



## **RULES OF TAURANGA MOANA OUTRIGGER CANOE CLUB INC**

### **1. General Rules**

- 1.1 All waka are for the use of financial members only.
- 1.2 W1 and W2 canoes are not available for hire.
- 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 2010 and further amendments to the Bylaw's as they become operative.
- 1.6 If any member fails to apply the club Operating Procedures the TMOCC Committee reserve the right to review and revoke the members use of the club key. Reinstatement of this use can only be reinstated following a committee meeting.
- 1.7 The member must immediately notify the Committee, firstly by text or a phone call and then in writing (by email) of any damage observed or caused by the member. If photographs / footage is provided this 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 Entitlements**

- 2.1 The following table details the membership structure and entitlements.
- 2.2 Key shall be issued to approved members on request. The member shall not be permitted to copy the key for any reason or loan the key to any other person.
- 2.3 Nominated paddlers, and approved steerers will have keys.
- 2.4 The members shall pay a bond for the use of the key. Any replacement of the key will be at the members expense.

**MEMBERSHIP ENTITLEMENTS**

<b>MEMBERSHIP</b>	<b>Day Visitors*</b>	<b>Group Hire</b>	<b>Newbies</b>	<b>Sec School</b>	<b>Associate</b>	<b>Junior 6-13yrs</b>	<b>Junior 14-19yrs</b>	<b>Open 20yrs+</b>
Duration	1 day	1 day	6 weeks	2 months	12 months	12 months	12 months	12 months
<b>ENTITLEMENTS</b>	<b>Day Visitors</b>	<b>Hire</b>	<b>Newbies</b>	<b>School</b>	<b>Associate</b>	<b>Junior 6-13yrs</b>	<b>Junior 14-19yrs</b>	<b>Open 20yrs+</b>
Lifejackets	Y	Y	Y	Y	Y	Y	Y	Y
Paddles	Y	Y	Y	Y		Y	Y	Y
W6 Training Canoes (2x 1990, 2x Mahi)	Y	Y	Y	Y	Y	Y	Y	Y
W6 Racing Canoes (1x new 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 (2x)				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
<b>EXPECTATIONS</b>	<b>Day Visitors</b>	<b>Group Hire</b>	<b>Newbies</b>	<b>School</b>	<b>Associate</b>	<b>Junior U15</b>	<b>Junior U19</b>	<b>Open 20yrs+</b>
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 Xmas, International visitor comes to Tauranga								
*Newbies can upgrade to full membership at the end of the 6 weeks								
Waka Hire Mahi Mahi \$15 per seat or \$90 per canoe, 1990 = \$10 per seat of \$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 an experienced person in towing long trailers with a vehicle certified for the towing weight. All vehicles transporting canoes must have current warrants 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 member must be an “approved” W1 paddler before unaccompanied use of the canoe.
- 4.2 The member, if unapproved must be accompanied by an “approved” member in close proximity.
- 4.3 The member if unapproved, must have on board an approved member for captancy<sup>1</sup> of a W2 canoe.
- 4.4 The V1, W1 and W2 are not approved for night paddling (30min 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 Night use of W6 approved only with lights and on training nights only

### **6. Race Rules**

- 6.1 Race rules for each particular event apply.

### **7. Smoke, Alcohol and Drug Policy**

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

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<sup>1</sup> Captancy refers to Maritime Law

7.2 Alcohol/Drugs and paddling don't mix. No alcohol or drugs are to be consumed within the compound, or prior to using any club equipment.

## **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 Personal floatation devices must be worn, on the person, when night paddling (30min after sunset), throughout the year.

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

### **Club Rules adopted at:**

13 /03 /2016 Annual General Meeting

26 / 6 /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

# Annexure A

## Operating Procedures for Canoe Use

### 1 Booking and Notification Procedures

- 1.1 All pre-bookings for waka will be observed.
- 1.2 Waka must be booked for racing for the entire duration of the event.
- 1.3 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.
- 1.4 All canoes must be booked on the calendar. Nominated TMOCC Officers will take bookings by either phone or email to the club. Early notification is required for long-term bookings, a minimum of 3 days prior to the booking.
- 1.5 Check bookings first if you are going to take it out on 'spur of moment' – then text to confirm use and confirmation of your safe return.
- 1.6 If a canoe is booked and not used after 30 minutes of booked time then it is deemed available and can be booked with a text message to the Bookings Number supplied at the shed.
- 1.7 If any member takes a canoe out without a booking or fails to notify of damage caused by the member the TMOCC Committee reserve the right to revoke the member's privilege and use of the shed key and this can only be reinstated following a committee meeting.
- 1.8 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.
- 1.9 All waka must be available for all Club team training times Monday to Friday inclusive 5.15pm - 7.30pm. W1 and W2 waka will not be available for an individual's private training's at these times. Individual members wanting to train must do so outside of Club team training times.
- 1.10 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, but stopped before the shallows, pushed and then carried ashore.
- 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 Trolleys used for transporting canoes to the ramps must be locked up at the ramps.
- 2.6 Ruddered canoes are not for shallow waters so keep to the designated channels.
- 2.7 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.
- 2.8 Club canoes are not to be used for beach or shoreline surfing.
- 2.9 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 Pt marina.  
[http://www.metservice.co.nz/forecasts/print\\_friendly/coastal\\_plenty.asp](http://www.metservice.co.nz/forecasts/print_friendly/coastal_plenty.asp)  
<http://www.port-tauranga.co.nz/Environment/Harbour-Conditions/>

- 2.10 The club operates a care of use workshop, for getting canoes in and out of the shed, onto trolleys, preparation before use and on return. All persons using canoes must attend this workshop before using canoes. They will then be signed off having attended. Refresher courses are held and members must attend to be able to continue using canoes. Maximum period between refresher course is 2 years.
- 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. The absence of a bailer or lifejackets will result in the automatic loss of the compound key and loss of use of the W1 until further notice.
- Bailer (tied to the waka)
  - Lifejacket
  - Spare Paddle
  - Smoke flare (if you are going offshore).
  - Communication (VHF Radio or Cellphone)
  - Sprayskirt (if you are going offshore or in rough harbour conditions)
  - Leash
- 3.2 You must be an approved W1 / V1 paddler before taking the canoe out by yourself.
- 3.3 If paddling alone you must take either a cell phone or VHF radio with you.
- 3.4 If you are going out by yourself let a friend/family member know where you are going and what time you are due back.
- 3.5 Paddlers must observe weight limits of canoes as per manufacturer's specifications or noted on the waka including:
- W1 Maui Canoe – Pita – 85kgs

#### **4. W2 Rules**

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

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 Bailer (tied to the waka)
- 2x Lifejackets
- Spare Paddle
- Smoke flare (if you are going offshore).
- Communication (VHF Radio or Cellphone)
- Leash - for W2 Tempest Canoes.
- Spray skirts must be used at all times (applies to sit in 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 can paddle also, but at no time will there be two inexperienced 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 Bailer (tied to the waka)
- 6x Lifejackets
- 1x Spare steering paddle
- 1x Spare paddle
- Tow rope
- Smoke flare (if you are going offshore).
- Communication (VHF Radio or Cellphone in waterproof bag)
- Canoe Lights x 2 (for night paddling) including multiple headlamps at front and back of canoe.
- Spray skirts must be used at all times when ocean going, ie out the entrance regardless of conditions and / or in the harbour depending on conditions.



## **6. Cleaning up**

- 6.1 All waka must be soap washed down with brushes and/or sponges after every paddle to reduce deterioration of the hull, lashings, paddles, kiatos etc. Jackets and paddles also need to be washed down, especially the zips on the jackets.
- 6.2 During washing, W1 and W2 quick rigs (Pegasus and Tempest) canoes must be de-rigged and kiato and housings washed out and sprayed with Salt Away or similar salt corrosion preventer. The canoes are then to be re-rigged for storage.
- 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
- 6.4 All damage must be recorded and reported to the committee, so that repairs can be quickly arranged.

## **7. Health and Safety**

- 7.1 Sign in on register form at the shed - compulsory - even if you've got a regular booking slot, we need to know when you were in and out of the shed. This includes all W1/ W2 and W6 paddlers, and all visitors.
- 7.2 No paddling or using equipment if you are sick, it is important to avoid spreading other winter illnesses to members including pandemic related illnesses.
- 7.3 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.
- 7.4 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

- Take the canoe trailer kit from cupboards, including a tail light adapter, tow ball lock key, and wheel lock keys. The kit must travel with a canoe tower and includes extra ratchets, jack and wheel nut remover.
- Canoes prepared for loading to include:
  - Ratcheting in kiato on top of seats
  - Leave bungs and hatches in waka
  - 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
  - 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.
    - Do not tighten 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 work
- 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 will require 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 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 required to leave unattached to a vehicle the tow ball lock and a wheel lock must be attached. 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 is encouraged to fill up before departing and refuel at the end of the trip. Receipts of the refueling are then to be emailed to [treasurer@tmocc.co.nz](mailto: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 tail, to hold up extender bar.