

Ho'okahi Pu'uwai

Outrigger Canoe Club

Member Handbook

2013

HPOCC Mission

To share the spirit of Aloha; to unite and enjoy social activities together; to give selflessly to enrich our Ohana; to dedicate ourselves to teamwork and self-improvement; to promote the culture and provide education with respect to outrigger canoeing, and related Hawaiian and Pacific Islander sports....with “One Heart, One Goal.”

Established: 1998
Main Site: Foster City
Additional Site: Coyote Point, San Mateo
Mailing Address: P.O. Box 4308, Foster City, CA 94404
Website: www.hpocc.org
Email Address: hpocc@yahoo.com (individual questions or Executive Committee contact)
Email Address: hpocc@yahoogroups.com (entire membership distribution)
Club Colors: Black, Tan & White

Welcome to HPOCC 2013

MEMBER CHECKLIST

Member Name: _____

Have you?

ADMINISTRATION

- _____ Signed HPOCC waiver (before participating in any activity). See Race Clerk or Exec Committee member.
- _____ Signed NCOCA waiver (before participating in any activity). See Race Clerk or Exec Committee member.
- _____ Paid membership dues (within 60 days of signing waivers or one week prior to first race, whichever comes first). Please make checks payable to HPOCC and give to Treasurer or mail to: PO Box 4308, Foster City, CA 94404
- _____ Read Member Handbook. Agreed to follow membership requirements and guidelines.
- _____ If a new member or member changing divisions from the previous year, submitted age verification [if 19 & under or 40 and over, copy of birth certificate or driver's license] (at least 1 week prior to your first race). See Race Clerk.
- _____ Added email address to club email distribution list. See Secretary or Treasurer.

WATER SAFETY:

Safety requirements must be followed for the safety of others as well as yourself.

- _____ If a new member, satisfied huli training and practice requirement (within 120 days of signing waivers or prior to long-distance open water practice or race, whichever comes first).
- _____ Agreed to PFD (personal flotation device) guidelines:
> 12 & unders are required to wear a PFD while on the water at all times
> For long-distance races, members without adequate swimming skills must wear a PFD

I. WEBSITE (www.hpocc.org)

- HPOCC information
- Paddling information
- Merchandise
- Practice and Race Schedules
- Directions to race sites
- Club news
- And more....

II. MEMBERSHIP

REQUIREMENTS:

1. Each year, members must sign a HPOCC and NCOCA (Northern California Outrigger Canoe Assn.) waiver prior to participating in club activities.
2. Membership dues must be paid within 60 days after signing the waivers or one week prior to member's first race, whichever comes first.
3. Members must be trained on what to do when the canoe hulis (flips over), for their own safety and the safety of others. Each new member must have been trained and experienced a huli within 120 days after signing the waivers or prior to a long-distance open water practice or race, whichever comes first. All members are required to be re-trained every three years but are encouraged to practice huli exercises annually. Huli practice is optional but encouraged for members who wear a life jacket during practice/races. The safety of each member is a priority.
4. Enjoy and have fun!

Any individual who does not satisfy the requirements above will not be considered an active member in good standing and, therefore, will not be allowed to race until all requirements are satisfied.

GUIDELINES:

1. Please kokua! Consistently help, assist and support fellow members and HPOCC's mission.
2. Respect and learn to care for the canoes, paddles, and environment.
3. Support preparation, rigging, de-rigging, loading, unloading, and clean-up activities.
4. Be an active member in good standing (satisfy all membership requirements). NOTE: Inactive and active members, past and present, are always considered part of the HPOCC Ohana.
5. Lead by example and represent the club well.
6. Since members don't get to select specific individuals to paddle with or determine their own crews, enjoy the opportunity to paddle with whomever. We're all one team!
7. Support coaches and other club leaders who volunteer their time and energy. Get involved and participate in a positive way.
8. Any suggestions, concerns, or issues should be discussed directly with the appropriate people or an Exec Committee member.
9. Use the email for entire club distribution responsibly: *hpocc@yahoo.com*:
 - Do's => i) for club or paddling-related communication
 - ii) to spread Aloha
 - iii) general items of interest to a majority of the club membersDon'ts* => i) chain letters, spam, etc.
 - ii) potentially controversial issues
 - iii) don't respond to inappropriate emails. Please inform Exec Committee member for appropriate action.

*Specific individual requests, concerns, or other inquiries should be directed to the Exec Committee at *hpocc@yahoo.com*, not the entire club distribution email address. The Club Secretary will respond with specific information or forward requests to appropriate person(s).

GENERAL CLUB MEETINGS:

1. A minimum of 3 general meetings will be scheduled:
 - Season kickoff (Target: By end of February)
 - Mid-Year (Target: By end of May)
 - End-of-Year BBQ/Canoe maintenance and winter-prep (Target: By end of October)
2. Meeting agenda will include: Treasurer's Report, Old Business, Committee Reports, New Business, and Recognition of service or donations

DUES:

1. 2013 DUES = \$125.00 (Before May 1st)
 - After May 1st, dues will increase to \$150.00
 - Kupuna (55 and over) and keikis (19 years old and younger as of the end of the current calendar year) will automatically have their membership dues waived.
2. Monies from membership dues help to cover such costs as water usage permits, canoe maintenance, towing, life jackets and other general expenses.
3. The Exec Committee annually establishes membership dues. Every effort will be made to keep dues at a low cost to members. Dues are for the fiscal year January 1st - December 31st.
4. The Exec Committee is authorized to waive membership dues or honor a payment plan for any individual who is experiencing a financial hardship. Any individual may submit such a request to anyone on the Exec Committee.

III. PRACTICE SITES

APPLIED BIOSYSTEMS by LIFE TECHNOLOGIES*: 1149 Chess Dr., Foster City 94404 (rear of building).

Playing is not allowed in the parking lot. Gather as close to the water as possible. Please keep storage area organized and presentable.

NOTE: Applied Biosystems generously allows HPOCC to use their facility free of charge. Failure to respect and meet Applied Biosystems' expectations may result in HPOCC losing this privilege.

FOSTER CITY BOAT/DOG PARK*: 1000 Bounty Dr., Foster City 94404

Do not park in areas in the rows next to the fenced dog play area or on Bounty Dr. If overflow parking is needed, use residential parking area on or across from Foster City Blvd or Shell Ave.

NOTE: We must share this parking area with the other park users/apartment residents and cooperate with the City of Foster City.

* Foster City lagoon: All steersman should steer their canoe at least 20 feet away from any docked boats to maintain good community relations and reduce liability risks.

COYOTE POINT: 1961 Coyote Point Dr., San Mateo 94401

As you enter the park, please show free Park Pass (available from an Exec Committee member) to enter without having to pay the entrance fee. Gather by the boat dock ramps.

IV. COACHING

2013 COACHING STAFF:

Head Coach: Nanene Garcia

Asst. Coaches: Mike Takushi, Johnnie Kamalani, Bell Busto, Chris Piiwaa, David Galan, Sofia Barcena, Connie Chin and Merv Montez

GUIDELINES:

1. It is the coaching staff's responsibility and authority to determine coaching methods and form crews at their discretion. The Head Coach has the responsibility and authority for any final decisions, unless otherwise prescribed by the Exec Committee. Criteria may include, but not limited to crew dynamics, practice attendance, and/or individual efforts/attitude/performance/skills.
2. Active members electing to be considered as highly competitive or for certain long distance races should inform the Head Coach. Those members, in particular, are expected to train a minimum number of miles per week on the water, exhibit proficient paddling knowledge and skills, and fit well on a team. However, specific crews or individual selections are not ensured. Highly competitive members are encouraged to compete in the OC-1 class.

V. EXECUTIVE COMMITTEE

2013 EXECUTIVE COMMITTEE:

President: KEKAAU “Keks” Montez => lkmontez@gmail.com (650) 346-7162
Vice President: TRACEY Nakakura => ktnaka@yahoo.com (415) 710-3514
Treasurer: JOHNNIE Kamalani => jkkamalani@yahoo.com, (650) 219-9379
Secretary: CATHY Morrison => cathlena.morrison@united.com (650) 740-4372
Sgt-at-Arms: TIMOTHY Lee => timlee@sonic.net (510) 708-4972
Sgt-at-Arms: STEPHEN Franke => franke_family1@yahoo.com
Head Coach: NANENE Garcia => nanene@aol.com (408) 718-5286
Director: KEITH Nakakura => hpoccdirectors@yahoo.com
Director: DONAVAN Dumlao => hpocc2011@yahoo.com
Director: MARSHALL Lim => marshall_lim@yahoo.com

The following are the elected Exec Committee positions and their primary responsibilities, either retained or delegated:

President: Supervise and control the affairs of the club; Preside at all Exec Committee and General Membership meetings; Ensure adherence to guidelines and compliance of any laws or Articles of the Incorporation, including non-profit filing status; Club representative at NCOCA functions

Vice President: Perform the presidential duties in the absence of the President; Advisor to Committees; Responsible for Member Handbook.

Treasurer: Responsible for all funds and securities, accounts receivables and payables; Maintain correct financial records, transactions, and reports; Dues collection and waiver administration; Provides updated list of active members in good standing for races.

Secretary: Retains Bylaws; Maintains updated master membership roster; Records and issues meeting minutes; Email management; Issuance of active membership directory to Exec Committee (Target: First sprint race).

Sergeant-at-Arms (up to 3): Oversees canoe maintenance, preparation and storage, and club equipment; facilitates general meetings. The three Sgt-at-Arms may decide collectively how to manage the roles and responsibilities.

Head Coach: Oversees practices and races; overall responsibility for crew selection; Appoints, directs and delegates responsibilities to assistant coaches.

Directors (3): Liaison between general membership and Exec Committee; Advisors for long-term plans, future purchases, and elections; Ensure compliance of any laws or Articles of the Incorporation.

All positions except Directors are elected for a one-year term in office (January 1st – December 31st).

Directors are elected to serve a two-year term to ensure continuity and provide experience from one Exec Committee to the next. Directors will automatically be considered to have resigned as Director if elected to another position on the Exec Committee prior to fulfilling their two-year term.

OTHER 2013 COMMITTEES:

Please kokua! Volunteers are needed and encouraged to support the different committees and the club.

The Exec Committee will consider requests and appoint chairpersons. *If you are interested in volunteering on a committee, please contact the respective chairperson or notify an Exec Committee member. Mahalo!*

- A. HPOCC Merchandise**
- B. Race Clerks** (coordinate race ID and age verification documentation, race registration)
- C. Aloha** (e.g. new member support, social events, potlucks, keiki fun day, community service, etc.)
- D. Fundraising**
- E. Website / Historian**
- F. End Of The Year Banquet**
- G. 2013 HPOCC Regatta**

VI. ELECTIONS

Eligibility to be nominated and elected for an Exec Committee position:

- Active member in good standing as of the first sprint race of the current season.
- Will be 20 years old or older as of the last day of the upcoming calendar year.

Eligibility to vote:

- Active member in good standing as of September 1st of the current season and/or paid active member in good standing from the previous year.
- 20 years old or older as of the end of the current calendar year.

1. Members will vote by ranking their top 3 selections for each position (#1 rank = 10 points, #2 rank = 5 points, #3 rank = 2 points). The elected person will be the candidate with the most points.
2. The election process will be administered by a minimum of two Directors (Target: By mid-October).
3. In case there are no nominees who accept a position, the current person in office will continue to hold the position until the Exec Committee appoints a member temporarily or until otherwise determined.

VII. MISCELLANEOUS

RACE AND TOWING FEES:

Paddlers pay their own individual race fee (for OC-6 and OC-1 races).

Club pay race fees for:

- steersperson for keiki races or who is needed for more than 2 races/day
- a subsidized portion of keikis races

Paddlers contribute a small fee for each OC-6 race they participate in to supplement the towing costs.

The Club will pay any balance to ensure the member who tows canoes receives the following:

Location	Sprint Participant Contribution per OC-6 race	Long Distance Participant Contribution	Club payment to member who tows
Redwood City	\$1	\$3	\$40
San Leandro, San Francisco	\$1	\$3	\$60
Berekely, Fremont, Livermore, Pleasanton	\$1	\$5	\$80
Santa Cruz		\$5	\$110
Monterey	\$3	\$7	\$170
Sacramento	\$3		\$200
Lake Tahoe		\$12	\$300

Club to reimburse member who tows for any parking, entry or toll fees.

Club to compensate for any shortage from participant contributions to pay member who tows.

Any excess participant contributions collected will be added to the Club's general fund.

Exec Committee will determine annually the towing reimbursement and participant fees.

NOTE: The member towing canoes may submit additional gas receipts(\$0.46/mile) for reimbursement for other towing-related expenses.

The guidelines established in this handbook are intended to highlight club structure and communication. They should be followed as much as possible. However, there may be special or unusual circumstances that conflict with the guidelines in this handbook. In such cases, the Exec Committee, as elected representatives of the general membership, has the responsibility and authority to provide direction and resolution in the best interest of the club. Any changes to these guidelines require a majority vote by the Exec Committee and the active membership informed.

Enjoy and have fun!