

CLUB REPRESENTATIVE ROLE



The Club Representative is the administrative link between the affiliated Club and Nga Kaihoe O Aotearoa (Waka Ama New Zealand) Inc.

A Club Representative is appointed by the club and it is their responsibility to monitor and maintain their Club Membership Account on the website. There can be more than one Club Rep in each club

LOGIN ACCESS TO MEMBERS AREA

The Club Rep is issued with a login which gives them access and authority to add club members, order ID Cards and enter paddlers into sanctioned regattas using the online entries.

These actions create invoices on your club account which the club is then responsible to pay:

Action	Invoice
Affiliating club members	Monthly affiliation invoice due 20 th month
Ordering ID Cards	Monthly ID card invoice due 20 th month
Entering regattas	Online entry invoice payable on due date
Fines and late entry fees	Online entry invoice payable on due date

All invoices and online entry fees can be viewed at any time by the Club Rep on the club account (under ID Cards/Affiliation tab) so reporting back to the Club is quick and easy.

If a new login is requested, this is confirmed by the existing Executive Committee and/or existing Club Rep who are notified so everyone is aware who has access to the Members Area for their club.

For new Club Reps there is useful information and how to videos on the website links for affiliation, loading photos and the ID card process or contact admin@wakaama.co.nz for assistance at any time.

CLUB CONTACT DETAILS

In the Members Area the Club Rep can update the contact details for the club as well as the Executive Committee positions. It is important to keep this information up to date as this is your listing published on the website.

When changing any of this information you also need to email admin@wakaama.co.nz to ensure all other databases are kept updated.

WAKA AMA NZ ADMINISTRATION

The Club Rep is one of the direct contacts for the Waka Ama NZ administration team and they will often be in regular contact regarding affiliations, verifications, and the like.

The Club Rep should also work closely with the Club Treasurer/Committee in monitoring and maintaining the club accounts.

AFFILIATION LETTER

A letter will be issued to affiliated clubs stating they are an affiliated financial member of Nga Kaihoe O Aotearoa, the Sport New Zealand recognised National Sports Organisation (NSO) for waka ama. This can be used to support funding applications and other funding opportunities a club may seek.

RULES AND REGULATIONS

The Club Rep should be familiar with the Waka Ama NZ website so they can direct their club members to this information should they ask. This is all available on the website and does not require a login to access.

CLUB REP ROLE IN A CLUB

This role may differ from club to club depending on its size, structure, and other positions within the club. It is up to the Executive Committee to appoint someone capable who they authorise to act on behalf of the club. Everything is online so a computer and internet access is vital.

The verifications can take time but once completed, this information remains in the system for the life of the paddler. Don't leave all the work until just before a regatta or cut-off date, the sheer volume can slow down the process and make the Club Rep's job a lot harder and a little stressful.

As the person with the access to the Members Area they have all the information at their fingertips and should be the first person to contact for members queries and accounts.

PERSONAL INFORMATION

As a Club Rep you will be collecting personal information from your members to set up ID's and complete verifications. We request that you adhere to the Privacy Statement we apply to any data collected from your members for this purpose.

Privacy Statement:

We will not share personal information with any third party; however, we will use general statistics from the data and may share these with third parties. We keep your information safe by having password protected files and will only allow staff access if required. You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact us at admin@wakaama.co.nz, or PO Box 42036, Orakei, Auckland 1745.

CLUB REP LIST

The list of Club Reps is available on the website so that paddlers have a direct contact for their own Club Rep should they need assistance. [click here](#) to see the list of Club Reps.

CLUB CO-ORDINATORS

At the National Regattas we may ask for a Club Coordinator to be named as the main contact at the event. This will not always be one of the listed Club Reps but someone who is attending the event. It is helpful that they have all the necessary Club information relating to that event, especially concerning team rosters and payments that may be required before paddlers can take to the water.

Finally, thank you for taking on this role for your club in helping to maintain and grow strong, healthy clubs for our waka ama whanau.

