TAURANGA MOANA OUTRIGGER CANOE CLUB

RULES OF TAURANGA MOANA OUTRIGGER CANOE CLUB INC

1. General Rules

1.1 All waka are for the use of financial members only.

- W6 Canoes all members- Full and Associate members
- V1, W1 and W2 Canoes - Full Members only

Note - any key holder enabling non members or associate members access to W1 / V1 / W2 canoes will forfeit their key access privileges.

1.2 W1, V1 and W2 canoes are not available for hire and members must represent TMOCC when racing with these waka.

1.3 W6 canoes are available for hire at the discretion of the committee.

1.4 All members will observe the Operating Procedures, set out in **Annexure A.**

1.5 All members will observe those rules set out under the Maritime Transport Act 1994 and the Bay of Plenty Regional Council Navigation Safety ByLaw-2017 and further amendments to the Bylaws as they become operative.

1.6 If any member fails to apply the Club Operating Procedures the TMOCC Committee reserves the right to review and revoke the members use of the club key. Reinstatement of this use can only be reinstated at a TMOCC Committee meeting.

1.7 The member must notify the Committee, by immediately completing the online “Fault / Maintenance Reporting” form of any damage observed or caused by the member. Photographs / footage provided will assist in identifying the extent of repairs required.

1.8 Club canoes are not to be used for shoreline surfing. The member accepts the full cost of canoe replacement if any damage is incurred from shoreline surfing.

2. Membership and Entitlements

2.1 The following table details the membership structure and entitlements.

2.2 A key shall be issued to approved members on request via email. The member is not permitted to copy the key for any reason, nor loan the key to any other person.

2.3 Nominated, authorised paddlers and approved steerers will be issued keys.

2.4 The members shall pay an annual fee for the use of the key. Any costs relating to replacement of a key will be at the members expense (including lost keys).

MEMBERSHIP ENTITLEMENTS

MEMBERSHIP	Day Visitors*	Group Hire	Beginners**	Sec School	Associate	Junior 6-13yrs	Junior 14-19yrs	Open 20yrs+
Duration	1 day	1 day	6 sessions	2 months	12 months	12 months	12 months	12 months
ENTITLEMENTS	**Day Visitors**	**Hire**	**Beginners**	**School**	**Associate**	**Junior 6-13yrs**	**Junior 14-19yrs**	**Open 20yrs+**
Lifejackets	Y	Y	Y	Y	Y	Y	Y	Y
Paddles	Y	Y	Y	Y		Y	Y	Y
W6 Training Canoes (1x 1990, 3x Mahi)	Y	Y	Y	Y	Y	Y	Y	Y
W6 Racing Canoes (1x Mahi)					Y	Y	Y	Y
W2 Training Canoes (2x Moana Nui)	Y				Y	Y	Y	Y
W2 Racing Canoes (2x Tempest)	Y					Y	Y	Y
W1 Canoes (3x)						Y	Y	Y
V1 Canoes (x5) ***				Y		Y	Y	Y
Waka Ama NZ Affiliation						Y	Y	Y
TPOTI Regional Affiliation						Y	Y	Y
Club Voting Rights						Y	Y	Y
Free Entry to Club Regattas						Y	Y	Y
Subsidised Canoe Transport to Regattas						Y	Y	Y
Subsidised Canoe Hire at Regattas						Y	Y	Y
Subsidised Waka Ama NZ Training Courses						Y	Y	Y
Shed Keys (Application Required)								Y
EXPECTATIONS	**Day Visitors**	**Group Hire**	**Beginners**	**School**	**Associate**	**Junior U15**	**Junior U19**	**Open 20yrs+**
Shed Maintenance Duties, twice a year						Y	Y	Y
Help out at Club Fundraisers						Y	Y	Y
Notes								

* Visitors are guests/family/friends/members from other clubs that typically come for a couple of paddles once a year, eg Family visits for Christmas, International visitor comes to Tauranga

** Beginners can upgrade to full membership at the end of the SIX session Beginner Course

*** - The Tai Manawa V1/W1 canoes are available for experienced authorised members only- beginners must develop on the Asoy V1s first

Waka Race Hire Mahi Mahi $15 per seat or $90 per canoe, 1990 = $10 per seat or $60 per canoe includes spray skirts, tow rope and bailers.

3. Transportation of Canoes

3.1 W1, V1 and W2s canoes must be transported by a financial club member with the appropriate roof rack or trailer transport. W1 and W2 canoes must be transported, when on open road, in supplied travel bags.

3.2 W6 canoes must be transported by a person experienced in towing long trailers with a vehicle certified for the towing weight. All vehicles transporting canoes must have a current Warrant of Fitness, Registration and Vehicle Insurance.

If a member borrows club canoes they must be transported in the appropriate cradles (W1 / W2) and trailer (W6). It is your responsibility to comply with club rules and operational

procedures and the NZ Road Rules. If the equipment is taken overnight it is the members responsibility to ensure it is stored in a secure and safe location, to minimise the risk of theft.

Failure to comply with these rules will require the member to cover the cost of replacement of the club equipment.

4. V1, W1 and W2 Rules

4.1 The full financial (not associate) member must be an "approved/authorised" W1 / V1 paddler before unaccompanied use of the canoe.

4.2 The member, if unapproved, must be accompanied by an "approved" member in close proximity. V1 Tai Manawa canoes are high performance and are for the use of experienced authorised paddlers or those training for national sprint. Beginner or developing paddlers must learn in older V1 canoes (Asoy) and then progress to the V1 Tai Manawa Canoes when proved competent in handling control of Asoy canoe.

4.3 The member, if unapproved, must have on board an approved member for Captaincy[1] of a W2 canoe.

- Unapproved members must be full financial members of the club.
- Associate members are not permitted for the use of W1/W2 and V1 canoes.

4.4 The V1, W1 and W2 are not approved for night paddling (30 min after sunset)

4.5 Members must observe set weight limits for waka (refer to Operational Procedures).

5. W6 Rules

5.1 The crew must include an approved W6 steerer who must sit in seat 6 or if a trainee steerer is steering then must sit in seat 5 to assist or take control.

5.2 2 x Waka lights must be used per W6 Canoe and <u>all paddlers</u> must wear headlamps for all night use.

6. Race Rules

6.1 Race rules for each particular event apply.

6.2 Members must represent the club in the use of TMOCC V1, W1 and W2 canoes at races.

7. Smoke, Alcohol and Drug Policy

7.1 We have a smoke free and vape free policy for the benefit of all members. There is no smoking or vaping allowed within the compound area or while using any of the club equipment.

7.2 Alcohol or drugs are not permitted to be consumed within the club grounds, building, or prior to using any club equipment. Alcohol/Drugs and paddling don't mix.

[1] Captaincy refers to Maritime Law

8. Health and Safety

8.1 All paddlers and visitors entering the shed and paddling in club waka must sign in and sign out on the supplied sign in register.

8.2 All W6 paddlers must wear operational headlamps when night paddling (30 min after sunset), throughout the year.

8.3 Personal floatation devices must be worn by all paddlers, when night paddling (30 min after sunset), throughout the year.

8.4 Club members shall abide by health and safety measures advised by the club in the event of an emergency or pandemic.

8.5 Security Cameras are operational inside the club building and will be accessed only in the event of an incident, theft or other notified occurrence. Club members are advised to change inside the changing room when inside the building. Please refer to the Clubs Code of Conduct for further information.

Club Rules adopted at:

13/03/2016 *Annual General Meeting*

26/06/2016 *Amended from Committee Meeting To remove requirement for signing of In and Out Book*

31/08/2020 *Amended and adopted to include:*

- *Canoe transport bag use*
- *Safe & secure storage off site*
- *Canoe cleaning procedures*
- *Health and Safety Procedures*
- *Sign in and Sign out Sheet*
- *Wearing of Lifejackets in dark*

14/06/2021 *Amended to include Annexure B - Trailer Towing Operational Procedures*

20/06/2024 *Amended to include Key Fee, Night Paddling Rules*

12/08/2024 *Amended and adopted to include:*

- *Language simplified*
- *Canoe Bookings*
- *Inclusion of vaping in non-smoking rule*
- *Use of VHF Radios & Flares*
- *Coastguard Trip Reports*

12/08/2024 *Amended to include rules around use of V1, W1 and W2 canoes.*

09/06/2026 *Amended to include rules around use of V1 Tai Manawa Canoes.*

Annexure A

Operating Procedures for Canoe Use

1 Booking and Notification Procedures

1.1 Bookings are made by authorised paddlers only via the supplied bookings link.

1.2 All pre-bookings for waka will be observed.

1.3 Race bookings take priority over training bookings. Waka must be booked for racing for the entire duration of the event.

1.4 The paddlers are responsible for all equipment from pick up to return to shed following a racing event, remember to clean equipment and lash up the waka upon return to the shed.

1.5 All canoes must be booked via the TMOCC online portal by authorised paddlers only. Authorised paddlers must cancel bookings when not required, including on the day cancellations.

1.6 Block bookings of more canoes than the paddling group size shall be avoided unless these are nominated club or squad bookings.

1.7 Check bookings first if you are going to take it out on 'spur of moment' and book via the online booking system prior to going out.

1.8 If a canoe is booked and not used after 30 minutes of booked start time then it is deemed cancelled. Should non-use of a booking occur regularly this booking may be cancelled by the Bookings Officer.

1.9 If any member takes a canoe out without a booking or fails to notify of occurrence of damage, the TMOCC Committee reserves the right to revoke the member's privilege and use of the shed key and this can only be reinstated following a committee meeting.

1.10 Record and notify TMOCC Officers immediately of any damage incurred by email and/or phone so repairs can be undertaken. Failure of reporting may result in loss of access to canoe use, at the discretion of the club committee.

1.11 All paddlers and visitors entering the shed and paddling in club waka must sign in and sign out on the supplied sign in register.

2. Canoe Use

2.1 All canoes must be stopped at least 3 metres from the water's edge on return at the ramps. Paddlers can then get out on the jetty or in the water and push the canoes ashore, making sure that they do not come into contact with the concrete.

2.2 If in a W6 Canoe the No1 paddler should assist the steerer and loudly call out when nearing 3 metres.

2.3 Canoes must not be 'run ashore' on the beaches on the bow, but stopped before the shallows, turned to stern and pushed and then carried ashore stern first.

2.4 All ruddered canoes must either be entered into the water at a depth of at least 750mm / 2'6" at the rudder before sitting on/ in, this is about top of thighs for an average height person or entered into the water backwards (rudder first) at the ramps or from shallow waters i.e. the beach.

2.5 Ruddered canoes are not for shallow waters so keep to the designated channels.

2.6 Canoes cannot be taken under jetties, wharves, walkways and **not within Port of Tauranga zones** (**keep 50 metres outside of crane zones)**. If within this area you are personally liable for fines and costs of any damage resulting. Avoid fixtures – give them a safe berth.

2.7 Club canoes are not to be used for beach or shoreline surfing.

2.8 Right of Way

- Give way to wind-powered craft, sailboats, windsurfers, etc.
- Stay to your right when approaching another vessel head on. (let them pass on your ama side)
- Give way to vessels crossing your path from the right hand side.
- Give way to ships over 50m in length in the harbour (Matakana ferry and bigger).
- Do not underestimate the speed that ships travel at in the harbour.
- Stay well clear of ships while they are loading, logs and containers have fallen during loading.

2.9 Tide and Weather conditions must be checked prior to launching and planning your paddle. The latest weather report is on the door of the Coastguard station at the Sulphur Point marina.

- http://www.metservice.co.nz/forecasts/print_friendly/coastal_plenty.asp
- http://www.port-tauranga.co.nz/Environment/Harbour-Conditions/
- http://www.metservice.com/marine/tides/tauranga
- http://www.metservice.com/marine/recreational-marine/bay-of-plenty

2.10 Members are responsible for keeping updated and informed on best practice for 'Care of Use' of waka, including getting canoes in and out of shed, onto trolleys, preparation before use, and stowing when returned.

2.11 Canoes with transport bags available (W1 Pegasus and W2 Tempest) must be transported on road using the supplied canoe bags.

2.12 The person transporting the canoe must have vehicle insurance and secure the canoe appropriately at a minimum of two points, preferably four points (mid x 2, nose and tail).

2.13 All canoe transport must comply with the NZ Road Rules, including vehicle overhang for V1, W1 and W2 canoes.

3. W1 / V1 Rules

3.1 The following equipment **must** be carried on board, whether paddling alone, or in groups. The absence of a bailer or lifejackets will result in the automatic loss of the compound key and loss of use of the W1/V1 until further notice. TMOCC provides dry bags to carry/stow radios/flares/first aid kits etc.

- Bailer (tied to the waka)- V1 Canoes
- Lifejacket (worn on person if paddling alone)
- Club Supplied VHF Radio (worn on person if paddling alone)
- Spare Paddle
- Smoke flare (if you are going offshore).
- Additional Communication (Cellphone) (worn on person if paddling alone)
- Sprayskirt (if you are going offshore or in rough harbour conditions)
- Leash

3.2 You must be an authorised paddler for the W1 / V1 paddler before taking the canoe out by yourself. Use of Tai Manawa V1 requires and demonstrating ruddlerless competency on the older V1 canoes (Asoy) must be displayed before progressing to the Tai Manawa V1 Canoes.

3.4 People paddling alone must lodge a Trip Report (TR) with Coastguard and let a friend/family member know where you are going and time due back.

3.5 Paddlers must observe weight limits of canoes as per manufacturer's specifications.

3.6 All V1, W1 and W2 canoes must be derigged, washed, emptied of water and treated with salt deterrent on fixings and fastenings <u>every time</u> they are used. Canoes will be stored derigged on the rack.

4. W2 Rules

4.1 **Weight limit of 180kg** on the **purple sit in Moana Nui W2 waka** and limited to harbour use and flat conditions.

4.2 The following equipment must be carried on board. The absence of a bailer or lifejackets will result in the automatic loss of the compound key and loss of use of the W2 until further notice

- 2x Bailers (tied to the waka)
- 2x Lifejackets
- Spare Paddle
- Smoke flare (if you are going offshore).
- Communication - TMOCC VHF Radio (supplied) and Cellphone
- Leash - for W2 Tempest Canoes.

4.3 In the case of W2s at least one of the group needs to be a club certified paddler actively supervising the group at all times. A trainee (full member only) can paddle under supervision, but at no time will there be two inexperienced / uncertified paddlers on the W2.

5. W6 Rules

5.1 The following equipment must be carried on board. The absence of a bailer or lifejackets will result in the revoking of the club key and loss of use until further notice

- 2x Bailers (tied to the waka)
- 6x Lifejackets
- 1x Spare steering paddle
- 1x Spare paddle
- Tow rope
- Club supplied Night flare or Smoke flare in supplied dry bags
- Communication TMOCC VHF Radio (supplied) and Cellphone in supplied dry bags
- When Night Paddling: Canoe Lights x 2 and all paddlers wearing headlamps facing forwards or sideways and steerers headlamp facing backwards.
- Spray skirts must be used ~~at all times~~ when ocean going when swell or chop conditions require, i.e. out the entrance ~~regardless of conditions~~ and in the harbour in rough conditions.

6. Cleaning up

6.1 All waka must be soap washed with brushes and/or sponges after every paddle to reduce deterioration of the hull, lashings, paddles, kiato etc. Jackets and paddles also need to be washed down, especially the zips on the jackets.

6.2 All V1, W1 and W2-canoes must be de-rigged and kiato and housings washed out and sprayed with Salt Away or similar salt corrosion preventer after each use and Lithium Spray in kiato housings on ama and hull. The canoes are then stored (derigged) on the storage racks.

6.3 Bungs must be opened after washing down is completed and waka is stowed to ensure waka are able to breathe and to avoid cracking of the hulls in hot weather. Then tightened/closed before every paddle to ensure the hull and ama remain watertight.

6.4 All damage must be recorded and reported via the online Fault/Maintenance Form, so that repairs can be quickly arranged.

7. Health and Safety

7.1 All paddlers must sign in on Register form at the shed. This is compulsory even if it is a regular booking slot. This includes all V1/W1/ W2 and W6 paddlers, and all visitors.

7.2 Visiting paddlers must complete the visitor form online prior to, and for each paddle. Visiting paddlers have three free paddles then will be required to join by completing the membership form prior to further paddling.

7.3 No paddling or using equipment if you are sick, it is important to avoid spreading illnesses to other members.

7.4 All visitors and paddlers must observe personal hygiene practices including washing hands/hand sanitizer before touching equipment and paddling. Wash hands/sanitise after touching equipment others have touched.

7.5 As stated in 6.1 and 6.2 above, clean all equipment after use. Brush and soap wash waka, life jackets, paddles, lashings, lights and bailers.

Annexure B

Operating Procedures for Trailer Use

1. Loading and Unloading of Waka

1.1 Loading

- The kit must travel with a canoe tower. The canoe trailer kit is stored in the cupboards, and includes a tail light adapter, tow ball lock key, wheel lock keys, extra ratchets, and jack and wheel nut remover.
- Canoes prepared for loading to include:
    - Ratcheting in kiato on top of seats
    - Leave bungs and hatches in waka -Unless stored on top rack upside down
    - Place sprayskirts etc in bag and in each waka, under seats
- Load base waka first in the following approach
    - Remove top level frames - note they are numbered to match each area
    - If transporting 1 waka - place in centre
    - Once loaded lift back of canoes to release extender bar and pin into place
    - Ratchet each waka individually at the following points:
        - In front of seat one, behind the skirt prow - NOT on nose of waka
        - At both Taumanu (Refer Figure 1)
        - At seat six on the strong point behind the seat.
        - When ratcheting, do not position the ratchet against the hulls
        - Ratchet a loop on each tail (half way along tail) to extender bar, to lift bar up, do not ratchet heavily as the tail is not designed to take extreme tension. (Refer Figure 2)
- Ensure chain and lights are fixed and working
- Observe any damage to the trailer before leaving, and on return. Document and photograph any damage immediately and advise the executive committee via email and phone to ensure insurance and/or repairs can be undertaken.

2. Transporting

2.1 **Tower** - the operator or tower must be **experienced** in towing a long wide load. Operating around corners requires significant experience and skill.

2.2 The **tower's** vehicle must be legally allowed to tow a 1500kg braked trailer load with a downforce towball load of 150kgs

- Canoe trailer weight = 450kgs
- W6 canoe (hull, ama, kiato, skirts) weight per canoe = approx 150kgs, equating to (3 x canoes = 450kgs plus trailer at 450kgs = 900kgs)
- W2 canoe weight = 17kgs
- W1 / V1 canoe weight = between 10 - 20kgs

2.4 The tower must be fully insured with personal vehicle insurance, 3rd Party insurance is NOT adequate nor permissible. The trailer insurance requires the towing vehicle to be insured under personal insurance of the owner / tower.

2.5 The tower's vehicle must hold a current warrant of fitness and registration.

2.6 The tower must hold a **full Class 1 Drivers license**. Learners and Restricted Drivers license holders are not permitted to tow the trailer.

2.7 The tower is responsible for the load and must ensure they check all fixings and fastenings including tie downs / ratchets before transport. Whilst others may load the canoe it is the drivers responsibility to ensure the load is secure.

2.8 The tower must travel with a companion to assist and monitor backing from outside the vehicle and provide assistance where required. A dayglo jacket is included in the canoe trailer kit for use when assisting with backing of the trailer on or across roads.

3. Whilst Away

3.1 The trailer tow ball will remain locked to a vehicle.

3.2 If trailer detachment is required (from the vehicle) when parked, the tow ball lock and wheel lock must be applied.

3.3 The trailer shall be left in a secure location off a legal road.

4.0 Financial

4.1 The trailer towing vehicle will be reimbursed full transportation cost of fuel. The tower should fill up before departing and refuel at the end of the trip. Mileage rates and receipts of the refueling are then to be emailed to treasurer@tmocc.co.nz with bank account details for reimbursement.

Figure 1

Ratchet position at Taumanu - Ratchet over top of hull opening, avoid ratchet against hull surface.

Figure 2

Ratchet position at the tail, to hold up the extender bar.