

KAMEHAMEHA CANOE CLUB - HILO HANDBOOK

TABLE OF CONTENTS

	PAGE
PADDLER INFORMATION MANUAL	3
INTRODUCTION	
CLUB HISTORY	
2023 CLUB OFFICERS & DIRECTORS	
GENERAL POWERS OF BOARD	4
PRACTICE SITE	
CLUB COLORS	
LIST OF OTHER CLUBS MOH OUTRIGGER CANOE RACING ASSOC	
MOKU O HAWAII OUTRIGGER CANOE RACING ASSOCIATION'S OFFICEI	RS4
INFORMATION ON SPECIAL PROJECT	
CLUB EQUIPMENT	4-5
OPERATING BUDGET	
CLUB GOALS & THEME FOR THE YEAR	5-6
PADDLERS DUTIES AND RESPONSIBILITIES	6
CREW SELECTION CRITERIA	6-7
NAMES OF COACHES	8
EXPENSES TO PADDLER (2022)	8
OC1 SPACE	8-10
CLUB RULES & BY-LAWS	11
MOH OUTRIGGER CANOE RACING ASSOCIATION	11
H.C.R.A. RULES	11
STANDING RULES	
SECTION 1. HEAD COACH	
SECTION 2. ASSISTANT COACHES	
SECTION 3. PADDLERS AND MEMBERS	
SECTION 4. NON-MEMBER PADDLERS AND NON-MEMBERS	
SECTION 5. RACE CHAIRMAN	-
SECTION 6. COMMITTEE (S) RESPONSIBILITIES	
SECTION 7. CLUB AREA AND EQUIPMENT	
SECTION 8. PENALTIES AND PUNISHMENT ENFORCEMENT	-
SECTION 9 . POWERS TO IMPEACH	
SECTION 10. POWERS TO AMEND	14

KAMEHAMEHA CANOE CLUB - Hilo PADDLER INFORMATION MANUAL (Revised February 2024)

INTRODUCTION:

This manual was first created for the 1996 paddling season and was revised in 2002, 2012, 2017, and in 2022 as a way of giving every member of Kamehameha Canoe Club – Hilo all of the information needed to have a fun, safe, & competitive season. This 2022 manual contains much of the same information as well as some new items about our club and rule changes for the season that you need to be aware of.

Mahalo nui loa Your Board of Directors

PARENTS: Please read & review this manual with your child paddler. The understanding of the contents will make for a safer, more enjoyable season. Feel free to discuss any questions or concerns with any coach or board member.

1. CLUB HISTORY

Original Kamehameha Canoe club founded in 1947 under the auspices of the Order of Kamehameha Lodge in Keaukaha. The club was reorganized in 1954 by Robert Puakea, Sr., Eddie Hamauku & Dan Nathaniel, Sr. Head Coach: Isaac Keliipio. After going through many changes through the years, the MODERN DAY KAMEHAMEHA CANOE CLUB was founded in 1975 by John Kekua, Jr., Arnold Nathaniel, Sr., Abe Remy, Dale Fergerstrom, & Joe Kealoha.

Reason: To perpetuate the Art & Sport of Outrigger Canoe Racing.

2. 2023 CLUB OFFICERS & DIRECTORS

PRESIDENT: Judy Puniwai

VICE PRESIDENT: Darlene Iokepa-Kakalia

SECRETARY: Lahela Parker-Bailey

TREASURER: Mahea Stanley

DIRECTORS: Napua Puniwai, NoeNoe Kuailani, Scott Laursen, Jennifer Randall & Kelly Leong

3. GENERAL POWERS OF BOARD

The Board of Directors shall have the authority to perform all executive functions of KCC-Hilo, adopt Standing Rules, and shall have general management and control of the business and affairs of KCC-Hilo and all other powers **as granted in the Articles of Incorporation**. If any person would like to use the KCC-Hilo name, logo, or anything to do with the club, they will have to obtain permission from the Board of Directors.

KCC – Hilo does not allow nepotism (appointing persons on the basis of their blood or marital relationship to the appointing authority, rather than merit or ability) or conflicts of interest unless authorized by the the Board of Directors.

4. PRACTICE TIMES

Are determined by each coach to achieve the desired results for their crew. See your coach for the days & times. It may change throughout the season.

5. PRACTICE SITE:

South end of Hilo Bayfront, nearest to Suisan Fishmarket. Meet at club halau.

6. CLUB COLORS:

BEIGE/RED

7. LIST OF OTHER CLUBS IN THE MOKU O HAWAII OUTRIGGER CANOE RACING ASSOC. go to www.hcrapaddler.com

8. MOKU O HAWAII OUTRIGGER CANOE RACING ASSOCIATION'S OFFICERS & DIRECTORS:

PRESIDENT: Doug Bumatay – Paddlers of Laka VICE PRESIDENT: Kahealani Veincent - Kawaihae SECRETARY: Leilani Carter – Keauhou TREASURER: Darlene lokepa-Kakalia – Kamehameha-Hilo DIRECTORS: One representative from each member club RACE DIRECTOR: - Michael O`Shaughnessey - Puna RACE SECRETARY: - Carolyn Carter - Keauhou

9. INFORMATION ON SPECIAL PROJECTS

FUND RAISERS:

Business Race – April – All Day Additional fund-raisers to be announced.

10. CLUB EQUIPMENT

CANOES:

KOA – Holonakai`ākea – "Moving through the swift broad sea"

MIRAGE DESIGN HULL FIBERGLASS (2)

Tuahine "Rains of Manoa" Kua`ana – "Older sibling" named for Uncle John & Aunty Darlene's mom.

BRADLEY DESIGN HULL FIBERGLASS (2) Nahoa "Brave/Bold/Defiant"

Kekualani – named as a tribute to John Kekua and his `ohana

PATTERSON DESIGN HULL FIBERGLASS (1) Kaleo Moana "Voice of the Sea"

HAWAIIAN RACER FIBERLGASS (2) Kaiwiki "Swift Waters" Holomakani "Moving Wind"

ULTRA LIGHT – Kawohi – Named after Tanya Beirne's grandmother Kupua – "Growing into a new life" Different nature

PRACTICE CANOES FIBERGLASS (4)

Liokai "Seahorse" Malanai "The wind from the mountain above Hilo One" Nakaniela "Nathaniel" (Name Canoe) Kalana 'Eha – original county canoe #4 (also known as "The Green Machine"

CLUB EQUIPMENT:

Paddles Canvas Canoe Trailer Saddles for canoe(s) Complete sets of i`ako Complete sets of `ama Canoe dollies

11. OPERATING BUDGET

A copy of the operating budget is available for inspection through the club treasurer.

12. CLUB GOALS & THEME FOR THE YEAR

THE CLUB GOALS:

- Instill values
- Perpetuate the art and sport of Hawaiian outrigger canoe racing
- Be competitive in regatta and long distance season

• Make it to the HCRA State Championship

`A`OHE HANA I NELE I KA UKU – THERE IS NO REWARD WITHOUT WORK.

A canoe club requires much work & sacrifice by all to attain our goals, but as our theme says, all work has a reward. We encourage everyone to work hard to attain your personal as well as the club goals and you will be rewarded in many ways in your life.

IKAIKA I KA LOKAHI – "STRENGTH IN UNITY"

This theme will continue to be promoted, as we are much stronger as one cohesive unit than as a group of individuals.

13. PADDLERS' DUTIES AND RESPONSIBILITIES

- Understand the way in which the club is organized and abide by its rules and regulations.
- Take pride in being a club member.
- When paddling with the club or when identified as a club member by wearing a club shirt, you represent the whole club as well as the sport of Hawaiian Canoe Racing.
- Respect the authority of the club's officers and understand that the efforts of all should be directed towards achieving the club's goals.
- Acknowledge that the Head Coach and the Assistant Coaches are delegated by the club to lead and direct the activities of all its' paddlers.
- Dedicate yourself to attain the level of physical fitness the coaches require and participate wholeheartedly in any conditioning program that is recommended.
- Give your best, both mentally and physically, *at all times.*
- Come to practice ready to train hard and arrive at the site early enough to "settle down" and prepare for practice.
- Have a willingness and desire to make an *initial effort, a second effort, and a* third effort and as many efforts it takes to become a member of a crew.
- Be punctual and be able to take criticism and praise in a positive way.
- Be sensitive to the needs of others and be willing to go more than half the distance to allow for the shortcoming of others.

CREW SELECTION CRITERIA

ABILITY – There is simply no way around it. Some people will just be able to pull a canoe better than others no matter how hard some people try. These people are valuable to the team, but this is not the only deciding factor to being selected.

STRENGTH – How hard someone can pull the canoe through the water shown in such things as one man, two man, and while pulling bottles will be a consideration.

ENDURANCE – How long can you keep a high level of effort will be a consideration. No matter how strong you are, you have to be able to put out effort for the entire duration of the race.

TIMING & TECHNIQUE – How well you can follow others in the canoe with good form (so that others following you will be more effective) will be a consideration. No matter how strong you are, nor how well conditioned, if your timing is off you are not contributing effectively to the effort. Example: Tug-of-war, if ten people pull all at the same time, they will be more effective than if each of them pull at different times.

ATTITUDE – A person can have a bad attitude & still paddle well, but that negative attitude will carry through the boat. Some people will feel intimidated, some mad & the crew won't feel like pulling for you. A crew who likes each other will work harder for each other.

ROLE MODELING – It is essential to the unity and preservation of our club that we conduct ourselves in a manner that is both respectful and courteous to others. Our actions are mimicked by our youth; therefore, it is important that we demonstrate appropriate social etiquette.

PARTICIPATION – All of the above are the main consideration for a seat on the boat, but realize that if one seat is open and two paddlers of equal ability & attitude are available there almost always be more consideration given to that person who gives more of themselves to the club effort. Important to remember though is that we are not saying that whomever is nicest to the coach gets a seat! That is not the case.

ATTENDANCE & PUNCTUALITY – We will not make attendance a factor by itself (a person can show up for every practice but never put out an effort) but you can see that it will be hard to apply the other factors if you are late or not there.

Please note that all of these criteria's will be taken into consideration when choosing crews, but the Head Coach has the final say in determining all crews.

14. NAMES OF COACHES

STANLEY CANN – HEAD COACH

Stanley Cann – MEN'S & WOMEN'S COACH Kauwa Elia –COACH Nick AhYo - OVERALL Mahea Stanley, Glory Freeman, Jolyn Takeya-Whitney– YOUTH COACH Paul Stanley, Mark Grant – YOUTH COACH Kenika Kāne, Sherise Kana`e-Kane, Aaron Māka`imoku, & Bill Lee – MEN'S & WOMEN'S NOVICE COACH Napua Puniwai – Keiki specials

15. EXPENSES TO PADDLER (2023)

Club Dues – Regatta Season 18/under - \$40, College Student (with ID)-\$45, Kupuna (65+) - \$50, Adults - \$95, Family - \$140 (up to 5) Specials - \$25 & Associate - \$25

Race ID's - \$10 for adults (good for 5 yrs) & \$5 for kids 18 & under (good for 3 yrs)

Dues cover the following expenses:

\$2 registration fee, \$12 per crew per race fee, insurance, fuel to Kona to haul canoes & equipment to race, equipment maintenance, & club administration expenses. Your club dues also cover all entry fees for regatta races throughout the season. Dues do not cover expenses incurred when traveling to races in Kona or to the State Championships on the outer islands. Crews that may qualify for the State Championships will be informed of expected expenses.

Long Distance Season:

Entry fees for the MOH Long Distance races will be collected from each paddler once they are chosen by the coaches. This will cover the entry fees and gas for the person that will be transporting the canoes to the races on the West side of the Island. This does not cover the Queen Liliuokalani Labor Day races or the Molokai – Oahu race or other off-island races. These races will have their own fundraisers.

Na Wahine O Ke Kai & Men's Molokai Hoe Expenses:

Any paddler that desires and puts in the hard work and training time required may paddle in one of our crews participating in the annual Molokai to Oahu race or other offisland races. This is the ultimate canoe race and a fitting end to our paddling year. There will be fund raising activities specifically for the "Molokai" crews.

16. OC1 RULES

Kamehameha Canoe Club Use of Extension to the Halau for OC1 Space

Members

Use of the halau for OC1 space is for Kamehameha Canoe Club members who are 18 years of older and are members in good standing who meet the criteria as specified. Good standing means that a member: has paid current Club dues and the annual donation to use the halau for OC1 space; participates in Club fundraising; does not compete against Kamehameha Canoe Club - Hilo during the regatta season; and does not coach for another canoe club. If a member ceases to be in good standing, he/she is given two (2) verbal warnings and one (1) written notice and will be asked to remove his/her canoe out of space within ten (10) calendar days.

Eligibility for OC 1 space for members in good standing

The Halau Manager will maintain a list of names to be assigned as spaces become available, as long as the member meets the current eligibility requirement. To be current the member must participate in at least 3 regattas per season and participate in at least 1 regatta fund-raiser for Kamehameha Canoe Club-Hilo. Available spaces will be assigned by the Halau Manager with BOD concurrence.

Donation

The donation to use the halau for OC1 space is \$150 per year, payable in advance by April 1 and is nonrefundable. All donations shall be given to the Halau Manager in the form of check, bank draft or money order, payable to Kamehameha Canoe Club - Hilo by April of each year. IF OC 1 paddler does not pay by May 1, that paddler will be informed by the Halau Manager and will have (7) days to make payment. If payment is not made by May 8, space will be forfeited to next person on waiting list. (Please discuss with Halau Manager any financial hardships.)

If OC1 paddler joins Kamehameha Canoe Club - Hilo mid-year and meets the criteria for a member in good standing, the annual rate will be prorated monthly to and include March of the following year, payable in advance and at one time. Note: All OC1 space donations will be kept by the BOD in a designated, separate account and targeted for equipment maintenance and repairs for the OC6 s, the halau and trailer. Additionally 20% of OC1 donations will be available annually to be utilized in support of paddlers participating in the long distance season.

Rules for use of the halau for OC1 space

Each member who has made the required donation for use of the halau for OC1 space and is a member in good standing must abide by the following rules. The member shall:

- Complete the <u>"Waiver and the Release of Liability for OC1 Space</u>" that releases the Club and the Board of Directors from liability due to theft or damage caused by but not limited to weather, high surf, or vandalism;
- Subletting OC 1 Space: An OC 1 space may be sublet for a period of time due to issues such as but not limited to; injury, an extended period off island or canoe repairs. Subletting arrangements can <u>ONLY</u> be made through the Halau Manager and the space

can only be sublet to the next individual on the waiting list. Subletting a space will not remove the member on the waiting list for a permanent spot. The space will be returned to the original owner at an agreed date with the knowledge of the Halau manager. If a club member no longer needs their space or does not meet the criteria of member in good standing, the Halau manager shall be notified, the space returned to the club, and the Halau manager will reassign it. Halau manager will inform the Board members of the change.

- be assigned one designated space only (i.e., no more than one OC1 space per person);
- receive the combination to the lock and be responsible for not sharing it with anyone. The member with the combination must be the one who unlocks and locks the lock. The combination will be changed periodically by the Halau Manager in consultation with the Board of Directors. One month prior to the change, the Halau Manager will post the proposed date of change in writing at the halau; If member allows combination out to non-member, sh/she could have their OC1 spot forteited by Halau Manager and BOD.
- agree that his/her name will appear on the CURRENT LIST with updated telephone number and email adress, of OC1 paddlers who have been granted the right to the use the halau for OC1 space. The Halau Manager in consultation with the BOD will maintain the CURRENT LIST. The CURRENT LIST will be posted discretely at the halau;
- store a hull (rudder up) and 'ama for OC1, OC2 or surf ski only (i.e., no paddles, iako, saddles, kayaks, sit-on tops or other water or land craft). As a storage exemption, jakos can be stored if fully secured by PVC or other devices that ensure there will be no damage to nearby canoes in the event of wind gusts, etc. Hull and 'ama shall be rinsed with fresh water before storing. To store an OC2, the paddler must notify the Halau Manager and wait for a space in the Halau extension only to become available before storing an OC2. Two OC2's cannot be stored across from one another in the extension area (ie. Mauka side to makai side). If someone in the original Halau area wishes to store an OC2, they must find a paddler in the extension area willing to move their canoe into the original Halau area. Coming to an agreement requiring canoe rearrangement to accommodate an OC2 in the extension is the responsibility of paddlers involved. No paddler should ever feel pressured to move stalls. If any paddler is uncomfortable with accommodating a potential move, the OC2 will notbe allowed storage in the halau. If an agreement is achieved t change stalls in accommodating an OC2, the scenario must be approved by the Halau Manager prior to proceeding with it. Due to such added complexities within limited stall space, anyone storing OC2 will be required to provide an annual donation of \$50 in addition to the \$150 OC1/surf ski donation.
- agree that he/she will respect the property of others and will not: touch or move another members' hull or any other property of a fellow padller that is properly stored in their stall, leave the gate unlocked while paddling and leave saddles out which may block another's access or OC6 egress. The member shall make sure the enclosure is securely locked during and at the end of the paddling session; request space reassignment in writing and submit it to the Halau Manager who will make the decision, with Board approval, if another space becomes available;
- not make any alterations to the assigned space without prior written

approval of the Halau Manager

• not use nails, staples or screws within the halau.

Review of Policy and Procedures

This policy was developed by the Board of Directors with the intent of providing OC1 space... not storage. This policy has been approved January 16, 2022 by the Board of Directors. A Kamehameha Canoe Club – Hilo member may submit a request to review a specific issue of this policy, in writing to the BOD, through the Halau Manager. This policy and set of procedures are subject to review and change by BOD approval.

17. RACING SCHEDULE and CLUB RULES & BY-LAWS

Please go to the club's website www.kamehamehacanoeclubhilo.org

18. MOKU O HAWAII RACE RULES & BY-LAWS

Please go to the MOH website www.mokuohawaii.com

19. HCRA RACE RULES & BY-LAWS

Please go to the HCRA website www.hcrapaddler.com

STANDING RULES

SECTION 1. HEAD COACH

- a. Selected before the new season starts by Board of Directors. Each nominee will submit resume, upon request, to the board for review.
- b. In charge of all equipment and property of the club and County.
- c. In charge of delegating authority to his appointed assistant coaches.
- d. Handles disputes occurring on the beach as a result of practice or race if requested by assistant coach(es) or paddler(s).
- e. Direct practices, dates and times.
- f. Responsible to make the Club #1 on the Island (will settle for #2 or #3).
- g. Determines racing crew with respective assistant coach several days before scheduled race.

POWERS OF THE HEAD COACH

a. The head coach, if he is to be effective, must be allowed to decide race strategy, organize practices and training, and pick racing crews without hindrance from the BOD or the general membership. In these three areas, his power is absolute.

SECTION 2. ASSISTANT COACHES

- a. Selected by appointment of the Head Coach.
- b. In charge of equipment and property for the use of practice and races.
- c. In charge of their respective crew(s).

- d. Responsible for action (s) of his crew(s) while at practice or race.
- e. Settles disputes within their respective crew(s).
- f. Determines requirements of crew to race.
- g. Aid head coach for determining respective race crew(s)
- h. H. Subjective to head coach demands.
- i. Will help ensure that crews are registered with race chairman, makes sure his/her crews are/have no outstanding debts to the club, have phone number of each crew member, and act as his/her crew manager at races.

POWERS OF THE ASSISTANT COACHES

a. The assistant coaches may receive the same powers, as delegated to them by the head coach, but the head coach will always retain final authority

SECTION 3. PADDLERS AND MEMBERS

- a. Dues shall be collected from members subject to Article II Section 2 of the by-laws.
- b. A new paddler has a grace period of two weeks or 14 days after first day of paddling to pay their dues.
- c. Any paddler wishing a release form may obtain one through the Race Chairman, providing the paddler has no outstanding debts with the club. The head coach, club treasurer, and (1) Board of Director will grant a release. All releases will be subject to current MOH regulations.
- d. Should notify crewmates or coach if unable to make practice or race.
- e. When a paddler or crew has a problem or gripe that cannot be resolved by the assistant coach, they should take their problem to the head coach. If they are still unsatisfied, they should then contact the Board of Directors.
- f. The use of alcohol or any controlled substance, or any prescription medication that could endanger the user or those around him, is forbidden at any practice or race. Any paddler who appears intoxicated will not be allowed to participate for his own safety and the safety of those with him. In addition, this rule may be applied to any club function where safety or the reputation of the club is likely to be at stake.
- g. Fighting (physically or verbally) is forbidden, and may be grounds for suspension or dismissal.
- h. Paddling and non-paddling members are not to disrupt practices or decisions without first discussing it with the head coach at an appropriate time and location and should abide by his final decision.

SECTION 4. NON-MEMBERS PADDLERS AND NON-MEMBERS

a. Not allowed the privilege of utilizing club equipment, unless head coach, assistant coach(es) or the Board of Directors grants permission.

b. No person shall use the name, mailing list, email list, or official insignia of KCC-Hilo for other than strictly KCC-Hilo purpose without the authorization of the Board of Directors, which is to be confirmed in writing or email by said Board. All notifications on Facebook,

Intagram, Twitter or any other media notification shall be made by the appointed Secretary of KCC-Hilo and and anyone that she/he appoints to help them.

SECTION 5. RACE CHAIRMAN

- a. Selected by the Board of Directors.
- b. Must be non-paddling member.
- c. Keep all records: Cards Classification (School Records)
- d. Responsible for all race events in conjunction with MOH and HCRA.
- e. Responsible for registering each paddler with MOH and HCRA.

SECTION 6. COMMITTEE(S) RESPONSIBILITIES

- a. Selected by the Board of Directors.
- b. Budgets for committee(s) action(s) must be submitted to the Treasurer and all receipts turned in within one week to verify expenditure(s), profit(s), or loss(es).
- c. All action(s) subject to approval of the Board of Directors.
- d. Each committee chairman must submit a complete report and all records to the Board of Directors at the end of their term.

SECTION 7. CLUB AREA AND EQUIPMENT

- a. The head coach is responsible for all club equipment and the club practice area. He may establish an equipment committee to assist him in maintaining the club area and equipment.
- b. Littering is forbidden.
- c. Intentional damage to equipment and property is forbidden.
- d. Usage of equipment and property outside of practice and race, need approval of the head coach and the Board of Directors.
- e. Care of all club equipment and practice site is the responsibility of all paddlers.

SECTION 8. PENALTIES AND PUNISHMENT ENFORCEMENT

- a. Shall be carried out by the head coach with the aid of his assistant coaches if infraction occurs during race or practice.
- b. Shall be carried out by the Board of Directors if related to the club's business, internally or externally.
- c. All penalties and punishment(s) will be recorded for purposes of guide to future infractions.
- d. Disciplinary actions against members by the Board of Directors.
- e. Should any member be caught pilfering from the club activities, the following disciplinary actions will be followed;
 - 1. Verbal warning by the Immediate Supervisor in charge of activity-area.

2. Verbal warning by President-advising member that they will not be able to participate at activities where the club is handling monies.

3. Dismissal from club – through the Board of Directors subject to Article II Section 3 of the by-laws.

SECTION 9. POWERS TO IMPEACH

The general membership and Board of Directors have the power to impeach the head coach or any of the Board of Directors when it has been decided that the offending party has not acted in the best interest of the membership. The following procedures shall be adhered to:

- a. Grounds to Impeach: Any action in violation of the Standing Rules or by-laws, or any action that is not in the best interest of the membership is sufficient grounds to call a special meeting of the Board of Directors for an Impeachment hearing.
- b. Impeachment Hearing: A closed impeachment hearing at which specific violations are officially presented to the Board of Directors must be called through petition by a quorum of the membership. At this hearing, the violations will be presented and discussed and the offending party/parties must be given the opportunity to present a defense. The full Board of Directors (excluding those members who are being accused) will then vote by secret ballot FOR or AGAINST instituting Impeachment Proceeding. This decision may be OVERTURNED by majority vote of a quorum of the membership and Impeachment Proceedings thereby instituted or denied.
- c. Impeachment Proceedings: Violations are presented before a special meeting of at least ¾ of membership. After discussion, a move to impeach will be followed by a vote by secret ballot. At least a ¾ majority of ¾ of the members is required for impeachment. These special quorum figures must be adhered to, in order to ensure that a true majority of the club is represented.

SECTION 11. POWERS TO AMEND

The members may make, alter, amend and repeal the Standing Rules of the Corporation at any annual meeting or in writing to the Board of Directors and a special meeting called for that purpose.