



Club Information Pack

Welcome to New Zealand Canoe Polo! This pack supplies you with all the information you need to complete the club affiliation process and become fully involved with New Zealand Canoe Polo activities.

The following information is included:

- Why become an affiliated club?
- New Zealand Canoe Polo Structure and Contact Information
- Club Affiliation
- Club Affiliation Form
- New Zealand Canoe Polo Association Constitution

For more information check out our website www.canoepolonz.org.nz

WHY BECOME AFFILIATED?

Some of the services New Zealand Canoe Polo can provide to your club include:

- Coaching courses and accreditation of coaches
- The New Zealand Canoe Polo Update (official quarterly newsletter)
- Assistance preparing funding applications (gaming machine trusts require sporting organisations to be affiliated to a national body)
- Refereeing courses, and theory and practical refereeing assessments
- Assistance planning and running development programmes
- Teams from your club will be eligible to enter in Inter-Club competitions run by any other affiliated club
- Use of the New Zealand Canoe Polo website to advertise club events throughout the country
- Your members will be eligible to trial for New Zealand development squads and teams

Other initiatives organised by New Zealand Canoe Polo include:

- New Zealand Canoe Polo National League Championships (this extended competition includes a first division for elite players and a second division for intermediate players)
- New Zealand Canoe Polo Inter-Regional Championships (this annual competition is rotated between Christchurch, Wellington, and Auckland and is run free of charge)
- New Zealand Canoe Polo Secondary School Championships showcase the best canoe polo juniors representing their schools during March tournament week
- NZ Senior Squads train throughout the year towards the World Championships (held in even years) and Oceania Championships (held in odd years)

Resources and documents available from New Zealand Canoe Polo:

- Official Canoe Polo Rules of Play
- New Zealand Canoe Polo Media and Marketing Manual
- New Zealand Canoe Polo Brand Manual (to be completed)
- Canoe Polo Media Folio 2001, 200, and 2003 (collection of media clippings from around NZ featuring canoe polo – very useful for including with funding applications)
- New Zealand Canoe Polo Policy Manual or individual policies
- New Zealand Canoe Polo annual reports, financial statements, and board minutes

NEW ZEALAND CANOE POLO STRUCTURE

New Zealand Canoe Polo affiliates to the New Zealand Canoeing Federation Inc. (NZCF) which in turn affiliates to the International Canoeing Federation (ICF). The ICF is the international governing body of all canoeing sports and is responsible for running the Canoe Polo World Championships, overseeing ICF canoe polo rules of play changes, and accrediting international referees.

The NZCF is governed by a board with a Patron (currently Sir Ian Ferguson) elected by the annual general meeting, one delegate from each canoeing discipline (canoe polo, canoe racing, slalom, freestyle, dragon boating, and recreational canoeing) and appointed directors. By being affiliated to NZCF, New Zealand Canoe Polo has access to applying for Prime Minister scholarships for elite athletes, officials, and coaches, SPARC funding for development initiatives, and eligibility to represent New Zealand at international competitions.

New Zealand Canoe Polo is governed by a board made up of elected and appointed directors, and a President elected by the annual general meeting. The Board is concerned with governance issues such as strategic planning and setting of policy. The Executive Director is secretary to the board, chair of the executive council, and responsible for overseeing the day to day business of the organisation.

The executive council is a body comprising the Communications and Marketing Director, Funding Director, and the directors of five portfolios/councils (competitions, refereeing, coaching, player development, squads, and schools). Each council comprises a coordinator from each region and in some cases selected national appointees (e.g., national coaches or referees).

CONTACT INFORMATION

President

Michael Beauchamp beauchamp@clear.net.nz

Chair of the Board

Cameron Butler Cameron.Butler@fphcare.co.nz

Executive Director

Maree Burnett maree.nick@paradise.net.nz

Communications and Marketing Director

Olivia Spencer-Bower oliviaspencerbower@gmail.com

Refereeing Director

Sean Thomson seanandkathy@xtra.co.nz

Competitions Director

James Mitchell james@missionkayaking.com

Coaching Director

Phil Parry philparry@xtra.co.nz

Funding Director

Rosemary Wright wrightdr@xtra.co.nz

Squads Director

Penny Dustin dusties@paradise.net.nz

Schools Director

Kris Worlledge krisw@ths.school.nz

CLUB AFFILIATION

To affiliate to New Zealand Canoe Polo each club must:

- complete in full the attached club affiliation form by 31st March and post to: New Zealand Canoe Polo, P O Box 14040, CHRISTCHURCH
- pay the required levy (\$25 for players over 18, \$15 for high school players and \$10 for intermediate and primary school players) for EVERY canoe polo player registered to your club by 31st March (note: clubs are also required to pay the regional affiliation levy prescribed by their region)
- submit a copy of the club's constitution
- submit complete membership information
- update membership information and pay levies by 31st July for members registered since 31st March

This year all membership information will be entered into a national database. Clubs are encouraged to submit their membership information to New Zealand Canoe Polo in an excel template designed for our database. Please contact the Executive Director to request this template in your preferred format of email or CD. If your club is unable to do the data entry in this spreadsheet please request a membership form.

Note: All clubs are required to meet the requirements set out in the attached constitution and their obligations under the Incorporated Societies Act 1908. A useful guide to this Act is available from the Companies Office www.companies.govt.nz.



Club Affiliation Form

Club..... **Region**

Postal Address.....

.....

Person authorised to register participants with New Zealand Canoe Polo on behalf of Club

Name

Position Chairperson / Secretary / Polo Officer -(delete two)

Postal Address.....

.....

Phone Number(s) Fax Number

E-mail.....

Number of primary and intermediate players registered to your club for the current year.....

Number of high school players registered to your club for the current year

Number of other players registered to your club for the current year

The Club Levy due (@ \$10 per primary and intermediate player / \$15 per high school player / \$25 per all other players)\$.....

We consent to the information on this form being used by the New Zealand Canoe Polo Association and its Regions to compile mailing lists and other data, which may be distributed to competition organisers, funding bodies, sponsors and parent bodies of the New Zealand Canoe Polo Association and its Regions. We also confirm, on behalf of our members, that all information submitted with our membership lists has been submitted with consent from the individuals listed that it may also be used for the above-stated purposes. We acknowledge our right to access to this information.

Signed:..... Date.....

Position:

This consent is given in accordance with the Privacy Act 1993.

Checklist.....**Checked**

Levy Payable

Copy of Club's Constitution (*for new clubs, or if changes have been made*)

Membership Lists

The New Zealand Canoe Polo Association and its Regional Associations take no responsibility for any injury to persons or damage to property, in whatever manner, in any of the activities, canoe polo or otherwise, promoted by the New Zealand Canoe Polo Association, its Regions, or its Members.