

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. 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

- 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
Bic, Starling, Splash, Laser, Topper	\$15 per day
Mistral	\$20 per day
Vibe	\$25 per day

Half days are charged for less than 2 hours of on the water time.

3.2. 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

3.3.

3.4. Pile Mooring Policy

- Reviewed July 2018

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

- The pile moorings are owned and maintained by the Kerikeri Cruising Club.
- Those renting the moorings must be a full member of the Kerikeri Cruising Club.
- Mooring lines are the responsibility of the lessee, who shall maintain mooring lines up to Club standard. Rope is available from the Marina Office.
- Rental may be paid in two equal instalments by 30th November & 31 May of the current year, otherwise the mooring will be reallocated.
- Sub leasing a mooring may be done only for a maximum of 2 years, then that mooring shall revert back to the Club.
- When the lessee sub-lets their mooring the period of time shall be arranged between the two parties. The lessee shall be responsible for all payments to the Club and the person sub-letting from the lessee shall make their own arrangements with the lessee regarding payment. The person sub-letting shall pay no more than the normal rent.
- If a berth is empty for more than 3 months the Club must be notified so it may reallocate the berth on a temporary basis, otherwise it could be reallocated to someone permanent.
- After a 2 year period a person who has sub-let their mooring, must relinquish it back to the Club for reallocation if he/she has not put a boat of their own on it.
- The Club keeps a waiting list, & allocation will be by rotation as near as possible.
- If a person sells a boat on a pile mooring, the mooring rental may be included only if there is no waiting list.
- The Club has the right to shuffle boats around to accommodate boats according to the length and depth to the best advantage.
- A full refund for any unused portion of rental paid in advance will be made once notice is given that a pile mooring has been vacated.
- The Club must be notified of all changes, problems etc.

- The Club can require that boats comply with Northland Regional Council's definition of "light fouling".

3.5. 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.

3.6. 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.

3.7. Doves Bay Support Boat Booking & Charging Policy

Adopted April 2017: Last Amended October 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 (\$11 or \$26/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

6. Appendices



KERIKERI CRUISING CLUB INC.

346 Opito Bay Road, R D 1, Kerikeri

Phone: (09) 407 9434 Email:

info@kerikericruisingclub.org.nz

6.1. Life Membership Nomination Form

NAME OF PERSON BEING NOMINATED FOR LIFE MEMBERSHIP:

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