



Club Rules

We have a few rules that all members are expected to comply with.

1. General Conduct

All members are expected to conduct themselves in a respectful manner in and around the Clubhouse and on the river. Please be considerate to other waterway users and use appropriate language.

2. Access/Security

We aim to provide a secure environment for members and their equipment. This requires consideration and care by all members accessing the Club. Security is a collective responsibility.

2.1. Close the Door & Windows

For the security of personal and club gear, the club house must be locked at all times outside of organised training times when Club Coaches are present. Take your key fob¹ with you when you go paddling, cycling or running. Please close the door when you leave the club, even if there are others around.

2.2. Security Cameras

Security cameras operate in the club. Footage collected from the security cameras is only used in the event of a reported incident. Please notify the Club Committee promptly if you believe a review of security footage is required. Be sure to note the date and time of the incident.

3. Visitors

Visitors are welcome to use the clubhouse and kayaking gear under a member's supervision. All visitors using club equipment are required to sign in using the Visitors Book. This hospitality is restricted to three visits (excluding race days). This restriction is in consideration of other club members who pay for use of the facilities and club gear. Once they've visited three times they'll need to join the club if they wish to come back again. Out town membership is available for anyone who is not local.

¹ To obtain a key fob, please deposit \$25 to our bank account: BNZ 02 0828 0188613 00 with Key and your name as a reference. Please email us at: admin@arawa.co.nz to request the key be sent. The key will be posted once the funds have cleared our account. Your \$25 will be refunded on return of the key.



4. Gym Use

The use of the gym is restricted to financial members only. No guests, no visitors. This facility is for the benefit of our members only. There are notices in the gym in relation to the use of this area– please take note of these and comply.

4.1. Junior Members to be Supervised

All junior members require direct supervision of an adult or Club Coach when using the gym, unless authorised by a Club Coach or Committee member.

5. Safe Paddling

In order to stay safe on the river, users need to abide by river rules. Other rivers users can be deceptively fast, so move clear well in advance of them.

As a kayaker you should:

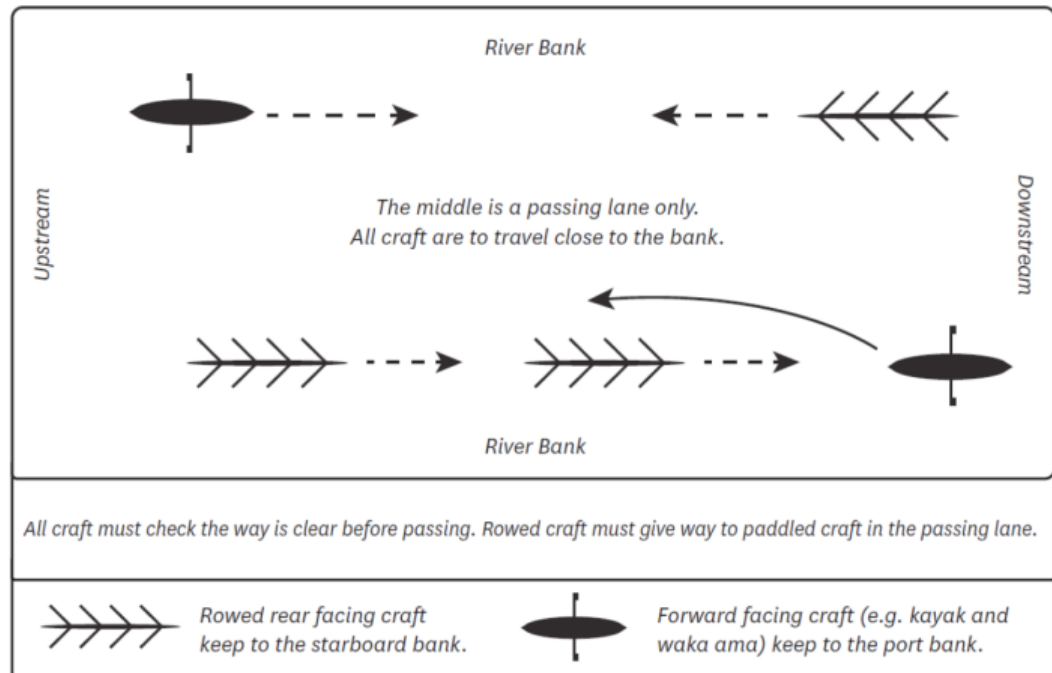
- Keep the bank close to your left shoulder.
- Move to the right, into the middle of the river when necessary to avoid oncoming rowers.
- Once the rowers have gone past, move back to the left bank.
- Never assume that the rowers have seen you and will avoid you. If you think a collision is about to occur – yell out “Stop”
- Be courteous and treat all other river users with respect.

It may take some time for everyone to get used to the new rules. Please take extra care and be ready to move out of the way. Be polite when sharing your knowledge of the new rules.

5.1. Local Council River Rules

River rules are defined by local council bylaw² and must be complied with by all members.

² <https://www.arawa.org.nz/content/Avon%20River%20Temp%20Regulation%20FINAL.pdf>



5.2. Maritime Rules

All members must comply with applicable Maritime NZ Regulations³. This requires, but is not limited to:

- All members are required to wear a PFD when training for or competing in events not sanctioned by CRNZ
- All members 14 years of age and under must wear a PFD at all times when training or competing.
- All members are required to display lights, attached to their head or kayak, when paddling at night⁴

5.3. Club Rules

Unless specifically authorised by a Club Coach or Committee Member, all Junior members (18 years of age or under) must be supervised by a coach or parent at all times.

6. Incident Reporting

All members have a collective responsibility for the health, safety and wellbeing of other members while involved on club activities.

³ <https://www.maritimenz.govt.nz/rules/part-91/Part91-maritime-rule.pdf>

⁴ <https://www.maritimenz.govt.nz/rules/part-22/Part22-maritime-rule.pdf>



6.1. Health and Safety

All incidents or concerns relating to the health and safety of members are to be reported to the Club Committee.

6.2. Maintenance

All issues relating to the maintenance and upkeep of club equipment are to be reported to the Club Committee.

6.3. Incident Reporting

Incident report forms can be found on the club noticeboard. Please complete the form and forward to a Committee Member for action.

Incidents can also be registered via online forms:

- Google Docs - <http://goo.gl/forms/TkAgHIKoY4LtV4T32>
- Club Website - <http://www.arawa.org.nz/support.html#ticket>

All incidents are reviewed monthly by the Club Committee. If the incident that you are reporting requires urgent attention, please notify the Club President via email to president@arawa.org.nz.

7. Financial Obligations

7.1. Payment of Subs, Storage

Subs and storage fees will be invoiced annually on the anniversary of membership. Payment is required within 30 days of invoice date. Failure to pay subscription and storage fees by the due date will result in termination of membership and/or forfeiture of storage.

7.2. Racing Fees

Team kayak events, such as National Championships, will also be invoiced along with any contribution you are required to make. These fees must be paid to the Club prior to the event, as notified by the Team Manager or Club Committee.

8. Use of Club Equipment/Premises

8.1. Identification

All Club craft and equipment are clearly labelled and this is the only gear available for all members to use.

8.2. Use of Kayaks

- 8.2.1. Kayaks are not allocated to specific members, and usage is on a “first in, first served” basis – however, priority will be given to financial members, over



visitors. Please be sure to record the use of club gear in the log located by the door to the stairs/changing rooms.

- 8.2.2. A booking system applies to double kayaks⁵. A booking must be made prior to removing the affected kayaks from the storage shed.
- 8.2.3. Club kayaks are to be used for the purpose for which they were designed. One person per cockpit. No passengers in hatches.
- 8.2.4. Juniors 14 years of age and under are not permitted to carry team boats due to risk of damage.
- 8.2.5. Some Club kayaks require an additional level of care required to keep them in top condition. Members must have permission of Club Coaches or Committee Members prior to use of these kayaks. These craft will be identified with labels:

USE OF THIS BOAT WITH COMMITTEE OR CLUB COACH APPROVAL ONLY

8.3. Storage

Please ensure all club gear is returned to the correct storage areas within the Club. This allows us to monitor usage.

8.4. Private Equipment

No private gear or property is to be used or moved without the express permission of the owner (Committee Members may move gear to correct or new storage locations)

8.5. Notices

There are notices posted around the club relating to the use of equipment. Please take note of these and comply.

9. Club/Gear Maintenance

Consideration for your fellow club members is expected. The club is run by volunteers. We aim to keep our subscriptions and charges to a minimum for the benefit of all. This requires cooperation and personal responsibility when it comes to the general upkeep of the club's facilities.

- Respect our gear/equipment – empty kayaks of water/stones outside the club, take care when using any club equipment, return all kayak and gym gear to its correct spot.
- Clean up after yourselves. There are multiple bins provided for rubbish. There are brooms around the club – so feel free to have a sweep from time to time.

⁵ <https://arawa.setmore.com/>

Arawa Canoe Club Inc.

Christchurch
New Zealand



- Do not leave your gear lying around the club, or you may find that it ends up in the bin. Buckets, bungees, paddles, water bottles, towels, booties, spray decks etc must be left in a tidy manner with your kayak.
- Please do not leave kayak socks or boat bags in the club.
- There is a container by the main door for any lost property.
- Report damage as soon as it is identified.

The following page(s) contain change history and are for administrative purposes only. They are not included on published notices.



Change History

| Version | Amendment | Published | Distribution |
|-----------------|---|------------------|---------------------|
| 20190616 | Document generated from information previously presented in the New Member Welcome Pack. Draft to committee only. | 15.06.2019 | Committee |
| 20190618 | Rephrase clause 7.1 Itemise clause 8.2 Insert clause 8.2.3 Insert clause 8.2.4 | Draft | |