



NOCC Members HANDBOOK



Version 1
January 2025

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1. The History of Outrigging

Outrigger canoe paddling has its origins in the development and spread of the coastal culture in the Pacific Rim region about 30,000 years ago. During this time the canoes played an integral role in the survival and transmigration of ancient cultures.

It was not until many thousands of years later that outrigger racing became a competitive sport and maritime advancement bore witness to the evolution of the canoe into the sleek racing boats of today. The first canoe race, initially for men, was in the Hawaiian Islands in Waikiki in 1917.

Outrigger canoe racing in Australia is relatively young. The first Australian club emerged on the Gold Coast in 1983. The sport started in the Whitsundays as a competition between the staff on the resort islands and slowly spread out from there. Sydney greeted its first club in 1989, the same year that the newly formed AOCRA (Australian Outrigger Canoe Racing Association) held the first National Titles.

Outrigger Traditions (AOCRA)

Blessing of the canoe - All canoes need to be blessed prior to their initial launch and at races, the regatta fleet should also be blessed prior to racing.

Pointing the canoe out to sea - Where possible, always try to park the canoe with the bow pointing towards the water or out to sea.

Always back the canoe into shore – this is a sign you come in peace [canoes were used in war between tribes].

Never step over a canoe - Always walk around the canoe and respect the canoe. A canoe should never be dragged or pushed up a beach, it should always be lifted.

Never sit on the side of the canoe – maintain respect.

Never swear in a canoe – maintain respect for the canoe and the crew.

Above all, it is important to **treat the canoe as a member of your crew**, your life depends on it in the ocean.

Respect for the ocean

- Learning about ocean and weather conditions where you're paddling.
- Saying an affirmation (Polynesians call it a prayer) before taking to the water asking for a safe paddle session and upon safe return.

Respect for fellow paddlers

- Your strengths multiply when everyone works together.
- Do what you can to be a positive team member.
- Six people in harmony makes the canoe sing.

As a mark of respect for the canoe, regarded as a living entity that protects paddlers from the unpredictability of the ocean, Hawaiians and Tahitians adhere to certain actions in order that the mana or spirit of the canoe is not upset by any disrespect shown to it.

2. Governing body - AOCRA – Australian Outrigger Canoe Racing Association

Outrigger Canoe racing in Australia is structured under the following organisations:

AOCRA

The primary governing body of the sport in Australia, responsible for the administration of the sport on a national level. It oversees such issues as rules, regulations, legalities (including insurance and duty of care) and liaising with similar sporting organisations and government bodies. AOCRA's aim is to instigate and foster the growth of the sport both at junior and senior levels.

AOCRA Zones

Established because of the rapid growth of the sport, as it spread from Queensland into other states. Within each state, a zone committee acts on behalf of the Zone to administer and run the sport within that state. These committees play the part of handling the day to day running of the sport, by adhering to the guidelines and rules set by AOCRA. They oversee regattas, registration and weighing of canoes, and making decisions on behalf of the zone to ensure its growth and continued success. Zones currently exist in New South Wales, Victoria (encompassing South Australia and Tasmania), South Queensland, North Queensland (encompassing the Northern Territory) and Western Australia.

AOCRA Affiliated Clubs

Within each state, clubs are established by groups of individuals in specific locations wishing to participate and foster the growth of the sport within their immediate neighbourhood. These clubs affiliate with the governing body AOCRA and then proceed to maintain a working relationship with their Zone Management Committee. The clubs, once established, can plan and run their own regattas (adhering to the rules and regulations set down by AOCRA).

Registered AOCRA Paddlers

Each paddler has the responsibility of paying club membership fees (set by their club) and AOCRA Insurance fees (set by AOCRA) to the club they choose to join. Paddlers, once insured, may either paddle socially as a means of keeping fit and meeting new people, or compete at the various regattas around Australia. Whichever path they choose, paddlers should uphold and respect club protocols and rules, ensuring good sportsmanship is maintained, and work together to ensure the future of their club.

For further information please visit the AOCRA Website: <https://aocra.com.au>

3. About us

Noosa Outrigger Canoe Club is located at Chaplin Park on Gympie Terrace, Noosaville, Sunshine Coast, QLD.

The club was formed in 1991. It has come a long way from when there was not even a boat in which to train. Evan Gartrell, who was first introduced to the sport on Hamilton Island, started the Noosa Outrigger Canoe Club. He competed in inter island events and at Molokai and in 1991 met Zandra Brown from Hawaii who had also competed at Molokai. The two formed the first outrigger group with friends and family. They were lent a "Malia" canoe by Evan's former team captain from Hamilton Island. Mooloolaba Club lent a trailer.

Noosa Outrigger Canoe Club is the largest by membership in Australia with membership currently at 215 members. The membership is diverse comprising 28 juniors and adults including 88 women and 99 men. The adult group is spread over recreational, intermediate and competitive divisions.

We welcome both recreational paddlers and competitive racing enthusiasts - our club competes across most age group regattas throughout the season.

If competition isn't for you, join our recreational paddlers to enjoy time on the water and participate in a variety of club social activities. Recreational paddling is an excellent way to try the sport, with many members transitioning to the competitive team and achieving medal-winning success.

Address: Noosa Outrigger Canoe Club Inc. Lot 165, Mill St, Noosaville 4566 | <https://noosaoutriggers.com.au/>

Our mission

To achieve excellence in the development, practice and promotion of the sport and culture of Outrigger Canoe Racing in the Noosa Area. To provide multi-point entry into the sport via Novice, Intermediate and Recreational levels.

Vision statement to December 2027

- Club facilities – NOCC will strive to have new, modern and functional facilities including sufficient boat storage.
- Training – NOCC will offer outstanding training opportunities for both competitive and recreational paddlers.
- Regattas and Events – NOCC will host a minimum of two AOCRA regattas and two internal events per year.
- Inclusivity and culture – NOCC will provide a safe and inclusive environment and establish a positive culture for all members that is the foundation for 5% pa net growth.

Our values

As Noosa Outrigger Canoe Club members, we subscribe to the AOCRA Code of Conduct and have adapted them as our set of values to guide our behaviour and our decision-making. In summary these are our shared values. They are our means of getting along with each other. They are the values we use to hold ourselves to account.

Specifically, we:

- Adhere to the principles of fair play and always play by the rules, respecting the traditions of Outrigging and the spirit of competition;
- Respect the rights and dignity of every person regardless of gender, race, ethnicity, or sexual orientation. This includes our teammates, opponents, coaches, and officials. We never engage in behaviour that abuses, provokes, or harasses others;
- Respect the decisions of coaches and officials and never argue with them;
- Never engage in inappropriate conduct including the use of offensive language and gestures that are demeaning to others;
- Always consider the safety and wellbeing of other participants before performance and results;
- Those of us who drink or smoke, do so responsibly when at any NOCC or AOCRA event as well as when we represent NOCC or AOCRA. We also acknowledge and agree to comply with NOCC By Laws, AOCRA Code of Statutory requirements;
- Are impartial, consistent, and transparent in our conduct and decision-making;
- Accept responsibility for our actions;
- Avoid situations that may lead to or call into question conflict of interest.

Code of conduct

All Members

- Place the safety and welfare of fellow paddlers above all else.
- Condemn unsporting behaviour and promote respect for the individuality of paddlers.
- Avoid any situation which may lead to or be misconstrued as a conflict of interest.
- Not arrive at training or regattas intoxicated or drink alcohol at junior regattas.
- Not allow the unlawful supply of alcohol at training, regattas or club functions.
- Not use bad language, nor will I harass members, coaches, officials, paddlers or spectators.
- Accept responsibility for my actions and decisions.
- Be a good sport - actions speak louder than words.
- Refrain from any form of personal abuse towards paddlers or officials. I will refrain from any form of sexual harassment towards paddlers or officials.
- Respect the rights, dignity and worth in of all people involved in the sport of outrigger canoes regardless of their gender, ability or cultural background or religion.
- Be on time for training.
- Assist others in the launching, storage and cleaning of all club equipment and craft.
- Take care of all club equipment and report damage to the committee or gear steward as appropriate.
- Make welcome visitors and new members to our sport.
- Resist becoming engaged in idle talk and gossip about other members of the club.
- Respect the instructions of coaches.
- Respect the “Rules” and “Code of Conduct” of your association and your club management committee.

For information on the Code of Conduct for the Administrator, Officials and Coaches – please visit the website:
https://drive.google.com/file/d/1TemEaT9PR_SuADPLxhaJnpvp6NEO5jHg/view

Further information can be found on the NOCC Website under the member’s section:

NOCC Strategic Plan - https://noosaoutriggers.com.au/wp-content/uploads/2025/09/2025_2027_-Strategic-Plan-Output_Initiatives.pdf

NOCC Constitution - https://drive.google.com/file/d/1pp2P7ZM8wXH_kbm7Jf-2YifFGj-Gl4vF/view

NOCC By-Laws - <https://noosaoutriggers.com.au/wp-content/uploads/2022/03/By-Laws-review-February-2022.pdf>

NOCC Committee

Roles and Responsibilities

The below information provides a general overview of the responsibilities for the formal roles within NOCC:

Position: The President, Noosa Outrigger Canoe Club

Reports to: Club Members and Committee

The **Club President** is primarily responsible for ensuring the club sets and meets its goals and objectives, is administered according to the Club constitution, and completes all legal and compliance obligations.

Key Responsibilities

- Ensure that the activities of the club are consistent with and adhere to the objects and powers of the Association as listed in the club constitution.
- Ensure that the activities of the club comply with the rules and policies of the peak body, AOCRA.
- Ensure all other compliance and legislative obligations are met e.g. Office of Fair Trading.
- Ensure the club has a clearly defined purpose, vision and set of values to guide decision-making, club culture and behaviour.
- Where there are specific club goals and objectives, the president must ensure these are well-defined including implementation strategies/plans as applicable.
- Work with the Treasurer to ensure strong financial controls are in place to protect the cash and assets of the clubs as well as the volunteers handling the cash.
- Ensure the health and safety of all club participants.
- Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures.
- All club positions, roles and sub committees have regularly reviewed position descriptions.
- All key club documents, manuals, policies, and procedures are kept up to date and are readily available to authorised members as required.
- Volunteers are supported throughout the year to undertake their roles successfully.
- Act as a signatory for the Club in all legal purposes and financial purposes e.g. club bank account.
- Preside as chairperson at all committee meetings and the club annual general meeting, ensuring:
 - Agendas are set;
 - Legal formalities of meetings are adhered to;
 - Meetings are conducted effectively and efficiently – ensure constructive discussion and facilitate decision making.
- Act as a spokesperson for the club and represent it within the community, regionally and nationally as required. This includes local organisations, other paddling clubs, South Queensland Zone and AOCRA.
- Regularly liaise with sub committees to ensure they receive assistance and support as and when they need it.
- Ensure that all sub-committees are regularly reporting to the committee.
- Act as a mediator for different interest groups within the club.
- Assist in the development of partnerships with sponsors, funding agencies, local and state government, and organisations that are relevant to the goals of the club.

Knowledge and Essential Skills

- Have a good working knowledge of the constitution, club rules and by laws, policies and procedures.
- Strong understanding of the legal and compliance obligations of running the club.
- A good understanding of the sport of outrigger canoeing and competition requirements at all levels.
- Must hold or be willing to apply for a current volunteer's "working with children" check – Blue Card.
- Ability to delegate and work collaboratively with committee members and other interest groups.
- Sound financial management skills.
- Ability to remain unbiased and impartial on all issues.
- Is a strong and supportive leader for all club members.
- Has a working knowledge of essential computer software such as Email, Word, Excel and Google Drive.

End of Year Hand Over

At the end of each year, a key activity of the President is to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the club secretary prior to the Annual General Meeting each year.

An outgoing president must also ensure that the incoming president is trained and supported during the transition and brought up to date on the current activities of the club and management committee.

Position: The Vice President, Noosa Outrigger Canoe Club

Reports to: President, Committee, Members

The role of the **Vice President** generally is to work closely with and support the Club President. The Vice President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason (in accordance with club rules).

Key Responsibilities

- Attend all committee and general meetings as required by the Constitution.
- Deputise for the President when necessary, including presiding as chairperson at committee and other meetings in line with the Club's constitution.
- Act as the club's spokesperson in the absence of the president and represent it within the community, regionally and nationally as required.
- Assist the president with ensuring all compliance, legal and legislative requirements are met.
- Assist the president in defining the club's vision and values, goals, and objectives in accordance with the constitution, club policies, and member needs.
- Ensure strong financial controls are in place to protect club funds and assets.
- Ensure the club's compliance with all health and safety obligations relating to club members.
- Ensure complaints and disputes are handled effectively according to club policies and procedures.
- Undertake responsibility for projects, tasks and assignments as required.
- Be the committee point person for one or more subcommittees or activities as required.
- Assist with ensuring all club positions, roles, and subcommittees have regularly reviewed position descriptions.
- Assist with ensuring all key club documents, manuals, policies, and procedures are kept up to date and are readily available to authorised club members.
- Support Club volunteers throughout the year to undertake their roles successfully.
- Be an active member of the club, participating in regattas, social events etc.
- Ensure all responsibilities of the President are undertaken as required.

Knowledge and Skills

- To be well-informed of all club activities.
- Have an excellent working knowledge of the constitution, club rules and by-laws, policies, and procedures.
- Strong understanding of the legal and compliance obligations of running the club.
- A good understanding of the sport of outrigger canoeing and competition requirements at all levels.
- Hold or be willing to apply for a current volunteer “working with children” check.
- Be able to chair committee and other meetings effectively if required.
- Ability to remain unbiased and impartial on all issues.
- Is a strong supportive leader for all club members.
- Has a working knowledge of essential computer software such as Email, Word, Excel and Google Drive.

End of Year Hand Over

At the end of each year, a key activity of the Vice President is to review and revise their role description to ensure it continues to reflect the requirements of the role. The updated role description must be provided to the Club secretary before the Annual General Meeting each year.

The outgoing vice president must also ensure the new vice president is trained and supported during the transition and is up to date on the current activities of the club and management committee.

Position: The Treasurer, Noosa Outrigger Canoe Club

Reports to: President, Committee, Members

The **Treasurer** manages the club's financial affairs, ensuring transparency, accountability and compliance with financial regulations. The role involves maintaining accurate financial records, preparing budgets and providing financial guidance to support the club's operations and strategic goals. Noosa Outriggers Canoe Club President and Committee.

Key Responsibilities

Financial Management

- Maintain accurate records of all financial transactions, including income, expenses, and payments.
- Reconcile bank accounts monthly to ensure the accuracy of financial data.
- Manage the club's bank accounts, ensuring appropriate signatory and access arrangements.
- Oversee the collection of membership fees, event revenues, and other club income streams.
- Keep a record of the Noosa Outriggers Canoe Club's physical assets current.

Budgeting and Reporting

- Prepare and present an annual budget for committee approval.
- Provide regular financial updates to the committee, highlighting key issues.
- Produce a detailed financial report for the club's Annual General Meeting (AGM).

Compliance and Governance

- Ensure the club complies with all financial obligations, including tax, insurance, and legal requirements.
- Prepare and lodge any necessary financial reports or documents with regulatory bodies.
- Oversee the club's financial policies, including expense approval processes.
- Arrange an Audit of the Noosa Outriggers Club's books annually

Advisory Role

- Advise the committee on financial matters, including the feasibility of proposed projects or expenditures.
- Assist in identifying and applying for grants, sponsorships, or funding opportunities.

Collaboration

- Work closely with the Secretary, Registrar, and other committee members to streamline financial processes.
- Support club members with financial-related queries or payments.

Skills and Qualifications

Essential

- Strong organisational and time-management skills.
- Proficiency in financial software or spreadsheets (e.g., MYOB, Excel).
- Attention to detail and accuracy in record-keeping.
- Strong communication skills to present financial information.

Desirable

- Previous experience in a similar role, preferably in a non-profit or sports club.
- Knowledge of financial compliance requirements for clubs in Queensland, Australia.

Time Commitment

The role requires regular engagement, including:

- Attendance at monthly committee meetings and the Annual General Meeting.
- Ongoing financial management tasks (e.g., processing payments, reconciling accounts).
- Preparing reports and budgets monthly and annually and as needed.
- It requires a commitment of at least 10 hours per week.

Benefits of the Role

- Play a vital role in the success and sustainability of the Noosa Outriggers Canoe Club.
- Work closely with a passionate and active community.
- Develop skills in financial management, leadership, and community engagement.

Position: The Secretary, Noosa Outrigger Canoe Club

Reports to: President, Committee, Members

The **Secretary's** responsibility is to understand the Club Rules, By Laws, Policies and Procedures, legal and compliance obligations, and ensure the club is always run according to these core requirements.

The Club Secretary is generally the club's nominated representative for the purposes of complying with the Incorporated Associations Act.

The Secretary is also the club officer responsible for managing, collecting, reviewing and disseminating the club's information and knowledge. The Secretary is responsible for collecting all the key club information created and used during the year and previous years.

Key Responsibilities

- Schedule all committee meetings and general meetings including the AGM.

- Prepare and circulate prior to each committee meeting the agenda and any supporting reports required for committee consideration.
- Prepare full and accurate meeting minutes of each committee and general meeting and make these available to the relevant people in a timely manner.
- Maintain minutes as permanent records open to inspection at all reasonable times by any financial member who requests it. Minutes are also to be made available to other parties such as the independent financial auditor as required.
- Prepare and circulate according to the club rules, the notice convening the annual general meeting and any extraordinary general meeting, ensuring everyone is invited.
- Handle all general club correspondence, responding to any correspondence as required or forwarding to relevant committee member, and report to the following committee meeting.
- Be the club's point of contact for both the public (local council, community groups, other clubs etc.) and club members.
- Maintain a register of the latest version of all club documentation including but not limited to the Club Rules, all policies and procedures, by laws, instruments of title.
- Ensure that all volunteers update their position descriptions and any operating manuals, policies and procedures prior to the Annual General Meeting.
- Administer the organisation and lodge on behalf of the club all reports and notices as required by the relevant Incorporated Associations Act.
- Assist the chairperson during committee and general meetings.
- Coordinate distribution of club newsletters and other information as required to all club members.
- Prepare and administer grant applications when they are relevant to the needs of the Club.
- Signatory to bank accounts, if required, and other club documentation and agreements.
- Ensure that those members that are required by legislation hold a current Blue Card and are linked as volunteers to the Club on the Blue Card register.
- Assemble and submit required information and documentation to enable reaffiliation with the peak body.

Knowledge and Skills

- Ability to allocate regular time periods to the administration of the club.
- Organised with attention to detail.
- To be well informed of all club activities.
- Have a good working knowledge of the constitution, club rules and by laws, policies and procedures.
- Good working knowledge of the legal and compliance obligations of running the club.
- A good understanding of the sport of outrigger canoeing and competition requirements at all levels.
- Hold or willing to apply for a current volunteer "working with children" check.
- Has a working knowledge of essential computer software such as Email, Word, Excel and Google Drive.
- Utilise Mailchimp or some other such email distribution program to disseminate information to members.

End of Year Hand Over

At the end of each year a key activity of the Secretary is to review and revise their role description to ensure it continues to reflect the requirements of the role. The updated role description must be made available prior to the Annual General Meeting each year.

The outgoing secretary must also ensure the new secretary is trained and supported during the transition and is up to date on the current activities of the club and management committee.

Position: The Registrar, Noosa Outrigger Canoe Club

Reports to: President, Committee, Members

The role of the **Club Registrar** is to be responsible for the proper registration of all members within the club. This involves the proper recording of individual details and maintaining up to date records for each member. The Registrar also ensures new members are properly registered with AOCRA.

In addition, the Registrar is responsible for entering club race nominations via the AOCRA website as per the team lists provided by club coaches and ensuring race fees are paid.

Key Responsibilities

- Attend all committee meetings and general meetings including the AGM.
- Prepare and circulate membership reports as required. These reports may include several statistical breakdowns of club membership.
- Ensure membership details are completed correctly for each member.
- Ensure each new member is properly registered with AOCRA.
- Work with the Treasurer to track membership payments and follow up members for non-payment as required.
- Liaise with team coaches to ensure all members have paid their membership fees prior to attending regattas.
- Responsible for the administration and registration of all race nominations for AOCRA sanctioned events.
- Work with coaches to ensure race nominations are finalized before the closing date for nominations.
- Work with the Treasurer to track race fee payments and follow up coaches/steerers to ensure race fees are paid before the closing date for nominations.
- Manage club member OC1/OC2 storage including maintenance of the list of current members with canoe storage and the member waiting list.
- Work with the Treasurer to ensure canoe storage fees are paid by 30 June each year.
- Work with the NOCC online shop administrator to ensure memberships, race fee items etc. are made available for purchase by members at the appropriate times.
- Provide membership details as required to authorised committee members as required.
- Participate in guiding the direction of the club according to the Constitution, the committee's policies and members' needs.
- Contribute to good governance of the club with respect to legislative requirements.

Knowledge and Skills

- To be well informed of all club activities.
- Be well organised and able to work under pressure, especially at times when race nominations are due.
- Have a good working knowledge of the constitution, club rules and by laws, policies and procedures.
- A good understanding of the sport of outrigger canoeing and competition requirements at all levels.
- Hold or willing to apply for a current volunteer "working with children" check.
- A working knowledge of essential computer software such as Email, Word, Excel and Google Drive.

End of Year Hand Over

At the end of each year a key activity of the Registrar is to review and revise their role description to ensure it continues to reflect the requirements of the role. The updated role description must be made available prior to the Annual General Meeting each year.

The outgoing Registrar must also ensure the new Registrar is trained and supported during the transition and is up to date on the current activities of the club and management committee. This includes passwords to computer systems and any templates used in the management and reporting of membership information.

Position: Committee Member, Noosa Outrigger Canoe Club

Reports to: President, Committee, Members

The key responsibilities of a **non-executive committee member** are to support other committee members and undertake tasks, projects and assignments as required. A non-executive committee member may also lead a subcommittee or be the committee point of contact for one or more subcommittees.

Key Responsibilities

- Attend all committee meetings and general meetings including the AGM.
- Participate in guiding the direction of the club according to the Constitution, the committee's policies and members' needs.
- Contribute to good governance of the club with respect to legislative requirements.
- Undertake tasks, projects and assignments as required and assist other office bearers with their duties as needed.
- Oversee or be the committee point of contact for one or more subcommittees as required.
- A non-executive committee member may also lead a subcommittee as needed.
- Vote on motions proposed at management committee meetings.
- All committee members must hold a Blue Card.

Knowledge and Skills

- To be well informed of all club activities.
- Have a good working knowledge of the constitution, club rules and by laws, policies and procedures.
- A good understanding of the sport of outrigger canoeing and competition requirements at all levels.
- Hold or willing to apply for a current volunteer "working with children" check.
- Has a working knowledge of essential computer software such as Email, Word, Excel and Google Drive.

End of Year Hand Over

At the end of each year a key activity of the committee member is to review and revise their role description to ensure it continues to reflect the requirements of the role. The updated role description must be made available prior to the Annual General Meeting each year.

The outgoing committee member must also ensure the new committee member is trained and supported during the transition and is up to date on the current activities of the club and management committee. This includes any subcommittees that the outgoing committee member is overseeing.

IT Security and Access – ALL COMMITTEE ROLES

All passwords, login details and any other IT security information related to any Committee role must be provided to the Secretary upon cessation of the role. Members are required to maintain confidentiality of all systems and information accessed during their term. Personal copies of files, documents or data must be deleted or returned and no access is to be retained after stepping down from the role.

Other roles:

Coaches

Each season, NOCC will develop and deliver approved coaching and cross training programs for each crew. The program will be developed and overseen by a NOCC-qualified person with a Level 1 Sports Specific Outrigger Canoeing Certificate.

All assistant coaches will hold at least a Basic Principles of Coaching Level 1 Certificate.

The Head Coach will hold or be in the process of obtaining a Level 1 Sport Specific Coaching qualification and have a substantial amount of experience.

NOCC has several accredited coaches, led by a coaching coordinator and volunteers.

All coaches MUST be registered club members.

All junior coaches and volunteers must meet the requirements of AO Rules – Section 9 Working with Children.

Coaches must meet the requirements outlined in the AO Rules Section 9 Coaching.

All coaches keep coaching records which the coaching coordinator may periodically review. The details required are as per the AOCRA Coaching Manual. Swim and tread water tests are logged by all coaches and records are given to the club secretary and the head coach.

Gear Steward

The **Gear Steward** is a voluntary position and is responsible for the safe keeping, distribution and maintenance of club gear and equipment. The Gear Steward assists the committee to maintain an appropriate gear and equipment register ensuring that all pieces of equipment are in safe working order and to manage the transport of gear and equipment required for training/carnivals. The Gear Steward will generally work with a team of Club Volunteers to assist with the management of club gear and equipment.

Key Responsibilities

- Be a financial member of the Club.
- Maintain all club assets in a safe, clean and reliable condition.
- All canoe craft are to have a fresh appearance in keeping with the club's professional image.
- Regular servicing of support boat engines to be maintained and service records kept up to date.
- Source suitable contractors to repair damaged craft that are beyond the scope and capability of the maintenance staff.
- Liaise with the Committee regarding required works and budget.
- Prepare case reports for replacement gear and components that are to be acquired for committee for approval.
- Regularly maintain trailers, register and load in compliance with all applicable QLD Dept. Motor Transport regulations. (Currently we rely on the treasurer to advise us on rego due dates for boats and trailers).
- Ensure club support boats are fitted with PFDs and all Marine Safety gear that has been checked and fit for service.
- Ensure Canoe lighting fixtures are stored safely when not required and are operational when and as required.
- Ensure there are always up to 8 UHF radios in sound working order and fully charged Condition along with functional holsters for steerer.
- Maintain adequate stocks of all types of boat cleaning chemicals and equipment.

- Maintain adequate stocks of regularly used canoe rigging and gear such as lashing rubber and bottle holders etc.
- Maintain small stocks of fibre glass repair materials.
- Ensure all gear required for regattas i.e. tents, club flags, loud hailer, marker buoys, anchors, ropes, BBQ, tables and chairs, Bollards, signs and warden's hats etc. are always kept in a condition ready for use.
- Maintenance power equipment, grinders, polishers, drills, vacuum cleaners, power saws and specialty tools are also to be always kept safe and operational.
- Race covers for all canoes are to be checked for serviceability and repaired when and as required by local professional canvas companies.
- Club storage facilities are to be kept tidy and all gear to be appropriately stored and labelled.

Knowledge & Skills

- Can communicate effectively.
- Well organised and can delegate tasks.
- Able to keep good records.
- Able to work in a logical orderly manner.

General Information

The Gear Steward relies largely on the assistance of only 3-4 of a possible 6 senior male club members, each Monday afternoon to perform maintenance repairs etc.

Almost all of these same volunteers have been doing this work on and off for the last 10 years. We have not had a new member on the team of 6 for at least 4 years. We have failed completely as a club to attract permanent new members to the team in all that time.

Each Monday we have ongoing regular jobs related to cleaning equipment plus those jobs attending to repairs to craft and equipment caused by accidents that occurred during the previous week. What we actually get done on the Monday depends largely on how many people turn up.

IT Management

The **IT Coordinator** is primarily responsible for providing support on the Club IT /Website and enhance the digital infrastructure of the club. The IT Coordinator will ensure seamless operation of technology systems, maintain hardware and software and support digital initiatives to improve club operations and member engagement.

Members

All members of the Club are expected to actively uphold and demonstrate the values of the Club in their conduct both on and off the water. By joining the Club, members agree to abide by the Club's Code of Conduct at all times, treating fellow members, officials, opponents and the wider community with respect and fairness. Members are responsible for ensuring their actions reflect positively on the Club, fostering an environment that is inclusive, safe and supportive for everyone. Any behaviour that is inconsistent with the Club's values or Code of Conduct may result in disciplinary action in accordance with Club policy.

NOCC Framework

Committee Meetings

NOCC Committee meetings are held on a monthly basis. The Secretary is responsible for recording and distributing the minutes and action items from each meeting to members.

Members who wish to raise an item for discussion at an upcoming Committee meeting should submit their request to the Secretary prior to the meeting.

Annual General Meeting

The NOCC Annual General Meeting is held annually – details of the AGM procedure can be found in the Constitution on page 13: https://drive.google.com/file/d/1pp2P7ZM8wXH_kbm7Jf-2YifGj-Gl4vF/view

Past AGM information and Reports: <https://noosaoutriggers.com.au/members-area/club-information/#1668927096510-2-0>

Financial Structure

The Club maintains three accounts with Bendigo Bank:

- Debit Card Account.
- Trading Account.
- Fixed Deposit Account.

Procurement of Assets | Sale of Assets

The Committee may approve asset purchases valued at less than \$10,000.

- Purchases above \$10,000 require approval at an EGM or AGM.
- The sale of assets follows the same approval process.

Grants

The Club actively seeks grants from all available sources, including Gambling Community, Benefit Fund grants administered by the Department of Justice.

Sponsorship

Bendigo Bank is the Club's current sole sponsor.

Fundraising

Clubs run on money as much as on enthusiasm. Affiliation fees, insurance, canoe and trailer maintenance and other expenses must be covered.

- All funds raised by members fall under the direction of the Management Committee.
- Individual or team fundraising is encouraged but must first be approved by the Committee.
- Member support and participation in fundraising activities are highly valued and make a real difference to the upkeep and replacement of equipment.
- The Committee welcomes new ideas for fundraising and sponsorship.

Our Premises

Currently NOCC is located in Chaplin Park Noosaville. Our facilities consist of three containers and our fleet of canoes is strategically placed in the park itself. One container is designated for the storage of member OC1's. For OC1 storage enquires: Canoe Storage: <https://noosaoutriggers.com.au/club-information/>

NOCC will be accommodated in new premises to "stage one" of the Noosa Aquatic Sports Centre in the precinct with the Noosa Yacht, Rowing and Coastal Rowing Clubs. Stage one will accommodate maintenance, stores, light craft, the RIB and trailer. The OC6 fleet will be accommodated in the precinct at a later date in "stage 2". In the meantime, the OC6 fleet will remain in Chaplin Park.

Our Fleet

Our current fleet is comprised of Kamanus, Matahinas, Malalos, Hydras and OC1's, OC2.

The six person (OC6) canoes are made of fibre glass and are approximately 13m long. AOCRA state that the hull must not weigh less than 155kg.

Attached to the canoes by way of binding are the IAKO (pronounced "arkoo"). The Iako commonly extends from the port side of the canoe and attaches to the AMA (banana shaped float). Therefore looking from the back of the canoe, the Ama will be on the left-hand side.

The crew is numbered from the front (1) to the steerer (6) at the rear of the canoe. The canoes must be rigged for racing and training and de-rigged for transport. Information on the responsibilities for each seat can be found here: https://noosaoutriggers.com.au/wp-content/uploads/2025/09/2025_OC6-Seat-Responsibilities.pdf

Rigging and de-rigging sessions are compulsory for all members. Further information on Rigging of Canoes can be found here: https://noosaoutriggers.com.au/wp-content/uploads/2025/09/2025_Rigging_Towing_Lashing-Procedure.pdf

We follow these practices at the Noosa Outriggers Club. Remember:

- Always check rigging, always check hulls are empty of water and general condition of canoes before going out in the water. Report any damage immediately to the Gear Steward
- Only enter and exit the canoe from the AMA side. This is for both traditional and practical safety reasons. Do not step on or climb over the canoe.
- Do not sit on part of the canoe when out of the water, do not sit on the AMA or IAKO when in the water and avoid standing up in the canoe.
- When finished training the canoe MUST be left with the bow (front) facing the water and any water inside to be bailed out. Bungs open slightly to allow expansion of air.
- All canoes should be carried to and from the water.
- Both OC1 and OC6s must never be run up on the sand. Even sand can damage the hull, especially if there are stones and shells present.

Rolling refurbishment of canoe assets by trusted contractors will occur and be fully funded to ensure they are all brought to best operating standard for easier maintenance, extended asset life and an improved member experience all for a fraction of the cost of new equivalent assets. The refurbishment will include new storm covers for each canoe used in bar crossings in line with current AOCRA requirements. Older storm covers will also be repaired where possible to ensure adequate resources for competition, hire out and training purposes.

NOCC has not yet suffered a catastrophic loss of assets. Insured values with respect to replacements will be reviewed and a disaster recovery plan developed. Grounds will be kept clear of materials including flammable materials that can be used for the purposes of malicious damage. Compounds will be locked when not in use.

Asset Maintenance

The Gear Steward will have a crew of members to assist with the maintenance of Club assets. If you would like to volunteer to work in this crew, please contact the Gear Steward or Committee.

Working bees will be held every 3 months to ensure clean canoes and tidy premises. The objective is to assist the maintenance team by doing a bulk of work not requiring their expertise as well as providing an opportunity for us all to contribute to a safe and functional fleet. Each working bee will conclude with refreshments for some social interaction and fun.

Membership

NOCC recruits' new members on an ongoing basis via 'Come and Try' session run by the awesome Chris Mitchell on a Saturday morning. See below for further details.

NOCC membership is billed annually in September and is paid via the website / Shop. Payment plans are available to all members.

To paddle in your club's canoes (whether socially or competitively), it is a requirement that you must be a registered AOCRA member. Registration is obtained on-line at www.aocra.com.au and is renewed yearly.

Membership to your affiliated club however is not included in this fee, AOCRA membership includes an insurance component, which covers you for volunteer work you do on behalf of the sport, any training sessions you attend and races you are involved in. Membership fees differ between clubs and are set at the discretion of the club committee.

Marketing & Comms, Website

Marketing and communications activities for the Club, including promotion of regattas, Come and Try events, and other initiatives, are generally directed by the Committee in collaboration with the IT Manager. Members with skills or experience in marketing, communications, or related areas are encouraged to volunteer their support.

The NOCC website is currently managed by Button Design, with Matt Parsons as the primary contact.

Safety

In order to maintain the safety of all our member's, affiliated clubs are required to implement and annually review their Risk Management Plan, and ensure it conforms to the AOCRA requirements. All members must abide by their club's Risk Management Plan. Safety is the responsibility of all paddles and should not fall upon any one party. There are many things we can all do to improve safety in our clubs; wear appropriate clothing for the conditions, don't paddle when feeling ill or injured, maintain paddling equipment including canoes, assisting other members with safety aspects and keeping a keen eye on all situations.

NOCC requires every member to be responsible for their own safety and to assess the situation EVERY time you go out on the water. Please review the NOCC Risk Management Plan here:

https://noosaoutriggers.com.au/wp-content/uploads/2025/09/2025_NOCC-Risk-Management-Plan.pdf

The NOCC Safety, Policies & Procedures:

https://noosaoutriggers.com.au/wp-content/uploads/2025/09/2025_NOCC-Safety_Policies_Procedures.pdf

New lifejacket rules starting from 1 December 2024

Wearing a lifejacket [personal floatation device PFD] is **compulsory**:

- When alone or accompanied only by children under 12 years in an open boat less than 4.8m in length and underway.
- During the crossing of a designated coastal bar in an open boat, as well as in any open area of a boat of any length, and on certain craft.
- While boating between sunset and sunrise in an open boat less than 4.8m in length and underway.
- Children aged over one year and under 12 years must wear a lifejacket when on an open boat or in the open area of a boat of any length while it's underway.

Specific craft requirements as of 1 December 2024

You must wear a lifejacket when crossing a designated coastal bar in the following types of craft:

- Small sail boats (fun boats, lasers, herons).
- Pedal boats.
- Rafts (including inflatable rafts).
- Rowboats (excluding those operated by Surf Life Saving Australia Clubs).
- Sea and surf kayaks.

Update – June 2025: QLD Maritime has made it clear that no exemptions will be granted for regattas or club training under this rule and the decision from QLD Maritime is firm. Acceptance of Level 50 lifejackets (as opposed to bulkier types) is a positive outcome and should be seen as a practical and more comfortable solution for paddlers under the current regulations.

Drug Use

Your club and AOCRA condemn and prohibit the use of drugs in outriggering and are committed to maintaining a drug free environment in our sport. AOCRA has instituted a very strong policy that makes it very clear that taking performance enhancing drugs and doping practices will not be tolerated. The only legitimate use of drugs in sport is under the supervision of a physician for a medically justified purpose. See the AOCRA website for further information.

https://noosaoutriggers.com.au/wp-content/uploads/2025/09/2025_NOCC-Safety_Policies_Procedures.pdf

Our Members

Our membership is comprised of people of all ages 6-90 years and the following categories for both male and female member:

Juniors	Open	Masters	Senior Masters	Golden	Platinum
Under 18	Under 40	40-49	50-59	60-69	70+

Come & Try

Enquiries for Come and Try sessions are generated through interest from people in our community. All enquiries are directed via the NOCC website to Chris Mitchell for adults and Flea White for juniors.

Sessions are generally held on Saturday mornings, with members often asked to assist coaches during these activities.

Each year, NOCC runs a promotional campaign to encourage community participation in a dedicated Come and Try Day, where members are required to volunteer their time and support.

Training

Top outrigger teams train most days of the week. Your team's aims and goals will be discussed at the start of the season. Each crew within the Club will vary on training arrangements. The emphasis of the Noosa Outrigger Canoe Club during the race season is on competition.

In a competitive crew you will be expected each week to have 3 in boat sessions plus 2 gym or cross training sessions during the season. All our coaches in the Club are required to obtain a Level One general principles coaching accreditation.

Midweek training sessions are early morning commencing at approximately 5am. Sessions take 90 minutes. Weekend sessions depend on crew flexibility and are usually longer sessions of up to 2 hours. All sessions vary with each team and training times should be confirmed with your team captain.

Training is recorded for the Teamer App for many of the paddle groups to allow Coaches efficiency in setting up crews for training schedules.

Please find further information on training and racing here: https://noosaoutriggers.com.au/wp-content/uploads/2025/09/2025_Coaching-selection_Racing.pdf

NOCC offers the following training options for all members:

- *5er's* - Open to all adult age categories listed above for both male and female members.
 - Women train on Tuesday, Thursday – 0500-0700 and Saturday 0515-0800/0830.
 - Men train on Monday, Wednesday – 0500-0700 and Saturday 0515-0800/0830.
 - *Out of race season, male and female teams are often mixed for the Saturday paddle.
- *7er's* - Open to all adult age categories listed above for both male and female members.
 - The 7am group often mix male and female paddlers except during race season.
 - Training is held on Monday, Wednesday and Friday 0700-0900.
- *Recreational* - Open to all adult age categories listed above for both male and female members.
 - Tuesday, Thursday and Sunday - 0730-0930.
- *Juniors* – see details here: <https://noosaoutriggers.com.au/nocc-juniors/>

Further information and contacts for training groups can be found on the website:

<https://noosaoutriggers.com.au/training-information/>

Annual Huli Training

Huli training – it is an AOCRA requirement that each member complete a Huli, 200 metre swim for juniors and 400 metre swim for adults and 5 minute tread water session annually. Huli sessions will be managed by coaches. Please find the link to the Huli instruction here: https://noosaoutriggers.com.au/wp-content/uploads/2025/09/2025_Huli-Recovery-Drill.pdf

Regattas and Racing

On an annual basis, South Queensland Zone will propose a series of races (or maybe two if OC1/OC2/V1 are separated), followed by Nationals. A calendar of SQZ races is located on the AOCRA website: <https://aocra.com.au//>

Racing takes five forms:

- Short Course (6-12 Kms).
- Long Course (15-22 Kms).
- Iron (22 – 45 Kms).

- Change Races (32 - 50 Kms).
- Sprints (250 – 1000 metres).
- Dash (4km).

These are raced by six person canoes (OC6), two person canoes (OC2) and solo canoes (OC1) and V1.

Sprints are held over 250 , 500 and 1000 metres. Iron marathons vary in distances between 30-45 kilometres. Change-over marathons generally, but not all ways, exceed 30 kilometres. This form of race in OC6 involves a crew of 9 or 10 paddlers, with the extra “relief” paddlers alternating throughout the race. This is performed whilst the canoe is moving. When a change-over is performed, the relief paddlers wait in the water and grab the side of the moving canoe to pull themselves in. The alternating paddlers simultaneously fall out of the canoe on the opposite side.

Members are required to nominate for race teams. Teams will be selected by Coaches and are based on:

- Member of AOCRA and NOCC.
- Attendance at training, attitude and commitment [to training and racing] plus willingness to accept input from coaches.
- Availability.
- Power and endurance.
- Experience and recent performance.
- Gelling, technique, focus on team and harmony.
- Coaches call.

Event costs range from \$25-\$30 [short course] \$30-\$45 [long course] and up \$80-\$100 for changes or small craft events, depending on the race plus a towing fee for non-club events.

Racing Uniforms

Due to the number of affiliated clubs in Australia, it is a requirement that matching race shirts are worn by racing teams. This assists in defining the racing teams in competitions and also with identification of clubs at regattas. Club colours are registered yearly with your Zone. Training clothing is not required to be the club racing uniform.

Volunteers for Regattas

NOCC hosted events are in addition to the AOCRA sanctioned events and is dependent on gaps in the racing calendar. Noosa River Race is typically held in November /December and when the opportunity is available, NOCC also hosts a Laguna Bay regatta of the main beach at Noosa. All members are required to volunteer their support at our Club run regattas. Key roles and responsibilities for members on the day will be communicated through the Race Director /Committee.

Social

Social events are an opportunity for our diverse members to get to know one another and to enjoy some "off the water" time together. We will have least one major event pa which can acknowledge achievements in our competitive sport, coaching, the regattas we host, the quality of the fleet through maintenance and acquisition as well as social and organisational accomplishments. We will also hold two relatively minor social functions for members enjoyment.

4. Document Control

Document Description	Version	Reason for Issue	Approved by	Date
NOCC Member Handbook	1.0	New document	Committee	09/2025