

# Kerikeri Cruising Club Policy Manual

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## 1. Definitions

Kerikeri Cruising Club (“the Club”)

## 2. Financial Policies

### **2.1. Financial Support of Club Members Policy**

Reviewed: March 2017

To be considered for financial support from the Club a member must:

- Be a current financial member, &
- Have been a member of the Club for a minimum of two years, &
- Apply to the General Committee in writing.

### **2.2. Procurement & Financial Delegation Policy**

#### Purpose

The purchase of goods and services is necessary for the smooth operation of the Kerikeri Cruising Club. The aim of the Procurement & Financial Delegation Policy for the supply of goods and services is to ensure that procurements are handled and authorised only by individuals or Committees delegated with that responsibility by the Club.

#### Conflict of Interest

No member of Kerikeri Cruising Club shall have an interest in the award of any procurement transaction if a conflict of interest, real or apparent, exists. A conflict of interest occurs when members or immediate family members, or an organization which employs or intends to employ any of the above has a financial or other interest in any of the competing firms. No member of Kerikeri Cruising Club, employee or designated agent of Kerikeri Cruising Club may acquire a financial interest in or benefit in any way from any activity which uses any portion of Kerikeri Cruising Club funding, nor shall they have any interest in any contract, subcontract or agreement for themselves or any family members.

#### Acceptance of Gratuities

No Kerikeri Cruising Club member, employee or designated agent of Kerikeri Cruising Club shall solicit or accept gratuities, favours or anything of monetary value from contractors, potential contractors, subcontractors or potential subcontractors.

#### Responsibilities

Those responsible for procurement must evaluate the goods or services required from suppliers offering the best deals. Also to ensure purchases made do not exceed the annual budget and to ensure purchased goods and services conform to the quantity and price specified in the order.

Any expenditure over \$20000 requires a risk assessment to be carried out by the General & or Marina Committees

#### Refurbishment

Procurement also includes refurbishment of the Marina. Other than annual maintenance, refurbishment is the substantial restoration, renovation, overhaul, repair, refit, replacement or revamp of part or parts of the marina over the water or shore facilities necessary for the continued proper functioning of the marina. Shore facilities would include the reticulation of power and clean water to the berths, sea walls, paving and car park area abutting the marina wall. A separate account is established for refurbishment and drawings from that account can only be made with the approval of the Trustees.

#### Small Purchases between \$0 and \$1000

Small purchases are required for the efficient day to day running of the Club. Items regarded as small purchases are generally itemised in the Annual Budget. Items that might be regarded as small purchases that are not itemised in the annual budget but are necessary, must be approved, on record, by the Commodore or Marina Committee prior to purchase.

For purchases of less than \$500, efforts shall be made to get the lowest and best price, but written records of such efforts are not necessary.

Purchases which cost between \$500 and \$1,000 will require enquiries to be made from three different suppliers either by digital means or over-the-telephone, requesting quotations price, etc. A record shall be kept of date of when enquiries were made, parties contacted and prices obtained.

Purchase Orders must be used for all purchases exceeding \$300.

Authorisation of payment for small purchases shall be made by the Club Manager.

#### Procurement between \$1001 and \$5000

Except for emergencies or minor repairs to the marina or Club assets, purchases between \$1001 and \$5000 cannot be progressed without a resolution from either the General Committee or Marina Committee.

Purchases of supplies, equipment and services which cost between \$1,000 and \$5,000 will require written estimates. Kerikeri Cruising Club will solicit written responses from at least three vendors. If responses are not forthcoming, a statement explaining the procurement from a single supplier will be prepared and tabled at the next appropriate Committee meeting. An exception to this requirement is permitted for emergency repairs to Club Assets and Marina, in which regard the Commodore or Chair of the Marina Committee may authorise work to be undertaken immediately from the most available supplier.

Authorisation of payment for purchases between \$1000 and \$5000 shall include signatures or digital authorisation from two of the following:-

Club Manager

General Committee signatory

Marina Committee signatory

#### Procurement between \$5001 and \$20000

Procurement in excess of \$5000 requires a recommendation from a Sub Committee to the General Committee. Except for emergencies, purchases between \$5001 and \$20000 cannot be progressed without a resolution from the General Committee. Procurement associated with planned refurbishment of the Marina also requires the approval of the Trustees before any expenditure is committed.

Purchases of supplies, equipment and services which cost between \$5001 and \$20000 will require written quotes. Kerikeri Cruising Club will solicit written responses from at least three vendors. If responses are not forthcoming, a statement explaining the procurement from a single supplier will be prepared and tabled at the next appropriate Sub Committee meeting. An exception to this requirement is permitted for emergency repairs to Club Assets and Marina, in which regard the Commodore or Chair of the Marina Committee may authorise work to be undertaken immediately from the most available supplier.

Authorisation of payment for purchases between \$5001 and \$20000 and not associated with Marina refurbishment shall include signatures or digital authorisation from two of the following:-

Club Manager

General Committee signatory

Marina Committee signatory

Authorisation of payment for purchases between \$5001 and \$20000 associated with refurbishment shall include signatures or digital authorisation from two of the Marina Trust Signatories.

#### Procurement between \$20001 and \$100000

Procurement for the Club or Marina in excess of \$20001 but less than \$100000 for assets requires a recommendation from a Sub Committee to the General Committee. Expenditure between \$20001 and \$100000 cannot be progressed without a resolution from the General Committee. Procurement associated with planned refurbishment of the Marina also requires the approval of the Trustees before any expenditure is committed.

An exception to the above requirements is permitted for emergency work to secure or prevent further damage to Club Assets or to the Marina. In this regard, the Commodore or Chair of the Marina Committee may authorise work immediately from the most available supplier.

For planned refurbishment in excess of \$20001 but less than \$100000, the Marina Committee will require a written report from the Marina Manager. This report shall identify the works that are required and contain recommendations and budgets to remedy the areas of the marina needing refurbishment.

Where the Marina Committee regards the works as “not complex or essential to the safety or protection of the Marina” it may ask the Marina Manager to call tenders from a list of prequalified contractors.

Refurbishment of part or parts of the marina structure that are essential to the safety and or protection of the marina as a whole will require a report by a suitably qualified Professional Civil Engineer. The Engineer’s report will then be considered by the Marina Committee before making a recommendation to the General Committee to undertake all or part of the planned refurbishment.

Following a resolution from the General Committee to proceed with the recommended works, the Engineers will be instructed by the Marina Committee to prepare contract documentation describing the works. Works to be carried out under NZS 3910.

The Marina Committee will also decide if tenderers are to be selected from a list of prequalified contractors or from general advertising.

The contract shall be supervised by the Engineer to Construction Monitoring Service 1 (CM1)

Payments for refurbishment requires two Marina Trust Signatories on receipt of Engineers Certificate for payment.

#### Procurement more than \$100001

Procurement for the Club or Marina in \$100001 for assets requires a recommendation from a Sub Committee to the General Committee. Expenditure cannot be progressed without a resolution from the General Committee. Procurement associated with planned refurbishment of the Marina also requires the approval of the Trustees before any expenditure is committed.

An exception to the above requirements is permitted for emergency work to secure or prevent further damage to Club Assets or to the Marina. In this regard, the Commodore or Chair of the Marina Committee may authorise work immediately from the most available supplier.

For planned refurbishment in excess of \$100001, the Marina Committee will require a written report from the Marina Manager. This report shall identify the works that are required and contain recommendations and budgets to remedy the areas of the marina needing refurbishment.

Refurbishment of part or parts of the marina structure estimated to be in excess of \$100001 will require tender documents prepared by a suitably qualified Professional Civil Engineer and carried out under NZS3910 or NZS3916. The Engineer’s report will then be considered by the Marina Committee before making a recommendation to the General Committee to undertake all or part of the planned refurbishment.

Following a resolution from the General Committee to proceed with the recommended works, the Engineers will be instructed by the Marina Committee

to prepare contract documentation describing the works. Works to be carried out under NZS 3910 or NZS 3916.

The Marina Committee will also decide if tenderers are to be selected from a list of prequalified contractors or from general advertising.

The contract shall be supervised by the Engineer to Construction Monitoring Service 3 (CM3)

Payments for refurbishment requires two Marina Trust Signatories on receipt of Engineers Certificate for payment.

### **2.3. Refurbishment Fund Policy (Club)**

Adopted July 2019

A levy was approved at the 2017 AGM for funds to be collected as part of the membership fees for the purpose of being used exclusively for the refurbishment of major capital assets that incur costs larger than the Club is able to access from its working accounts through the execution of its annual budget.

Selection of projects for spending from this fund will be considered by either the General Committee, the Annual General Meeting (AGM) or at a Special General Meeting (SGM) as required in accordance with the Club's Constitution.

The fund was created to maintain current assets not for procuring new ones. The selected project may take several years to accrue the funds or the project may take several years to complete, for example; the refurbishment of the fuel jetty, or the replacement of the driveway.

The selected projects by the General Committee from this fund should be presented to the membership at the AGM.

Approval for expenditure from this fund is granted from either the General Committee, AGM or SGM.

A summary of the spending from this fund should be presented to the membership at the AGM.

### **2.4. Sponsorship Policy**

Adopted July 2018

Sponsorship

- is a method used by the Club to receive resources, money, products or services which can be used to benefit Members
- is received by the Club, for the Club, and not individuals
- all monies must be receipted by the Club officially and shown in the accounts
- if directed to a particular activity or event must be passed to the Committee administering that interest

Sponsorship breaks down into two primary groups

- i. A Club Member or associated business that has an interest in one or more Club activities
- ii. A local or national business that wishes to use the Club (and its activities) to promote and/or market their products and services to Club members. This may also include wanting to use an Event to promote and/or market to the participants in the activity

Of i. and ii. above, it is suggested that sponsorship should benefit the largest number of members possible.

#### Sponsorship Coordinator

It is advantageous to have one Club contact person dealing with current and future sponsors. The Club must ensure the sponsor receives the same value from the activity based upon value offered, commitment by both parties and outcomes promised. The Coordinator is effective in making sure this happens. On behalf of the Club, the Coordinator must find ways of providing value to sponsors and/or their customers i.e. invitations to events, sailing trips, social evenings in the Clubrooms, acknowledgement in newsletters, and reciprocal business from members etc.

#### Common criteria for prospective sponsors

Long-time sponsors should receive consideration over new sponsors. Only one sponsor per profession/trade should be considered, unless by mutual arrangement.

Sponsorship is deemed to be cash e.g. \$1000 is a \$1000 sponsorship.

Product or services are also deemed to be a sponsorship and should be to the value the Sponsorship Coordinator negotiates. Branded "gear" is considered to have less value as the sponsor is also getting to promote their brand. Remember – sponsorship is difficult to obtain and retaining existing sponsorship, year by year, is easier than finding new sponsorship.

#### Confirmation of a Sponsor

Following approach and negotiation between the Sponsorship Coordinator and the sponsor, the agreeance must be made known to the Club management and an invoice produced. A letter of engagement must be sent immediately.

The controlling Committee is to be informed.

The General Committee must be updated at the next meeting, following the Agreeance between Kerikeri Cruising Club and the sponsor, by the Sponsorship Coordinator.

The Sponsorship Coordinator is then responsible to continue fostering a fair and reasonable rapport and communication between both parties.

The levels of sponsorship are:



GOLD \$ X per annum (currently \$1000.00 exc GST) cash based

SILVER \$ Y per annum (currently \$600.00 or more exc GST) cash and/or product based

BRONZE \$ Z per annum (currently less than \$600.00 exc GST) cash and/or product based

The above pricing can be pre-determined by Management each calendar year prior to setting budgets. Any increased prices must be notified to existing Sponsors in writing and followed up personally/verbally by the Sponsorship Coordinator.

### 3. General Policies

#### **3.1. Club Centreboard Yacht Use Policy**

Adopted November 2017,

Last reviewed January 2019

- To only be used by persons who paying the appropriate fee and are participating in a KCC organised activity. Coach or Duty officer has control of what boats are used.
- A Club member may ask the centreboard committee for permission to use a yacht at another NZY affiliated club event. The payment of a fee and bond will be required prior to taking.

Charges;

Opti, Sabot, P Class	\$10 per day or part thereof
Bic, Starling, Splash, Laser, Topper	\$20 per day or part thereof
Mistral, Vibe	\$30 per day or part thereof
Feva	\$35 per day or part thereof

#### **3.2. Communication Policy**

*Our commitment*

Electronic communication is essential for sharing club news and information with our members. Our communication will be timely, appropriate and related to club business.

*What we will do*

We use a range of electronic tools to communicate with our members.

Our communication will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur.

Authorised publishers will be appointed by the Club to provide accountability and control over material published on our club's website and any related discussion groups or social media websites, such as Facebook, YouTube or Twitter. Only material approved by authorised publishers maybe published.

The Club has a list of sites and accounts approved & authorised by the Club. The Club bears no responsibility for the info or content published on any sites or accounts other than listed below:

Website: <https://www.kerikericruisingclub.org.nz>

Facebook: <https://www.facebook.com/kerikericruisingclub/>  
Club Notices / emails from @kerikericruisingclub.org.nz

#### *Website, SMS and email, Social media websites*

- Our website will include current information on events, committees, policies, constitution, & rules.
- No offensive content or photos will be published.
- If we intend to publish a photo of a child, we will first seek permission from his or her parents and take care not to provide identifying information.

Staff, committee members, coaches and volunteers may use SMS and email to provide information about club-sanctioned events and other club business, however:

- SMS messages should be short and about club/team matters
- Email communication will be used when more information is required
- Communication involving children under the age of 18 years will be directed through their parents.
- We treat all social media postings, blogs, status updates and tweets as public 'comment'.
- Postings (written, photos or videos) will be family-friendly and feature positive club news and events.
- No private information about our members will be disclosed without their permission.
- No statements will be made that are misleading, false or likely to injure a person's reputation.
- No statements will be made that might bring our club into disrepute.
- Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.

#### *What we ask you to do*

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the club.

Electronic communication:

- should be restricted to club matters
- must not offend, intimidate, humiliate or bully another person
- must not be misleading, false or injure the reputation of another person
- should respect and maintain the privacy of members

- must not bring the club into disrepute.

Coaches and others who work with children and young people must direct electronic communication through the child's parents.

#### *Non-compliance*

Members may face disciplinary action for sending inappropriate electronic communication, posting online content or comments that harass, offend, intimidate or humiliate another member or bring the Club into disrepute.

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.

In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.

### **3.3. Life Membership Policy**

Adopted May 2018

#### Purpose

The purpose of life membership is to recognise "Outstanding service, contribution and commitment to the Kerikeri Cruising Club.

#### Nominated persons

A nominated person is eligible for consideration for Life membership after a club member nominates that person for Life membership.

The nominating person is requested to complete the Life membership nomination form in support of that nomination. (Copy in Appendices)

A nominated person will typically be evaluated within the following guide lines.

1. The nominee has been conspicuously seen by the members in their contribution towards the betterment of the club.
2. The contribution has been substantial as measured by the number of years involved, amount of time and effort, quality of results and benefit to club and to members / sailing / administration. As a guide a period of 15 years could be considered as a minimum period of service.
3. The action is thought to be demonstrative or sacrificial in nature and not for personal gain, kudos or profit either directly or indirectly.
4. The character, personal standing and behaviour of the nominated person would be expected to be exemplary.

#### Life Membership Selection Committee

The General Committee will select a 5 person Life Membership Selection Committee to evaluate nominations 3 months prior to the AGM.

The receiving of life membership nominations will be announced at the AGM.

Nominations should be lodged with the committee three months prior to the AGM. All nominations shall be forwarded to the Club Manager.

All nominations will remain private and public debate will not be entered into.

The Life Membership Selection Committee will not recommend nominations that exceed the number of available life membership positions.

#### Selection protocol

The life membership selection committee shall judge the relative merits of the nominee. The following guidelines shall apply to the nominated person or persons,

1. The Life Membership Selection Committee shall review each nomination independently and determine whether the nominated person meets the guidelines.
2. The selection committee members must reach consensus on any recommendation for life membership.
3. The supported nomination must be confirmed by the process in the Constitution 3.4

#### **3.4. Gantry Operation & Conditions Policy**

The Gantry is owned and maintained by the Kerikeri Cruising Club for the use of its members.

Members wishing to use the Gantry must contact the office to make arrangements.

The primary function is to remove and reinstall masts, with Club approval (Manager) other items may be considered.

People are not to be lifted with the gantry.

AT NO TIME MUST THE TOTAL WEIGHT EXCEED 200KG.

Various Club members who are familiar with the operation of the Gantry are designated as Gantry Supervisors. The Club office holds a list of Gantry Supervisors.

A Gantry Supervisor must be present at all times the Gantry is in use. Please note the supervisor is there in an advisory capacity not to actively operate the Gantry. It is suggested that the owner have at least four people to assist in the process.

The boat owner is responsible for any damage either to their or other vessels and or Club property, all boats using the gantry must hold third party insurance. The boat owner must also sign the Club waiver, attached. The boat owner is responsible for ensuring these guidelines are followed.

#### SAFETY

The Club has High Viz vests available which **must** be worn at all times, there are also hard hats available for those working below the load i.e. on the vessel. When the load (mast) is being lifted or lowered the jetty and the ramp from the pontoon **must** be cordoned off. (Cones are provided)

#### OPERATION:

The optimum position for the item to be lifted or lowered is marked on the wharf/jetty (between two yellow marked pile tops), vessels must be moored on the southside of the jetty. The Gantry can be positioned and moved by means of the two guide lines, these must be firmly secured when lifting or lowering items.

If masts are to be lifted and laid on the vessel then there is no need to reposition the Gantry, the base of the mast can be manoeuvred manually

If masts are to be loaded onto the jetty the Gantry will be required to be swung to position the base of the mast onto the jetty. *Moving the mast off the jetty is not part of this manual.*

### **3.5. Pile Mooring Policy**

- Revised May 2019

The following are the rules and conditions for the renting of pile moorings in Doves Bay from the Kerikeri Cruising Club, as from May 2019.

1. The pile moorings are owned and maintained by the Kerikeri Cruising Club.
2. Those renting the moorings must be a full member of the Kerikeri Cruising Club.
3. Mooring lines & shackles are the responsibility of the renter, who shall maintain mooring lines up to Club standards. Approved stainless steel shackles are compulsory to use between piles guides & mooring lines. Rope can be purchased from the Marina Office.
4. Annual rental is payable in advance but may be paid in two instalments. The first instalment is due 31 December & the second is due 31 May. Failure to pay will result in the mooring being reallocated.
5. No sub-rental of pile moorings shall be undertaken by the renter.
6. If a berth is empty for more than 3 months the Club must be notified so it may reallocate the mooring on a temporary basis. The renter may be absent from the mooring for up to 2 years. After 2 years, the renter must return their vessel to the mooring, otherwise it will relinquished back to the Club for permanent reallocation.

7. If pile mooring renter purchases a marina berth license at the Kerikeri Cruising Club and moves their vessel onto this marina berth, this renter automatically relinquishes the pile mooring.
8. The Club keeps a waiting list, and allocation of moorings will be by rotation as near as possible (subject to length, width & depth constraints).
9. If a pile mooring renter sells a vessel on a pile mooring, the mooring rental is not included with the sale of the vessel. The vessel must vacate the pile mooring & will be allocated to the next person on the waiting list.
10. The Club has the right to transfer vessels between moorings to make efficient (subject to length, width & depth constraints) use of the moorings.
11. A full refund for any unused portion of the paid rental will be made when a mooring is vacated & advised to the Club.
12. The Club must be notified immediately of any problems with the piles.
13. The Club can require that boats comply with Northland Regional Council's definition of "light fouling".

### **3.6. Policy Development Policy**

Reviewed: February 2017

- "Policy" is a standing item on the General Committee agenda, &
- All Club policies must be approved by the Kerikeri Cruising Club's General Committee, &
- All approved Club policies will be published in the Club's Policy Manual available on the Club's website.

### **3.7. Support Boat Operating Policy**

Adopted: March 2017

[Skipper Training / Competency / Responsibilities](#)

- All skippers must have completed the training/competency requirements of Yachting New Zealand Club Rescue Boat Skipper Training Programme and have been assessed by a recognised trainer at a club. Current certified club trainers at KCC are Derry Godbert, Doug France and Tony Dalbeth.
- Support boats must be signed out each day by the certified skipper who will be operating the boat.
- Skippers or user groups may be held responsible for any damage to boats and equipment.
- Skipper is responsible for completing all tasks on the "RIB operating procedures" posted on the boat shed wall and log books. Repeated failure to complete these tasks will result in skipper being refused use of KCC support boats.

## Manning

- Rescue boats should have two people aboard. Coach boats may be manned by one person. There should always be at least one rescue boat on the water.
- Support boat skippers must be at least 15 years' old and skippers between the age of 15 and 18 will be supervised by a responsible adult.
- Support boat drivers must be at least 15 years old unless there is close supervision by a qualified skipper who is constantly within reach of the controls.
- Skipper must ensure the kill cord is attached to the engine and that once engine is running the other end is attached to the driver.
- No alcohol or illegal substances are to be consumed on board or within 10 hours prior to operating a club vessel.

## Vessel Equipment

- All vessels shall comply with the current YNZ Vessel Equipment Requirements.

## Hazard Identification

- All support boat skippers and users should be familiar with the clubs identified hazards and comply with the club's risk management plan. A copy of this plan is available at the club office.

## Personal equipment

- Inflatable's are wet boats, so make sure you have good wet weather gear on board even on calm days.
- Each support boat must carry enough lifejackets of the right size and type for everyone on board. Lifejackets must be worn at all times.
- Skippers should ensure everyone has suitable sun protection – sunscreen, hat etc.

### **3.8. Doves Bay Support Boat Booking & Charging Policy**

Adopted April 2017: Last Amended November 2017

- Use of KCC Doves Bay support boats is available to approved users that have reserved a boat or boats by booking with the KCC office. Bookings are displayed on the KCC web site calendar.
- Uses that are pre-approved are in order of priority are:
  - Use as safety boats or support vessels for Kerikeri Cruising Club organised training and events.
  - Use as support vessels for Kerikeri High school teams racing squad and Sailing Academy (approved for local/Doves Bay use).
  - Use by other BOI clubs and organisations (Waitangi, Opuia, Taipa, BOI Race week) for local organised events.

- Any other use needs to be approved by the Club Manager and will be assessed on a case by case basis.

A maintenance fee based on engine hours (\$14 or \$28/engine hour) used will be charged to the User.

## 4. Human Resources Policy

### 4.1. Recruitment

The recruitment policy applies to the appointment of permanent, temporary (fixed term), and casual staff to positions at the Club.

#### *Guiding Principles*

Effective recruitment is one way that the Club builds its people capability. The recruitment policy supports the following principles:

selection on merit

open, honest and transparent processes

privacy for the individual

In practice, these principles mean that:

The person best suited to the job is appointed to the position.

Applicants are given sufficient information to allow clear and accurate understanding of the role.

Recruitment and selection processes are open, consistent, and fair. Selection decisions are merit-based and do not discriminate (either directly or indirectly).

Recruitment and selection processes are professional and objective, with selection based on relevant, specific selection criteria. All processes and recommendations are documented.

The privacy of all people who express interest in a vacancy is protected.

#### *Initiating a Recruitment Process*

- Before recruiting for an existing position of more than 10 hours per week or new position, the Manager must seek approval from the General Committee.
- The General Committee will appoint a recruitment panel for all positions of more than 10 hours per week. The recruitment panel will be responsible for drafting/reviewing the job description, advertising the position, reviewing applications, interviewing applicants, reference checks, making an offer, negotiating terms & conditions.
- The Manager may recruit for an existing position of less than 10 hours per week.
- Permanent appointments are only made to genuine vacancies after considering:



- the position's current and future workload;
- any budgetary constraints.

#### *Advertising Positions*

The Club requires that every vacancy (permanent, temporary, casual, or fixed term) that is over six months in duration is advertised at least internally. Wherever possible all vacancies (including short term ones) to be advertised more widely.

The only exceptions to this policy may be for some temporary positions of less than six months' duration or positions of less than 10 hours per week.

#### *The Selection Process*

The selection process for all permanent positions in the Club includes the following components as a minimum requirement:

- structured short-listing process to identify applicants for interview;
- structured interview(s); and
- structured reference and other relevant pre-employment checks.

#### *Offer Terms and Conditions*

Employment Agreements offered by the Club will include terms & conditions that meet or exceed the NZ minimum requirements.

#### *Commencing in the Position*

The successful applicant will not normally start work until an Employment Agreement is accepted (by signing) and relevant checks have been completed.

#### *Recruitment Documentation*

Each recruitment process must be well documented to provide a record that may be used in any review and / or complaints process, or if subsequent questions arise about the appointment.

Key documents generated during the recruitment process e.g. Short List Process Notes, are to be held on the Manager's file until a minimum of twelve months has passed since the recruitment process commenced.

After this period the documentation may be destroyed.

In addition to keeping documentation on the recruitment process on file, documentation about the successful candidate must be held permanently on that staff member's personal file.

### **4.2. Performance & Remuneration Reviews**

- Each staff person working more than 20 hours per week shall have an annual performance & remuneration review.
- Staff performance & remuneration reviews will be undertaken by the Manager.
- The Manager's performance & remuneration review will be undertaken by persons delegated by the General Committee.

- The remuneration of staff working less than 20 hour per week shall be reviewed annually.

#### *Set goals and objectives*

At an employee's first performance & remuneration review, a set of achievable objectives that are relevant to their job will be set.

At each subsequent review, objectives will be reviewed and updated.

#### *Evaluate Performance*

The performance of each staff person will be evaluated against the objectives as set out in the job description & in prior performance reviews.

#### *Review Documentation*

Documentation about the staff person's performance & goals must be held permanently on that staff member's personal file.

### **4.3. Staff Remuneration**

- Remuneration scales for each position will be approved by the General Committee in conjunction with the budget each year.
- The remuneration scale for each position will be reviewed by the Manager annually against comparable positions. The Manager will recommend the remuneration scales to the General Committee.
- The Manager may remunerate staff within the agreed position scale. Actual remuneration rates & changes will be documented on that staff member's personal file.

## **5. Marina Policies**

### **5.1. Licence Transfer Fee Policy**

Adopted: October 2018

To clarify existing & past practice this policy was adopted in October 2018.

A Marina Berth Licence Transfer Fee of \$1,200 is payable by the assigning Licensee (vendor).

### **5.2. Proof of Boat Ownership Policy**

Adopted: October 2019

A copy of a boat insurance certificate showing the licensee as one of the co-insured is required as proof of boat co-ownership.

### **5.3. Limited Liability Companies as Kerikeri Cruising Club Marina Berth Licensees Policy**

Adopted: October 2019

From 1 November 2019 Kerikeri Cruising Club will not accept a limited liability company as a licensee (existing licensee companies as at 15/10/2019 excepted).



## 6. Appendices



KERIKERI CRUISING CLUB INC.

346 Opito Bay Road, R D 1, Kerikeri

Phone: (09) 407 9434 Email:

[info@kerikericruisingclub.org.nz](mailto:info@kerikericruisingclub.org.nz)

### **6.1. Life Membership Nomination Form**

NAME OF PERSON BEING NOMINATED FOR LIFE MEMBERSHIP:

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The purpose of awarding Life Membership is to recognise "outstanding service & commitment" to the Kerikeri Cruising Club.

Life Membership recognises long term prominent, significant and sustained contributions to Kerikeri Cruising Club by an individual.

The following details are provided in support of my nomination. Please attach additional information if space not efficient herewith.

Your Name & Contact Details:

Nominee's Years of Service

Details of Service history