.1 The purpose of this policy is to provide guidance on the procedures and steps for caring for our club equipment for members of Mareikura Waka Ama Club.

### 2. Scope

- 2.1 It is everyone's responsibility to care for club equipment.
- 2.2 In particular special care needs to be taken in launching the waka and bringing them out of the water after use.
- 2.3 All juniors are to please pair off to carry the waka and take W1 waka and W2 by ramp, not over the bank. This is because the river has washed the mud bank away making putting waka over the bank dangerous.

### 3. Procedures

- 3.1 **Parents and whānau members of our Junior teams MUST help your tamariki to load and unload the waka onto the trolleys both before and after use and to help with the launching / bringing them out of the water. This also includes the W2 and W1 waka.**
- 3.2 After use, please wash waka and place them where you found them. At low tide the waka can get really muddy, so they should be thoroughly washed before returning to the storage area.
- 3.3 All club members are expected to help at working bees as required to do any waka maintenance.
- 3.4 In the event of any deliberate / careless damage of the waka, the club member/s responsible will be required to contribute to the cost of repair.

# MAREIKURA WAKA AMA CLUB



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## Conditions of the use of Club Equipment

### **1. Purpose**

1.1 All paddlers/organisations, i.e. schools will be full financial members of Mareikura Waka Ama Club.

### **2. Scope**

- 2.1 New paddlers to the club or novice paddlers are permitted a short time (approx. 2 weeks) to decide if they wish to become financial members.
- 2.2 Experienced paddlers/crews must pay full annual membership before using the waka.
- 2.3 Non-club members can assist paddlers in such roles as coaching. Non-club members can be invited to fill vacant seats as replacements when club members are unavailable.
- 2.4 Paddlers or crews requesting use of the waka without wishing to take up full membership must make such a request to the Mareikura Waka Ama Club committee (i.e. only paddling for fixed term)
- 2.5 As water and waka safety is paramount, it is envisaged that waka will be crewed by paddlers who have the necessary skills and confidence to remain safe in the conditions and venue they are operating in. An experienced steerer will be part of the crew on all occasions. Novice steerers may practice in safe conditions and venue under the direction of an experienced steerer.
- 2.6 Each established crew may have a manager who may be anyone of the crew or someone outside the crew. The manager is responsible for the organisation and communication between crew and the club captain/club.
- 2.7 Club members are responsible for the club equipment they use.
- 2.8 Any damage to the waka and other club assets must be reported immediately (using the incident reporting form). If the damage is caused by negligence the executive committee may decide to recoup replace/repair costs from the involved party.
- 2.9 Buoyancy aids must be worn by midgets, midgets and intermediate at all times. All other paddlers are encouraged to wear buoyancy aids and must carry one for each paddler.
- 2.10 All crews requiring use of the waka at other events must share in the work and expenses involved in transporting the waka.

### **3. Procedures**

- 3.1 All persons / organisations must be members of Mareikura Waka Ama Club.
- 3.2 Membership can be obtained from the treasurer or secretary of the Club.
- 3.3 The agreement with an organisation must be signed and fee must be paid.

# MAREIKURA WAKA AMA CLUB



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## Nga Kawanatanga o nga waka Policy

### 1. Purpose

- 1.1 The purpose of this policy is to provide guidance on the procedures and steps for booking waka for members of Mareikura Waka Ama Club.

### 2. Scope

- 2.1 The executive will decide how waka are rostered, waka can be booked but NOT allocated to ensure fair usage.
- 2.2 You can book certain waka but the MAHIMAHI will be rotated between teams to ensure fair usage.
- 2.3 Priority will be given to teams going to Regionals and Nationals.
- 2.4 ALL teams using waka must fill in a TEAM SUMMARY asap which will be available this week.
- 2.5 Only coach or manager can book waka to avoid confusion.
- 2.6 Fees for the season are set at the AGM, all fees are due by 1st December.
- 2.7 Club members need to be flexible with times especially to the younger teams so allow 15mins between times to book waka, if teams go over times please inform Club Secretary: Maraea Pomana.
- 2.8 Any issues will be dealt with by the executive.

### 3. Procedures

- 3.1 Contact Raipoia with your team's waka booking requirements

#### Reminders:

Keep that in mind when making bookings, make sure there are enough waka available at the requested time.

Please return waka on time for the next rotation to go in.

Coaches please monitor closely when wakas are wheeled in and out of the water to avoid equipment damage and to keep your paddlers safe.

Take a hose as waka need to be cleaned of mud when returned to land.

Please also share waka equitably. Happy paddling...

# MAREIKURA WAKA AMA CLUB



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## Deposits into the club bank account Policy

### 1. Purpose

- 1.1 The purpose of this policy is to provide guidance on the procedures and steps for making deposits into the club bank account for members of Mareikura Waka Ama Club.
- 1.2 Some members prefer to pay their fees straight into the club account. Others prefer to pay their team manager who will then pay the club in one bulk deposit. Either way is fine, if there is an email sent to the treasurer every time a deposit is made so it is clear exactly who and what the deposit is for.

### 2. Scope

- 2.1 Clear communication with the treasurer is important, as all funds received into the club account must be reconciled correctly. The treasurer needs email correspondence each time a payment is made into the club bank account.
- 2.2 If you have any queries about fees, please contact the treasurer first to clarify what fees are owing before you make payment into the club account. E.g. If 4 or more whanau members living at the same address are paddling, you will qualify for the reduced whanau club fee rate.
- 2.2 All payments into our club account need a proper reference to be reconciled correctly.
- 2.3 The club's bank account details are:  
**Mareikura Waka Ama Club**                      **03-0638-0347417-000**                      **Westpac Gisborne Branch**

### 3. Procedures

- 3.1 Pay your fees into the club account as shown above
- 3.2 All payments into the club account need a proper reference.  
i.e. paddlers name and type of fee paid e.g. John Smith Midget Fees
- 3.3 Internet banking is the best way to add a reference, however cash can be deposited into the club bank account via the ATM in the Westpac lobby. Either way, a proper reference must be used, and you will need to be careful you enter the correct bank account details into the ATM.
- 3.4 Email the treasurer at [samnita@xtra.co.nz](mailto:samnita@xtra.co.nz) to confirm that payment has been made as soon as you have made it. Include as many of the following details as you can in your email: paddler name, type of fee paid, membership type, coaches name, managers name etc. Plus attach a copy of your receipt.



# MAREIKURA WAKA AMA CLUB



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## Fundraising / Sponsorships / Grants Policy

### 1. Purpose

- 1.1 The purpose of this policy is to provide guidance on the procedures and steps for fundraising, sponsorships, grants for members of Mareikura Waka Ama Club.
- 1.2 Mareikura Waka Ama Club applies for grants throughout the year. Our preferred funding organisations are: ECT, Infinity Foundation, NZCT and the Lion Foundation. Therefore, we ask our club members not to apply to these organisations for funding towards their teams / squads.

### 2. Scope

- 2.1 All fundraising and grants must be done for waka ama purposes.
- 2.2 All requests to run fundraising activities / apply for sponsorship, grants etc. must be given to the Club's Executive Committee for approval 2-4 weeks prior to the event / due date (Please allow reasonable timeframes for the Exec to consider your request).
- 2.3 All approved fundraisers etc must use the club name and logo.
- 2.4 The person who makes the submission to the Exec will be responsible to keep the Exec up to date with regards to the fundraising activity. This same person will also handle communications with the Treasurer about the total amount of money raised / sponsored etc.
- 2.5 If the total amount raised is more than \$200, the club has a policy of keeping 10% as a koha back to the Club.
- 2.6 If club members have any queries or concerns about any of these rules, their concerns should be raised with either the Secretary, Treasurer or President of Mareikura Waka Ama Club.

### 3. Rationale

- 3.1 Historically it has been difficult to get teams to fundraise for the club. Generally, teams focus their energies on fundraising for their own team's expenses. In addition, it has been extremely challenging to find a coordinator or group who will commit to organise and run fundraising events for the benefit of the entire club. So, in order to cover the high costs of running the club (equipment repairs and maintenance, insurance etc), to try and maintain income and not impose more fundraisers on teams, in 2009 the Club Executive Committee decided for a koha of 10% to be paid to the club bank account for any funding / fundraising over \$200.
- 3.2 It is important for the Club Exec to be aware of all fundraising activities. This ensures fundraising activities support the kaupapa and values of the Club, and allows for the 10% koha back to the club to be consistently applied.
- 3.3 The Club Exec are always on the alert for new sources of funds, fundraising opportunities and ideas. If any club members or their whanau have ideas, please let our Secretary know so these may be followed up.

# MAREIKURA WAKA AMA CLUB



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## Mareikura Waka Ama Club Registration Forms and Information required:

### 1. Purpose

The purpose of this Information is to provide guidance on the procedures and steps for new members of Mareikura Waka Ama Club.

### 2. Scope

- 2.1 For new paddlers, the key things you need to show commitment for season.
- 2.2 Give your full name as it is on your birth certificate. This is required for the NKOA database.
- 2.3 If you have a preferred Christian name or a name that you are usually known by, please give this. This is the Christian name that will appear on your NKOA ID card.
- 2.4 New paddlers who intend to compete in events sanctioned by NKOA i.e. Sprint Nationals will need an NKOA ID card.
- 2.5 A copy of your birth certificate/passport detail page/ drivers licence must be supplied to NKOA to verify your age. This should be attached to the registration form.
- 2.6 You will also need a passport type photo for your ID card – these can be done digitally and emailed to the club co-ordinator.
- 2.7 ID cards cost \$5 in addition to the fees above.
- 2.8 If you have a medical condition (asthma, allergy to bee stings for example) that we need to know about, please provide that information and any details about how that condition should be managed in event that it arises while you are paddling.
- 2.9 Club fee Payment of the full Club fee (Senior \$80) allows use of the club's W6, W3, W2 waka.
- 2.10 Social / Supporters fee - \$20 Payment of this fee does not allow competing at NKOA sanctioned events but it does allow use of 1990 W6 waka at times that don't clash with teams training for competition or to paddle with your children / other parents/ whānau members.

*New members registering after the National Sprints should check with the Secretary to see what fees are payable.*

# MAREIKURA WAKA AMA CLUB

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## FORMS



# MAREIKURA WAKA AMA CLUB



*"To uphold the traditions of our ancestors who came on Nukutaimemeha, Nukutere, Tereanini, Horouta waka"*

## Paddler Information & Club Registration Form (Confidential to Exec & Coach/Manager)

### PERSONAL INFORMATION

DATE: \_\_\_\_\_

Ingoa _____	D.O.B _____
Address _____	
Phone _____	
Iwi/Hapu _____	
Team _____	
Coach _____ Manager _____	
Parents _____	
Other siblings in club _____	
What are your goals? _____	
How did you hear about club? _____	
How can you help the club? e.g. organise working bees etc _____	

### HEALTH & SAFETY

Allergies Y/N, if Yes \_\_\_\_\_

Medication Y/N, if Yes \_\_\_\_\_

Have you completed the Waka NZ Safety Course Y/N – if yes, which year? \_\_\_\_\_

Other Health and Safety issues we should be aware of? \_\_\_\_\_

### Swimming ability

Yes      No      Don't know

Are you or is your child able to swim 50 metres?


Are you or is your child confident in deep water?

Are you or is your child able to tread water?

I have received sufficient information about the club and agree to my child taking part in the club's activities.

I consent to any emergency treatment required by me /my child during the course of the season


I confirm that I am /my child is in good health and I consider myself /him/her fit to participate


**WAIVER:** Mareikura Waka Ama club will take all reasonable steps to ensure a safe paddling environment for its members. However, elected officers of the Club shall not be held responsible in the event of any injury or damage to personal property that may arise while using Mareikura Waka Ama Club equipment. Members also understand that the Mareikura Waka Ama Club Executive reserves the right to censure anyone who does not observe the club code of conduct and safety guidelines or fails to take due care of club equipment.

Signed \_\_\_\_\_

Full name of member or parent \_\_\_\_\_



# MAREIKURA WAKA AMA CLUB

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## 2018/2019 Season Mareikura Waka Ama Fees

Division	Club fees	NKOA Affiliation fees	National Sprints registration fees	ID card	TOTAL
Midget (7-10)	\$40	\$5	\$20	\$5	
Intermediate (11-13)	\$40	\$5	\$40	\$5	
Junior 16 (14-16)	\$40	\$12	\$60	\$5	
Junior 19 (17-19)	\$40	\$12	\$70	\$5	
Open 23 (20-23)	\$80	\$15	\$80	\$5	
Senior (24+)	\$80	\$15	\$80	\$5	
Whanau (4x whanau members living at same address)	\$150 (+ \$5 per additional child)	As per age group	As per age group	\$5 each	
Supporter fee	\$20	\$15	N/A	N/A	
<b>TOTAL</b>					

Note: Club and NKOA fees must be paid together to the club. NKOA fees allow you to take part in competitions, and for supporters, your name is entered alongside all competitors in the national monthly prize draw. A club supporter fee allows you as a whanau member to use equipment to help during trainings.

### Ways to pay club fees:

**Fees due date: 1st December**

**Cash / Cheques:** (Make cheques payable to Mareikura Waka Ama Club)

Team managers will collect their teams' fees and deposit your fees into the club bank account as one lump sum. Once funds are banked, Managers should retain the bank receipt to confirm deposit has been made.

**Online payment:** All payments into the club bank account need a proper reference (Full name and details).

Mareikura Waka Ama Club Westpac Gisborne 03-0638-0347417-000

All registration forms need to be sent to the treasurer with payment, so funds received into the club account can be reconciled.

Thanks for your cooperation with this, Mareikura Waka Ama Club Treasurer:

Juanita Herbert [samnita@xtra.co.nz](mailto:samnita@xtra.co.nz)

<p><i>Office use only:</i></p> <p>CLUB FEES PAID - Y/N _____</p> <p>NKOA FEES PAID - Y/N _____</p> <p>CURRENT ID - Y/N _____</p> <p>Other; _____</p>
--

# MAREIKURA WAKA AMA CLUB



"To uphold the traditions of our ancestors who came on Nukutaimemeha, Nukutere, Tereanini, Horouta waka"

## Incident Report

### Details of person completing this form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

Name / type of club equipment this incident relates to: (e.g. Tairawhiti W6) \_\_\_\_\_

**When did the accident happen:** Date: \_\_\_\_\_ Time: \_\_\_\_\_ (am/pm)

Place: \_\_\_\_\_

**Details of accident:** Explain what happened. More space is available overleaf for you to continue and give a sketch plan. \_\_\_\_\_

**Conditions at time of accident:** Please circle or highlight the answer:

VISIBILITY                      Good    Fair                      Poor    Very Poor

WIND (knots)                      0-15    15-30                      30-45    over 45

WATER                              calm    moderate                      rough    very rough

TIDE                                  neap    spring                      ebb    flood

The accident happened in the warm up / warm down, race or just paddling phase?:

**Use of craft:** Please circle or highlight the answer: Training \_\_\_\_\_ Racing \_\_\_\_\_

**Person in command:** Name of person in charge when the accident happened: \_\_\_\_\_

**Damage to craft:** Give details of damage to craft – if necessary continue over leaf or on a separate sheet. \_\_\_\_\_

**Fault:** Do you consider the accident to be the fault of any other person    Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes" please state:

Their name: \_\_\_\_\_ Address: Tel.No. \_\_\_\_\_

Why do you consider them to be at fault: \_\_\_\_\_

Did they admit liability?                                      Yes \_\_\_\_\_                                      No \_\_\_\_\_

Details of damage to other property \_\_\_\_\_

Did anyone get hurt in the accident?                                      Yes \_\_\_\_\_                                      No \_\_\_\_\_

# MAREIKURA WAKA AMA CLUB



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## Witnesses:

Were there any witnesses to the accident? Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes" please state:

Witness name: \_\_\_\_\_ Address: Tel.No. \_\_\_\_\_

Witness name: \_\_\_\_\_ Address: Tel.No. \_\_\_\_\_

Witness name: \_\_\_\_\_ Address: Tel.No. \_\_\_\_\_

Witness name: \_\_\_\_\_ Address: Tel.No. \_\_\_\_\_

This should include any crew or passengers on your craft.

## Sketch Plan of accident:

## Agreement

I agree that: (a) All information given on this incident report is true and correct;  
(b) All material facts have been disclosed.

Signed by name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Procedure

Once this form has been completed, please hand it to the Club Secretary within 24 hours of the incident happening.

# MAREIKURA WAKA AMA CLUB



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## Team Waiver Form

Team name: \_\_\_\_\_

<b>Coach:</b>	<b>Manager:</b>
---------------	-----------------

I accept that any injury or damage to personal property that may arise from my participation in the activities of the Mareikura Waka Ama Club are my sole responsibility and that the elected officers of the Club and coaches shall not be held responsible.

I also understand that the Mareikura Waka Ama Club Executive reserves the right to censure anyone who does not observe the club code of conduct and safety guidelines or fails to take due care of club equipment.

	<b>Paddler's Name:</b>	<b>Parent Name:</b>	<b>Parent Signed:</b>
1			
2			
3			
4			
5			
6			
7			

Manager signature: \_\_\_\_\_

Date: \_\_\_\_\_





