



wakaama

Outrigger / Va'a / New Zealand

KETE KARAPU

**BECOMING A
WAKA AMA NZ
MEMBER CLUB**


OVERVIEW

Becoming a Waka Ama New Zealand Member Club provides many benefits, with the most important one being part of our waka ama whānau.

Additionally, the following benefits are some key reasons why you should become an affiliated member club of Waka Ama NZ:

1. Ability to be a club affiliated to a National Sporting Organisation recognised by Sport New Zealand
2. Recognition by the National Sporting Body for funding purposes. Letters of support for funding available to all affiliated clubs
3. Access to Public Liability Insurance Certificate for sanctioned events
4. Online entry access and admin support for sanctioned events
5. Ability to race at national, regional, and local sanctioned waka ama events

Oh, and of course, being part of the best sport!

Becoming a WANZ member club is not only beneficial for you as a club but also your club members. For full information on benefits check out our website: **Affiliated Members Value Proposition** 

This booklet has been developed to guide you through the process of becoming a Waka Ama NZ member club.

THE PROCESS



Establish a Committee



Create a Constitution



Become an Incorporated Society



Affiliate to your Waka Ama Region



Affiliate to Waka Ama NZ

Establish a Committee

To ensure your club's sustainability, a management committee must be established. This will include a president or chairperson, a secretary, and a treasurer; formed with the intention of making decisions about issues or acting on tasks. These people provide governance for the club - they will ensure good leadership and adhere to principles of best practice. A club's main committee will be the management team.

Your club may also have several different sub-committees who are in charge of specific events like fundraisers, regattas, etc. Committee members have set roles and jobs to complete. The roles of people on your committee or management team could be, but not limited to, the following:

- President/Chairperson
- Secretary
- Treasurer
- Volunteer Coordinator
- Safety Officer

Committees can be a lot of fun and are a great way of ensuring everyone is involved and able to make a contribution to your club. Don't forget that committee meetings can also be good social events! Remember to allow some social time, separate from the main meeting agenda.

Job descriptions (known as position or role descriptions) should be simple and straightforward. Tailor them to meet your club's needs and make sure they are encouraging, not daunting.



The roles and responsibilities of the committee members can include, but are not limited to, the following:

- Ensuring the club meets its aims and goals, and its obligations, as outlined in its constitution
- Making sure there are people and resources available to achieve these aims and goals
- Managing any potential risks to the club
- Developing and implementing policies that achieve its aims and goals
- Involving everyone in the club with achieving its aims and goals
- Reporting, at least once a year, to the wider club
- Ensuring the long term well-being of the club, both financially and organisationally
- Monitoring and evaluating the club's activities for quality and relevance
- Providing a job description for each role within the management committee. Job descriptions outline the key tasks and responsibilities of each of the management roles.

For a list of committee job descriptions and tips to running a good meeting see the Sport NZ website: [Committees, roles and meetings](#) ✨

Create a Constitution

The next step in becoming a club is developing a constitution, a set of rules, which outlines how your club is run. A constitution is a basic set of rules for running your club. It details for your members and others the name, objectives, methods of management, and other conditions under which your club operates and generally the reasons for its existence.

Constitutions can do the following:

- Explain to members and non-members what your club is about
- Provide guidelines for the daily running of the club
- Help to sort out internal problems
- Provide a legal framework if your group wishes to become incorporated
- Help in seeking resources from other organisations, such as government agencies

A constitution can be very simple, containing only a basic outline of who you are, what you are set up for and important management matters.

One of our goals at Waka Ama NZ is to assist clubs/regions to align their constitutions to ours, to assist clubs/regions who may need to update their constitution, and to assist those who may be forming new clubs. We have developed a **Club Constitution Template** ✨ to guide you in this process.

The Waka Ama NZ Club Constitution Template provides clubs with all the detail they require while also allowing for some flexibility in certain areas so that clubs can express their unique identities. It is important to remember that this document is not a prescription, it is a template, so clubs may make any changes where they see relevant. However, this document has been legally reviewed and we would advise any significant changes, other than the flexible areas in blue text, should be reviewed by a lawyer to ensure the document remains sound.

Waka Ama NZ is happy to assist you with your process to update, amend or adopt a new club/region constitution. Please contact admin@wakaama.co.nz if you have any questions and require any advice.



Templates

✨ [Waka Ama NZ Template](#)

✨ [Sport NZ Template](#)

✨ [NZ Companies Office Template](#)

Become an Incorporated Society

An incorporated society is a membership-based organisation that has registered under the Incorporated Societies Act 1908, which gives the group its own legal identity, separate to that of its members. It means that while the membership may change, the society's identity does not.

The process of becoming an incorporated society is very easy and there is a step by step guide on the NZ Companies Office website: [Starting an Incorporated Society](#) 



To incorporate a society you'll need to submit an application form, either manually (by post or email) or online. Before you can apply, however, there are a few things you'll need to have already done:

1. **Have a constitution** (set of rules)
2. **Choose a name**
3. **Hold a meeting of your members** (approve constitution & resolve to apply for incorporation)

More detailed information online: [Things to do before you apply](#) 

You're then ready to file your application for incorporation. You can submit your application either online, or manually (by post or email).


There are three basic steps:

1. **Complete an application form**
2. **Provide a copy of the society's endorsed & certified constitution**
3. **Pay the registration fee**

More detailed information online: [Applying to Incorporate a Society](#) 

When you apply for incorporation, you'll need to provide the following information:

- Your society's name
- The address of your registered office
- An address for communication
- The month of your AGM
- Your society's financial statement balance date
- The names and signatures of 15 members
- Details of the person filing the application
- A certificate of confirmation
- A copy of your society's endorsed and certified constitution

Once you've registered your incorporated society, you'll need to file annual financial statements, update other society details when they change, and adhere to other responsibilities of being an incorporated society. More detailed information online: [Responsibilities of being an Incorporated Society](#) 

Affiliate to your Waka Ama Region



Once you have become an incorporated society, you will then need to firstly affiliate your club to your waka ama region. Your club must be an Incorporated Society with 15 affiliated members to become an affiliated member club of a waka ama region.

Contact your waka ama region to request club affiliation.

Contact details are provided on the Waka Ama NZ website: [Waka Ama Region Contacts](#) ✨

Each region is different and there may be an affiliation fee associated with this process.

Affiliate to Waka Ama NZ



Once your regional representative from your waka ama region confirms your affiliation to the region, the next step is to request affiliation to Waka Ama NZ. Confirmation of affiliation to the region must be provided to Waka Ama NZ during this process.

Your club must be an incorporated society with 15 affiliated members to become an affiliated member club of Waka Ama NZ.

Once all these steps are completed and Waka Ama NZ approves your club affiliation, your details will be loaded on to the Waka Ama NZ website. Your club will be issued with a Waka Ama NZ member log in, password and other relevant information.

Welcome to the Waka Ama NZ whānau!

For further information or support contact Waka Ama NZ: admin@wakaama.co.nz



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