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

Last amended June 2024

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 $5000

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.

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.

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

Manager.

Purchases which cost between $501 and $5,000 will require enquiries to be made to ensure the price of the goods & services is reasonable. Ideally prices from three different suppliers either by digital means or over-the-telephone, requesting quotations price, etc will be sought. A record shall be kept of date of when enquiries were made, parties contacted and prices obtained.

Items that cost between $500 and $5,000 that are not itemised in the annual budget but are necessary, must be approved, on record, by the KCC General Committee or, if urgent, by two of the following: Commodore, Vice-Commodore, Rear Commodore, Treasurer, Marina Committee Chair, Club Manager, prior to purchase.

Purchase Orders must be used for all purchases exceeding $500."

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

1. 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. Boat Broker Policy & Conduct Guidelines

The Kerikeri Cruising Club welcomes boat brokers who assist Club members with purchasing & selling boats. This policy is intended to ensure the security of member's vessels, appropriately allocate liability & responsibility in the event of an incident & facilitate appropriate access to allow brokers to perform their work.

1. Boat owners who engage a boat broker in relation to a boat on the Kerikeri Cruising Club marina or pile moorings must advise the Club to enable marina access for the broker (if required). Please note, permanent marina access will not generally be granted to brokers. Broker access will generally be on a short-term temporary basis.

2. Boat owners who engage a boat broker in relation to a boat on the Kerikeri Cruising Club marina or pile moorings undertake to ensure the broker has appropriate insurance & liability cover or that the broker is covered by the

owner's own insurance.

3. Brokers must not distribute unsolicited promotional material on the marina, vessels or elsewhere on Club property.

4. Brokers must not board vessels within the Club's marina, pile mooring field or elsewhere on Club property except where explicitly invited to do so by the owner.

5. The Club reserves the right to deny access to the marina & pile mooring if these rules are not complied with.

3.2. Camera Surveillance Policy (CCTV)

Purpose

This policy sets out a framework for the application of closed-circuit television (CCTV) surveillance systems at Kerikeri Cruising Club (KCC).

The purpose of this policy is to:

- Provide information on the use of CCTV systems to deter & reduce the incidence of crime on KCC premises
- Provide information on the use of CCTV systems to assist with investigations & other enquiries into staff, club member, visitor activities & conduct
- Outline the CCTV system monitoring processes in place that enable preventative or responsive actions to be taken as appropriate
- Assures staff, members & visitors to KCC premises of the safety measures that operate across those premises with the context of applicable NZ legislation & industry best practice
- Set out principles, operational rules & responsibilities with respect to the collection, use, access & disclosure of CCTV footage.

Scope

This policy applies to all KCC members, staff, contractors & general public who may enter KCC property or KCC managed property or facilities.

Definitions

In this policy:

Agency	means the NZ Police & other appropriate public sector agency having jurisdiction in relation to the subject matter of the relevant CCTV footage
CCTV footage	means images or sound captured by a CCTV system
CCTV system	means the system operated by the KCC
CCTV (closed	means a camera surveillance system that

circuit television)	transmits & records images
KCC premises	means the land, buildings & other structures & facilities owned or managed by the KCC, including at Lake Manuwai
Staff	Means paid & voluntary workers
Visitor	means any person who is not staff, or club member who is on Club premises or grounds, whether or not invited onto those premises or grounds.

Privacy Act

The operation of CCTV means that images &/or sound recordings of identifiable individuals will be collected, held & disclosed by KCC. Compliance with the Privacy Act principles is required by all KCC staff including volunteers. A Privacy Notice attached as Appendix IV will be available to the public on the KCC website or in hard copy at the Club office.

CCTV System

The system may comprise, but is not limited to, a range of fixed position cameras; pan tilt & zoom cameras, motion activated cameras/recorders, monitors, digital recorders & public information signs.

Cameras will be located at various places on the Club premises & may be relocated from time to time. CCTV may cover (but is not limited to):

- Driveway & car park
- Clubhouse, office & boatshed (inside & outside)
- Boat ramps, haul out facility & fuel jetty
- Marina
- Lake Manuwai boatshed (inside & outside)

No camera will be hidden from view.

Signage advising of CCTV equipment will be installed at key pedestrian, marine vessel & vehicular entry points to the premises & buildings where cameras are in operation to help ensure that staff, members & visitors are aware that they are entering an area this is monitored by CCTV surveillance. The Club's website will also notify visitors that CCTV is operating on KCC premises.

Any criminal activity (including suspected criminal activity) recorded on CCTV will be advised to the NZ Police & KCC General Committee.

The placement of any & all CCTV equipment will not unreasonably intrude on the privacy of individuals.

- For example CCTV will not be used in areas such as bathrooms or changing areas
- CCTV footage will only be viewed by authorised personnel.
- Footage will be viewed in accordance with the purpose of the system as

detailed in this policy.

Authorised personnel may view real time & recorded data. The KCC General Committee will authorise personnel for this purpose.

Any or all cameras & sound recorders may operate 24 hours per day, 7 days per week.

CCTV footage is stored on secure servers in a secure location & is accessible by authorised personnel only.

Security of CCTV footage

CCTV installation, operation, maintenance, testing, monitoring & recording is undertaken by authorised security personnel (staff & a contracted service partner) in compliance with the relevant legislation & Club policies.

CCTV cameras are monitored from restricted areas &/or via mobile devices by authorised security personnel.

All CCTV footage is the property of the Club.

Access to & use of CCTV footage

CCTV footage will record on the hard drive for no more than 60 days before being overwritten in a continuous recording cycle. Where an incident or suspected incident has been identified, & with the approval of the Club Manager, a portion of the footage may be retained for that incident.

The Club will allow access to relevant CCTV footage to:

- Authorised KCC personnel who have requested footage in terms of this policy,
- Contractors on site specifically to work on the CCTV equipment at the request of the Club Manager,
- NZ Police or other public sector agency such as the Privacy Commissioner
- Individuals who have formally requested information pertaining to themselves

Any written request by an individual for a copy of the footage identifying them personally will be referred to the Club Manager for consideration. An application form is attached in Appendix III for this purpose. Any response to a request will include consideration of the ease of access to the footage, & the need to protect other people's privacy. If a request for a copy of the footage is unable to be granted without unreasonably breaching others' privacy, a written description may be provided of activities in the footage pertaining to the individual requesting the information or a viewing of footage may be arranged. Any request will be responded to within 20 working days.

If an applicant is declined access to footage they may appeal the KCC General Committee to review the decision.

- When a request for access to the CCTV has been received & if the footage can be located, KCC will take measures to ensure the relevant footage is

saved.

- KCC will take reasonable steps to ensure that public disclosure does not occur (i.e. not upload footage to the internet, not publish still images in newspapers, not circulate it widely by email) unless the Police want it public.
- KCC staff will take reasonable steps to check CCTV images are accurate, complete, relevant & not misleading before using them.
- All access to CCTV footage will be logged.

Complaints

Any complaint about the CCTV system or it's use is to be forwarded in writing to the KCC General Committee.

Relevant Legislation

This policy has been created by KCC to protect the privacy of individuals & comply with its legal obligations under the Privacy Act 1993.

The policy aims to follow best privacy practices to ensure that any footage captured, collected & stored is handled in a confidential manner that protects an individual's privacy.

3.3. Club Centreboard Yacht Use Policy

Adopted November 2017,

Reviewed January 2019, March 2021

- Vessels to only be used by persons who pay the appropriate fee and are participating in a KCC organised activity.
- Persons who have paid a season fee for a coaching or learn to sail course may be granted 'fee free' use of Club yachts at other Club events during the season covered by their course fee.
- Coach 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 or regatta. The payment of a fee and bond will be required prior to taking the vessel. All persons are required to pay the fee & bond (if bond is stipulated) when taking a Club vessel to an event, no fee exemptions.

Charges;

Opti, Sabot, P Class	$10 per day or part thereof
Skiff, 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

3.4. 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.

3.5. Host Responsibility Policy

Adopted February 2021

Minors

- All staff are familiar with the requirements of the Sale of Liquor Act 1989, which prohibits the sale of alcohol to minors (people under the age of 18 years).
- Signage is displayed on the premises stating minors will not be served.
- Staff may require any person appearing to be under the age of 25 years

to produce proof of identification.

- The accepted forms of identification are photo driver's licence, passport, 18 plus card. They will be requested where any doubt as to age exists.
- Where proof of age cannot be produced and doubt exists as to age the person concerned will be required to leave the premises.

Intoxication

- All staff are aware that the Sale of Liquor Act 1989 prohibits the sale of alcohol to intoxicated persons and the presence of intoxicated persons on licensed premises.
- Signage is displayed on the premises stating intoxicated persons will not be served.

- Staff have been trained in how to recognise the signs of intoxication.
  - Any person displaying signs of intoxication will not be served further alcohol and may be asked to leave.
  - Alternative drinks i.e., low and non-alcoholic beverages and food will be recommended when a person shows signs of escalating intoxication.

Food

- Signs are displayed advising the range and nature of food available.
  - Staff actively promote and encourage the consumption of food to slow the onset of intoxication.

Non-alcoholic & Low Alcohol Beverages

- A range of non-alcoholic and low-alcohol beverages is available at the bar point of service. Tap water is provided free of charge.

Safe Transport Options

- A telephone is available should you wish to call a taxi, dial a driver or other private transport home.

- The telephone numbers for local taxi services are displayed with the telephone.
  - Management supports the designated driver scheme by providing a range of non-alcoholic beverages and food.

Liquor Promotions

- No promotions encouraging the rapid consumption of alcohol or an excessive volume of alcohol will be either initiated or conducted on these premises.

As good hosts our expectation is that you will enjoy your visit to our premises.

You are requested to act in a responsible manner whilst on the premises and not disrupt or cause offence to other patrons and staff.

Refusal of service should be viewed as an indication we are concerned for your welfare. It is pointed out that staff must comply with their legal obligations under the Sale of Liquor Act 1989.

Thank you for your support & patronage.

3.6. Intellectual Property Policy

Adopted July 2026

Purpose

This policy confirms that all intellectual property created for or on behalf of the Kerikeri Cruising Club ("the Club") is owned by the Club.

Ownership of Intellectual Property

All intellectual property developed, created, or contributed by employees, members, volunteers, contractors, or executive committee members in connection with Club activities remains the sole property of the Club.

This includes, but is not limited to:

- Trade secrets
- Business ideas and concepts
- Creative works and designs
- Logos and trademarks
- Copyright materials
- Patents and inventions
- Plans, procedures, systems, and documents
- Digital content, photographs, videos, and promotional material
- Any other intangible assets connected to the Club

The Club retains exclusive rights to use, reproduce, modify, distribute, or authorise the use of its intellectual property.

Use of Club Intellectual Property

No person may use, copy, reproduce, distribute, publish, or commercially exploit Club intellectual property without prior approval from Club management or the General Committee.

Storage of Intellectual Property

Digital copies of Club intellectual property must be stored on:

- A Club-owned device; and/or
- An approved Club digital network, storage system, or cloud platform.

Club intellectual property must not be stored solely on personal devices or personal accounts without approval.

Return of Property

Upon cessation of employment, volunteer service, committee position, or membership (where applicable), individuals must immediately return or provide access to:

- All Club documents
- Digital files
- Passwords
- Records
- Devices
- Intellectual property
- Confidential information

No copies may be retained without written approval from the Club.

Breach of Policy

Unauthorised use, removal, disclosure, or misuse of Club intellectual property may result in disciplinary action and/or legal action by the Club.

Policy Review

This policy may be reviewed and updated by the Executive Committee as required.

3.7. Rules for In-Water Activities in the Marina & Club Pile Moorings

Adopted February 2021

In-water hull cleaning is an important resource that allows boat owners to keep their vessels in good operating condition & meet bio-security & fouling regulations. Other facilities for cleaning boat hulls are limited in our area & some are prohibitively expensive so in-water hull cleaning is a vital method of keeping vessels clean. The Club is obviously keen to ensure vessels can continue to operate but must also ensure any activity is safe & legal.

The purpose of the protocol below is to enable in-water hull cleaning within the KCC marina & pile moorings area while addressing the Club's health, safety, & legal obligations. The protocol has been adopted the Club's General Committee & applies to anyone engaged in this activity whether paid, voluntary or D.I.Y.

Working Protocol for In-water Hull Cleaning within the KCC Marina & Pile

Mooring Areas October 2022

Any person engaged in in-water hull cleaning must:

1. Sign in at the office before commencing cleaning. Sign in will include details of boats being cleaned, precise location, name of 'second' person(see 4

below), emergency contact details. Sign in may be via an electronic system. Contact the office in advance for details on how to sign in.

2. Comply with Northland Regional Council "In-water Hull Cleaning Rules"

3. Use signage (including dive flag & written description of the activity being undertaken) at the marina pier (gate end & at the vessel being cleaned) or boat ramp closest to the pile moorings & on the boat being cleaned

4. Ensure a second person (can be the vessel owner or someone else) is always present during the clean to assist if necessary. This person must have a communication device to ensure help can be called if required. Any person fulfilling this role must have a floatation device.

Details of the NRC hull cleaning guidelines

(https://www.nrc.govt.nz/maritime/marine-pollution-and-boatcleaning/cleaning-your-boat/) about the size & nature of biofouling that can be removed as part of in-water hull cleaning are available on-line.

3.8. 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

3.9. Membership Eligibility Policy

Adopted September 2022, Amended September 2022, Amended December 2024

The General Committee may use the following methods & guidelines to assess an applicant's eligibility for membership or a specific membership category:

- Standard residency evidence, such as a current rates notice or 3 months of utility invoices from the preceding 12 months period, may be required as proof of residency.
    - The electoral roll may be required as proof of residency.
    - Corporate addresses (e.g. company office) will not suffice as proof of individual residency.
    - The applicant(s) may be invited to attend a meeting of the Committee to discuss their residency.
    - If you reside outside the Far North District boundary for more than 9 months of the year, you may be considered a long distance member.

The Club will undertake an annual review of the membership list & contact members who appear to no longer meet the criteria for full membership.

Changes will be to a member’s membership category as appropriate.

Membership eligibility will be researched when an application for a waiting list,

pile mooring, or berth licence is made & when new membership are applied for. If a member has been accepted for membership, they shall (considering all rules of the Club) retain that status until that status is changed. Once the status of the membership is changed, they must meet the rules for membership of the new status or new application

3.10. Gantry Operation & Conditions Policy

Amended June 2022

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 activity operate the Gantry. It is suggested that the owner have at least four people to assist in the process.

The mast gantry is locked when not in use. The key & safety equipment will only be released to a mast gantry supervisor.

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 re position 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.

3.11. Parking Management Policy Adopted June 2021

Background

It has been recognised that as our region has grown the Club needs a better plan for parking management of the reclamation. There are a limited number of spaces for both vehicles and trailers the most needs to be made of these limited resources. To do that members, and visitors (including service contractors) will be asked to park in designated areas and comply with time limits. That way it is hoped that parking spaces will be readily available for everyone.

The Club is also required to comply with its resource consent requirements which requires that access to the reclamation be treated equally between public visitors and members.

Over a couple of years, the Club has conducted surveys of the number of users, the duration of intended stay and activity or purpose of visit. Using this information, the following rules have been developed as the least restrictive and most likely to keep busy areas clearer allowing easier access.

For example, 88% of all users park for less than 48hrs.

Our facilities are not for regular long-term storage of vehicles and or trailers or a place to conduct or facilitate commercial activity. Contractors working on the Club's facilities or members vessels are welcomed if they sign in at the office.

There are always some extenuating circumstances such as flat tyres or vehicle breakdowns etc, this policy is not intended to encompass those.

The colour coded map shows the designated parking areas.

Parking Durations

As per the Parking Management Plan (Appendix II), the maximum duration of stay in the majority of visitor or membership parking areas will be 48hrs.

Longer stay parks for visitors or members are available as per the map. This area is in the middle park in front of the office and is chosen in part due to its high profile and so is hoped to be more secure. Long-stay parkers are asked to lodge their vehicle & contact details with Club office. The maximum length of long-term parking is set at 30 days and any longer parking duration is to be by prior arrangement with the Club.

Trailer boat parks will be limited to 24hrs. Members will have access to the upper trailer park opposite the clubhouse and the 4 corner parks at the bottom of the driveway for longer stays.

It will be important to display your club sticker on your vehicle or trailer. You can obtain extra stickers from the office.

Enforcement

If a member of the public frequently parks in the wrong area after 3 requests to comply with the Parking Management Plan Policy, the Club will consider trespassing them from the facility. Club members who equally park in the wrong area will be subject to the Club's Constitution.

Changes to the Plan

The Club reserves the right to make short-term changes to the Parking Management Plan, Policy & designated parking areas for the purpose of ensuring health & safety or to facilitate its objectives. For example, areas of the parking may be restricted for a regatta or during maintenance of the Club's facilities.

3.12. Pile Mooring Policy

Revised Nov 2025

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 to be used where required (mooring rings with stainless steel rings) between piles guides & mooring lines.

Mooring lines need to meet the Club specifications.

Plastic sleeving increases the pile lifespan significantly but additional holes undermine the effectiveness of the sleeves. All sleeved piles will be fitted with appropriate bands/hook hangers to which guides ropes & weighted lines can be attached. If additional fixings are required please contact the Club office. Renters are not permitted to add additional fittings to the piles or make in anyway make additional holes in a pile sleeve.

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".

3.13. 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.

3.14. Support Boat Operating Policy

Adopted: March 2017, Revised March 2025

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, Doug France. Skipper competency must be reassessed every three years.
- 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. If a skipper or user group damages a RIB, they must organise to fix or remedy the damage & if not remedied their ability to use the boats may be revoked. A list of approved suppliers for damage repair is available from the Club office.

- 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

- Support boats must have two people aboard. There must always be at least one support boat on the water before centreboard boats are launched.
- Support boat skippers must be at least 15 years' old and skippers between the age of 15 and 18 must be supervised by a responsible adult on the same boat.
- 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.
- Lifejackets must be worn at all times when on a support boat. Lifejackets must be of the right size and type for everyone on board.
- Skippers should ensure everyone has suitable sun protection – sunscreen, hat etc.

3.15. Doves Bay Support Boat Booking & Charing Policy

Adopted April 2017: Last Amended March 2025

- KCC Doves Bay RIBs are available to approved designated RIB operators that have reserved a RIB or RIBs by booking via the Club office.
- Priority of the RIBs use is as a safety boat or support vessel for Kerikeri Cruising Club's organized centreboard training or sailing events.
- Use by other BOI clubs and organizations (Waitangi, Opua, Taipa, KYS, Academy, BOI Race week) for local organized events with an approved, designated, current RIB operator, who has the sole responsibility for the vessel from pick up to return.
- Any other use, to be approved by the centreboard committee and will

assessed on a case-by-case basis.

- A maintenance fee based on engine hours used, will be charged to the user.
- Upon return of the RIB, the Hirer and the committee representative will undertake a post hire inspection to ensure there is no damage and that the hirer has returned the RIB full of fuel at their expense, cleaned and all residue water sponged out.
- Full costs of any repairs needed, will be billed to the hirer, by KCC.

In the event, the hirer has returned the RIB without refuelling, additional fees for both the refuelling, and the quantity of fuel required to fill the tank will be added to the hire invoice.

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 10hours 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. 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. Security Access Policy

The Security Access System is installed for security of Club members property & Club facilities. It is agreed that it is unfortunate that this is required in today's environment. This document sets out guidelines & procedures to be used when allocating 'FOBs' to access areas protected by the Security Access System.

It is clearly understood that the greater the number of access FOBs in circulation the degree of security is diminished. This creates a need to establish set procedure for their issue.

Any Club policy must be fair & equitable to all members. A policy must be easily administered & therefore must be concise & not subject to interpretation.

5.1. Allocation of FOBs

FOBs are allocated to Club members to provide them with access to controlled areas of Club facilities.

All current Club members, except for social members, are entitled to 1 security access FOB that gives access to the protected marina & other Club facilities.

1 FOB per eligible membership will be allocated.

Family members are entitled to purchase extra FOB's up to the total of eligible members within the membership (e.g. 2 adults and 3 kids under 18 in 1 membership will have 1 allocated FOB and the option to purchase 4 extra FOBs; Senior memberships are entitled to 1 FOB only). However only children over the age of 10years are eligible for a FOB.

Access FOBs remain the property of Kerikeri Cruising Club & must be returned upon ceasing to be a member the Club.

Visitors to the Marina may be allocated a Mobile Bluetooth Credential, setup by the Club Office unless the visitor already has a current access FOB. If a Mobile Bluetooth Credential is not practical a FOB may be temporarily allocated. There will be a refundable charge for this.

Marina Contractors have the option to purchase an access FOB from the Club for a refundable charge per FOB. Contractors must meet the Club preset requirements regarding Health & Safety etc. to obtain a FOB.

5.2. FOB Control

Members must not loan access FOBs to contractors. Contractors should gain access FOBs from the Club office.

FOB control is managed by the Kerikeri Cruising Club staff. FOBs may be unallocated, temporarily, or permanently disabled for the following reasons:

- Resignation or cessation of Membership
- Removal from list of Members
- Death of a Club member
- Suspicious activity, which may include unauthorized use of FOBs or suspected
- permanent lending of a FOB to a non-member
- Reported as lost by the allocated member

Any FOB which has been lost must be reported to the Club as soon as practicable. There will be a charge for replacement FOBs.

Any faulty FOBS will be replaced at no charge.

The person who has been issued a FOB is always held wholly responsible for use of it.

6. Marina Policies

6.1. Licence Transfer Fee Policy

Adopted October 2018, Revised July 2024

In terms of clauses 8 to 10 of the Marina Berth Licence an existing Licensee may assign their interest in a berth licence to another party subject to consent of the Club. The Club is entitled to charge a Licence Transfer fee to recover administration costs associated with making this transfer and this cost will be shared equally between the buyer and seller. The fee will be set by the Club and reviewed annually in line with the Consumers Price Index. Such fee will be advised to both parties at the time the Club is made aware a sale negotiation is underway.

The above excludes transfer of licences between existing licensees which is covered under clause 6 of the Berth Licence Rules.

6.2. Marina Berth Licence Waiting Lists Policy

Adopted June 2021

Due to demand there are waiting lists to purchase Club Marina Berth Licenses.

Kerikeri Cruising Club Marina is a private recreational marina. Unless the Club agrees otherwise in writing, the marina berths shall be used for recreational purposes only by the Licensee. Commercial operations including the loading/unloading of paying passengers, customers, accommodation guests, service contractors or business materials is prohibited at this private facility. No variation to the preceding can be undertaken without written permission from the Club.

Each person on a list will receive one offer to purchase a berth license. If this one offer is declined (or not responded to) the name will be removed from that list. Where a person is listed on two or more lists, they will receive one berth license offer per list.

Vessels must fit within the boundaries of their allocated berth (i.e. must not protrude over the pier walkway or beyond the piles). Please ensure that the berth size preference you have indicated is the correct one to accommodate your vessel by checking the vessel's length overall (i.e. including bowsprit, anchor, dinghy davits, and duckboard etc).

Full Club membership (Family, Senior or Long Service) is a condition of obtaining and retaining a position on a waiting list to purchase a berth license.

Negotiations on the transfer price of a berth license occur directly between the licence vendor & purchaser. As part of the negotiations the name & contact details of the potential purchaser will be released to license vendor for the purpose of instigating negotiations.

The Club does not accept license transfers to partnerships, companies or trusts.

6.3. Marina Berth Rental Pool Income Disbursement Policy

Income collected from berth renters is dispersed annually. Prior to disbursement the cost of administering the pool is deducted from the income. Once the total annual income less administration is known the balance is disbursed to those licensees (& the Club) whose berths were made available to renters. 50% is disbursed on a per night basis & 50% is disbursed on a per metre basis.

6.4. 5 Year Maximum Transfer Price Rise (2024 – 2029) Policy

Adopted June 2024

The purpose of this rise is to give some financial relief to the Berth Licence Holders because many aspects of the marina that require work in this first wave of refurbishment are due concurrently and the refurbishment contribution, which is calculated to pay for the degradation of the marina, has been raised by necessity several fold and whilst nothing can be done about this we can give some relief by raising the Maximum Transfer Price (MTP) for a fixed period of time.

The proposal was passed by the General Committee on the 19 March 2024 the Maximum Transfer Price of each berth is to be raised by an amount equal to each berth's contributions to the Refurbishment Fund for 5 years of regular periodic payments from 1st January 2024 to the end date 21st April 2029.

The accepted proposal read as:

"That in addition to regular CPI increases, the Maximum Transfer Price of each Berth Licence is to be raised by an amount equal to each Berth Licence's contribution to the Refurbishment Fund from the 1st January 2024 to 31st March 2029 to be applied to the Maximum Transfer Price from 1 April 2024.

Each Berth Licence contribution to the Refurbishment Fund will be detailed in the annual budget process."

In practice, the value of the refurbishment contributions is added to the base price of each berth licence when the contribution is invoiced to the berth licence holder. CPI is then applied to revised base price as per the Marina Berth Licence.

The MTP will be proposed to be added to the Constitution alongside the other members costs in the section Dues 6.0 at the 2024 AGM.

6.5. Proof of Boat Ownership Policy

Adopted: October 2019

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

6.6. 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).

6.7. Signatures on Marina Berth Licence documents

Adopted: April 2022

Both original & digital signatures are acceptable on marina berth licences, deeds of assignment & other marina berth licence related documents.

6.8. Trusts as Kerikeri Cruising Club Marina Berth Licensees Policy

Adopted: March 2020

From 1 March 2020 Kerikeri Cruising Club will not accept a Trust as a licensee (existing licensee trusts as at 1/3/2020 excepted).

6.9. Marina Use Policy

Adopted: November 2021

The Kerikeri Cruising Club and Marina is for the purpose of enabling recreational boating. The marina is not generally for the purpose of commercial activity. Commercial activity includes the loading/unloading of commercial passengers (including contractors), business equipment, supplies or materials. This does not apply to approved contractors working on recreational boats."

6.10. Multiple Berth Licence Ownership Policy

Adopted April 2025

1. A berth licence holder can apply for a second berth licence if he or she has more than one boat or acquires another boat and they are number one on the waiting list for the relevant berth licence size.
2. Ownership of the berth licence must correspond to membership type e.g. a family membership yields a 2 licence maximum entitlement.
3. If the 2 berth licence option is requested, one berth or both berths cannot be placed in the visitor pool for longer than 12 months without the prior agreement of the Club. The spirit of this item is to encourage active boat usage rather than asset storage or berth retention for future potential changes in life's circumstances.
4. All dual berth licence purchases must be considered at the Marina Committee level and then the General Committee level as a "dual berth licence application' not just a single berth licence application. Supply and demand considerations will be taken into account with special note to general principles 1 and 2 as above.

5. This policy does not apply to merging of berths into a say, one cat berth where 2 licences are needed. These types of conversions will be dealt with separately by the appropriate committees.
6. The Club reserves the right to approve or disapprove any application at is absolute discretion regardless of whether the above conditions are met."

7. 7. Appendices

7.1. Appendix 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.

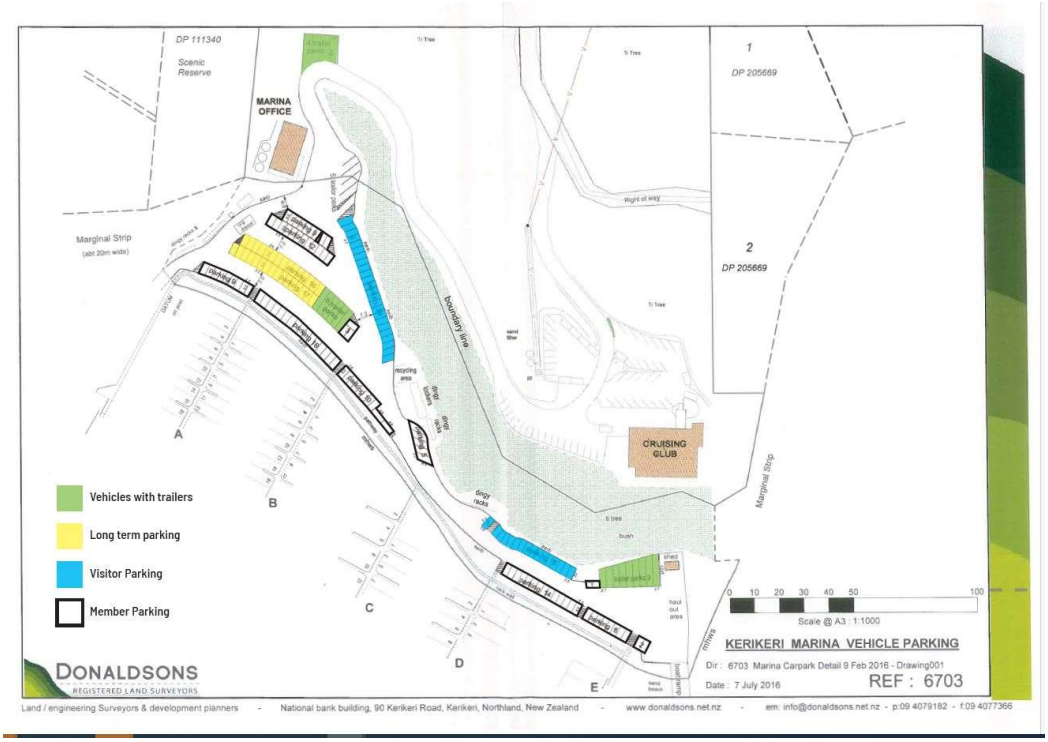
The following details are provided in support of my nomination. Please attach additional information if space not efficient herewith.

Your Name & Contact Details:

Nominee's Years of Service

Details of Service history

7.2. Appendix II – Parking Management Plan



7.3. Appendix III – Application Form for Access to CCTV Footage

KCC uses Closed Circuit Television (CCTV) systems for the purpose of crime prevention & for the objectives set out in KCC's Camera Surveillance Policy.

The Privacy Act 1993 gives you the right of access to the CCTV images & any voice recordings we hold about you.

Please complete this form if you wish to access CCTV footage. If you require assistance, please contact the Club Manager (details listed below).

Name of person making the request	
Address	
Contact Number	
Email Address	
Details of image to be viewed	
Date/Estimated time:	
Location	
Reason for request	
I acknowledge that the footage provided will only be used within the terms &	
purposes of the Camera Surveillance Policy & will not be published on the	
internet or given to newspapers.	
Signed Date	

Please return this form to Club Manager, 346 Opito Bay Road, RD1, Kerikeri

On receipt of your completed form, we will respond to your request promptly, & in no more than 20 working days. If we encounter any difficulties in locating your footage, we will keep you informed of our progress.

To be completed by Club Manager

Request Approve / Declined (please circle) Reason if declined:	
Details	
Signed Date	
Enquiry completed on	

7.4. Appendix IV – CCTV Privacy Notice

This Privacy Notice is designed to inform you of the scope of the personal information that the Kerikeri Cruising Club (KCC) collect with its Closed Circuit

Television (CCTV) system and your rights in relation to that information.

Nothing in this Notice limits or excludes your rights under the New Zealand Privacy Act 1993.

KCC has CCTV monitoring and recording capabilities at selected sites.

This includes marina, clubhouse, boatsheds, car parks & driveway. Signage advising of CCTV equipment will give notice of areas covered by such equipment. The purpose of collecting the information The CCTV system supports crime prevention and protects against damage to property.

Security and sharing of your information:

KCC takes all reasonable steps to protect personal information against loss, manipulation, misuse and unauthorised access. KCC has protections against unauthorised access to personal information. KCC may make archived CCTV images available to official government agencies in accordance with principles 10 & 11 of the New Zealand Privacy Act.

The rights that individuals have to access the information

If you are recorded by KCC's CCTV cameras, you have the right to access that footage and to make any corrections so long as that information relates to you and is reasonably accessible. The length of storage of footage varies between cameras so the information may not be available at the time of your request.

You may request confirmation of whether or not KCC holds personal information about you. You may request access to this information. Access will be granted unless one of the grounds for refusal, listed in the New Zealand Privacy Act, applies.

Contact details

Any queries regarding this Privacy Notice should be directed to:

Kerikeri Cruising Club

346 Opito Bay Road

RD1

Kerikeri 0294

Or email info@kerikericruisingclub.org.nz