



# RACE RULES

## 2020

Na Ohana O Na Hui Waa  
KU LOKAHI KAKOU

**AMENDED**

February 1987  
November 1987  
March 1988  
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May 2014  
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February 2015 (App VII)  
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THE RULES CONTAINED HEREIN ATTEMPT TO COVER FORESEEN AND UNFORESEEN RACING CONDITIONS, EQUIPMENT, AND PADDLERS. NOT EVERY SITUATION CAN BE COVERED BY THESE RULES. WHENEVER POSSIBLE, THE INTERPRETATION OF THE RACE RULES WILL BE MADE IN ACCORDANCE WITH ITS STATED INTENT. ALL CLUBS ARE STRONGLY SUGGESTED TO PROPOSE AMENDMENTS TO THE RACE RULES IN ACCORDANCE WITH HUI WAA'S BY-LAWS. [rev. 11/18]

## RACE RULES

THESE RULES GOVERN THE CANOE RACES SANCTIONED BY HUI WAA; HOWEVER, THESE RULES CANNOT AND MAY NOT SUPERSEDE ANY CURRENT LOCAL, STATE, OR FEDERAL LAW. [rev. 11/00]

### **I. ELIGIBILITY**

#### **A. Member Clubs**

Any member club of the Na Ohana O Na Hui Waa (“Hui Waa”) that is in good standing and has complied with the Registration Section shall be eligible to compete in races and/or regattas sanctioned by Hui Waa. All races and regattas approved by the Council of Clubs shall be considered sanctioned by Hui Waa.

#### **B. Paddlers**

1. Any male or female who is a member of a recognized Hui Waa club is eligible to participate, subject to the classification and registration rules.
2. No paddler will be allowed to race if pregnant. If a paddler and/or coach knows of a crew member who is pregnant and chooses to race that crew without the knowledge of the Race Committee, the crew may be disqualified. Hui Waa will not be responsible or liable for said crew member. It is the crew’s responsibility to assure its paddlers are physically fit and capable of participating in an event. [rev. 11/02]

#### **C. Dual Membership**

An individual shall hold membership in only one Hui Waa Club, regardless of whether the club is active or inactive in Hui Waa.

### **II. FEES**

The amounts of all fees, charges, and penalties shall be determined each year by the Finance Committee and approved by the Council of Clubs. Each year’s approved fee schedule shall be attached to these Rules as Appendix VII. [rev. 11/00]

### III. REGISTRATION

#### A. Identification Cards [rev. 11/88]

1. Each member club must present to the Chief Recorder the following information to have an HCRA registration card printed: digital photo, age verification (ref C.) and waiver (ref D.). Any paddler not having the above information submitted prior to the drawing of lanes for any race will be ineligible to participate in that race. [rev. 11/00, 05/06]
2. Registration cards are to be redone (new card) as prescribed by HCRA. Minor cards are to be redone every three years and Adult cards are to be redone every five years. [rev. 11/92, 05/06]

#### B. Registration Date

For purposes of eligibility, all paddlers must be listed as having registered as of January 1, regardless of the date of completion of the card.

#### C. Age Verification

All paddlers participating in age limit races must submit proof of date of birth. Acceptable documents include a certificate of birth from the Bureau of Vital Statistics, a baptismal certificate, an affidavit from his or her school principal, military identification, Hawaii State identification, driver's license, or passport. [rev. 11/88, 11/99]

#### D. Proof of Insurance [rev. 11/02]

All paddlers must have a valid HCRA insurance waiver.

#### E. Club Rosters

1. Each member club must submit a roster of paddlers in triplicate to the Race Chairman, signed by the club's current authorized club representative. The roster must be submitted no later than the date of the drawing of lanes for the first regatta of the year in which a club is to participate. Thereafter, roster supplements containing names of new paddlers and changes in paddlers' names shall be accepted at the drawing of lanes before a regatta. For this paragraph, the Chief Recorder shall determine, no later than the Spring Seminar, the form, format, and deadlines for roster submission. [rev. 11/16]



Late registration of a new paddler on race day will be allowed. All registration materials must be turned in no later than the yellow flag five events prior to the paddler's event. If paddler is in event 1 thru event 5, materials must be turned in before the start of the coaches' meeting. Registration materials consist of the late entry fee as defined in Appendix VII, laminated ID cards with picture, waiver form, age verification (if needed), and registration fee. [rev. 11/88, 11/92, 11/96, 11/00, 11/01]

2. Rosters must be submitted in the proper format designated by the Chief Recorder in accordance with the HCRA guidelines. [rev. 11/88, 05/06]
3. Supplements to the roster shall be submitted in the proper format designated by the Chief Recorder in accordance with the HCRA guidelines. [rev. 11/88, 05/06]
4. If a paddler is in good standing and raced in the current regatta season, but the name was inadvertently left off the final roster, that paddler should be allowed to race in the Championship with no penalty. [rev. 11/89]
5. A newly registered paddler may replace on the club roster a previously registered paddler who has NOT yet raced during the current regatta season. This "even exchange" practice will be allowed through the sixth regatta of the season. Any and all late fees (paragraph III.E.1) will still apply – *i.e.* cannot exchange two paddlers for one in a late registration situation. [rev. 11/00, 05/12]

#### F. Transfers and Releases

1. Transfer of Paddler
  - a. A paddler who is registered with one club and has paddled in any regatta shall not be eligible for a transfer or release during that regatta season.
  - b. A paddler of a club that has been declared inactive during the regatta season pursuant to Section 4.A or 4.C of the Bylaws of Hui Waa shall be eligible to transfer provided he or she meets the eligibility requirements stated in Rule III.F.3 below. [rev. 11/00, 11/16]
  - c. A paddler of a club that has been that declared "involuntary-probation" during the regatta season pursuant to Section 4.B of

the Bylaws of Hui Waa shall not be eligible to transfer. [added 11/16]

2. Submission of Transfer and Release

- a. All transfers and releases must be submitted through the HCRAPaddler™ database. The transfer request must be submitted by the authorized club representative. A member club may withhold a transfer for only the reasons stated in the following Rule III.F.3. [rev. 11/15]
- b. All transfers and releases must be submitted by the drawing of lanes before a regatta. Transfers will not be accepted nor processed on race day. Transfers and releases are not necessary for persons who have not paddled for one or more years and are free of debt. [rev. 11/87, 11/88, 11/89, 11/96, 11/00, 11/15, 11/16]
- c. Club representatives should, to the best of their ability, contact the releasing club to facilitate the transfer request.
- d. The Chief Recorder may complete the requested transfer if the releasing club fails to act within seven days of the request being submitted. [rev. 11/17]

3. Paddler in Debt and/or Withholding Property

No paddler shall be eligible for transfer and release if he or she is in debt to and/or withholding property of a member club. In such cases, the club involved must be able to submit convincing evidence thereof to the Disciplinary Committee for final decision. Clubs are reminded that a paddler who has been indebted to the club for a length of time exceeding the state statute of limitations is no longer considered a paddler in debt. [rev. 11/00]

4. Paddlers from other Associations

- a. Paddlers from other associations may be permitted to join Hui Waa. [rev. 11/87]
- b. To be eligible to paddle for a Hui Waa member club, all transfers and releases must be submitted through the HCRAPaddler™ database. The transfer request must be submitted by the authorized club representative. All transfers and releases must be

submitted by the drawing of lanes before a regatta. [rev. 11/96, 11/15]

NOTE: Novice Class paddlers may retain Novice Classification only if transfer is within first two years of paddling. [rev. 11/87]

- c. No transfer will be permitted if the paddler has participated in any regatta scheduled or sponsored by the previous association during the current year. EXCEPTION: Na Opio, OIA, and ILH Association regattas. [rev. 11/89, 11/99]
- d. Na Opio, OIA, and ILH Association paddlers will not be considered as Novice paddlers in Hui Waa, unless they meet the definitions and criteria set forth in Section VII.D.9. [rev. 11/89, 11/99, 11/13]

#### IV. EQUIPMENT

##### A. Canoe Specifications – *Koa*

- 1. The hull must be hollowed out of solid *koa* log and must meet HCRA specifications. [rev. 11/97]
- 2. All hull curves must be convex (rounded outwardly) and flow smoothly along the entire length of the hull meeting a bow and stem.
- 3. A “rounded” or “semi-V” may be present at bow and stem but the hull must be round bottomed over the major part of its length.
- 4. Maximum hull length shall be 45 feet.
- 5. The styling of the *manu*, *’iako*, *ama* and *mo’o* shall not vary from the designs and practices that are regarded as traditional to the Hawaiian canoe. The method of joining *’iako* to hull and *ama* to *’iako* shall be by lashing in the manner considered traditional to the Hawaiian canoe.
- 6. A fully assembled hull which shall include *manu*, gunwales, *wae*, seats, ribs, and patches, shall weigh 400 pounds or more, except as provided in paragraph 7 below. [rev. 11/96, 11/98]
- 7. Canoes weighed with seat pads and rails must weigh no less than 410 pounds (rails 7#, seats 3#). [rev. 11/98, 11/19]

8. In the case where a fully assembled hull does not meet the 400-pound minimum weight requirement as per paragraph 6 above, a maximum weight subsidy of 60 pounds shall be allowed.
9. All weight subsidies as per paragraph 8 above shall be in the form of lead weights to be affixed at such location(s) to allow for ease of inspection by race officials at any time during the course of a regatta. Such weights shall be joined by means of screws permanently affixed on canoes.
10. All patches, including ribbing, installed in the hull of a canoe shall be made of *koa* wood.
11. *Ama* and *'iako* shall be fashioned only from the following Hawaiian woods: *Wiliwili*, *Hau*, *Milo*, *'Ōhi'a*, and *Koa*. An *ama* may be covered by any fibrous material and may be constructed of wood veneer. No fins, keels, or other devices shall be allowed. An *ama* fashioned from fiberglass shall be allowed to be used with *koa* canoes in Hui Waa regattas and long distance races. [rev. 11/89, 05/04]
12. No hull covering to prevent swamping shall be permitted except in open water races or as otherwise designated by race officials.
13. Any questions regarding the eligibility of canoe design shall be submitted to the HCRA Canoe Specifications and Equipment Committee (CSEC) for a ruling and recommendation and subsequent decision by the Hui Waa Race Rules Committee. [rev. 11/16]
14. The hull must have its greater volume aft of center rather than forward of center. The diagram following marked "Exhibit A" shall be part of these race rules.

B. Canoe Specifications – Fiberglass

1. Specifications governing the construction of a fiberglass canoe shall be the same as *Koa* with the exception of paragraphs A-1, A-10, and A-11, and must meet HCRA specifications. [rev. 11/97]
2. The *ama* shall have no fins, keels, or other devices.

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EXHIBIT "A"

Enforcement of the traditional  
criteria below:

Hull must have greater volume  
aft of center than forward of  
center

Transverse curves

Longitudinal curves

All must be convex and smooth  
flowing without abrupt breaks

Rounded (semi) "V" may be present  
(A) but hull should be rounded-  
bottomed over the greater part of  
its length (B). (B) should be  
longer than (A)

A semi-v

B round

Semi- V allowed at Bow and Stem

-but-

Hull must be round-bottomed over the major  
part of its length

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C. Paddle Specifications

1. Paddles must be single-bladed and shaped of wood only. However, the paddle used for racing may have a protective or supportive (strengthening) covering which may be fibrous, Kevlar, carbon fiber, etc. The paddle may have an edging or prosthesis for protection on the bottom or sides. The paddle may have laminated, horizontally or vertically, synthetic materials (Kevlar, etc.) for strength and support. [rev. 11/98, 11/01, 05/04]
2. The blade of the paddle shall be limited to 22 inches in length and 13-½ inches in width, with the exception of the steering paddle in surf course races, which shall be unlimited in blade width and length.
3. Extra paddles may be carried in each canoe during a race.

D. Lane Flags

Each lane shall be assigned the same colored flag and number throughout the regatta season. [rev. 11/88]

E. Miscellaneous [rev. 11/99, 11/13]

1. Weighing of club canoes shall take place prior to regatta season, on a date determined by the Race Chairman. Any canoe to be used in any Hui Waa race of the current year must be weighed during that year. Requests for weighing of a canoe other than on specified date and time will be assessed a fee to be determined by the Finance Committee. [rev. 11/87, 11/92, 11/00]
2. The clubs are responsible to have all necessary weights, at weigh-in, for those canoes that do not meet the minimum 400-pound weight. Weights must remain at location(s) specified at weigh-in. [rev. 11/87, 01/89]
3. All canoes that are not owned by a club must have written permission to use the canoe from the owner, stating name, description and giving dates of use. Copy of written permission must be forwarded to Hui Waa Race Chairman. Borrowed canoes must comply with identification specifications outlined in subsequent paragraphs. [rev. 11/92]
4. Identification letters the height of the *manu mua* must be displayed on both sides of the *manu mua*. Letters must be painted or permanently affixed by a decal on the *manu*, **or identified by a sock**, and be distinguishable from the judges' stand as determined by the Clerk of the Course. **Use of a sock must be approved by the race director and used only in extenuating circumstances.** The use of tape is not allowed. [rev. 11/94, 11/19]
5. A club may neither loan nor borrow a canoe except in the instance where a club's canoe, due to unforeseen circumstances, becomes non-functional, or if a club requires an additional canoe to enter any combined events. Use of a sock/sleeve bearing the borrowing club's letter is permitted only at this time. The borrowing club shall inform the Race Director or Chief Recorder the reason for borrowing a canoe. [rev. 11/89, 11/94, 11/98, 11/99, 11/00, 11/06, 03/19]
6. Each club must have a sock/sleeve bearing the club's letter and must be at least six inches in height. [rev. 11/89, 11/06]

- F. Miscellaneous – General [rev. 11/99]
1. Canoes, paddles, and other equipment not meeting these specifications will not be used in any Hui Waa race. Any crew using non-standard equipment during a race shall be disqualified. [rev. 11/89]
  2. The Race Committee may conduct inspection of equipment at any time.
  3. Clubs are responsible for their own property damage during all races.
  4. A tote board shall be set up at all regattas showing the point status of the clubs during the day. The sponsoring clubs shall provide a scorekeeper for the tote board. [rev. 11/88]
  5. All clubs are required to have first-aid kits, per City and County regulations. [rev. 11/88]
  6. All clubs are required to have at least one Personal Flotation Device (PFD) in the canoe at all times. Current Coast Guard Regulations will supersede. [rev. 11/88, 11/89]

## V. OFFICIALS

- A. Race Committee
1. a. The Race Chairman shall chair the Race Committee. The Committee shall consist of the Race Chairman and a minimum of six members and at least one alternate selected at that regatta's lane draw. Members of the Race Committee should be rotated throughout the season. [rev. 11/11, 11/16]  
  
Should any one of these member clubs be involved in a rule violation, that club's Race Committee member may be removed from any decision-making. [rev. 11/16]
  - b. Race Committee members selected by their clubs are expected to have a strong working knowledge of the current Hui Waa Race Rules and be available for the entire day their club is assigned. [added 11/16]
  - c. A simple majority is needed to approve a race committee decision. [rev. 11/11]

- d. Race Committee members cannot be a Race Official. [rev. 11/11]
2. It shall be the duty of the Race Chairman and Race Committee to supervise all canoe races scheduled by Hui Waa.

The Committee shall be responsible for observing the race and making final decisions on protests in accordance with the Race Rules. At least one committee member shall be in the officials' tent at all times to observe the races and interpret the race rules. [rev. 11/11]

3. The Race Committee shall rule on only protests filed regarding rules, interpretation, eligibility, and official calls. The Committee shall rule on all protests filed on form HW-13. All decisions of the Race Chairman and Race Committee on matters under their jurisdiction shall be binding and final. In the event of a protest, refer to Section XIII – Protests. [rev. 11/87, 11/11]

#### B. Regatta Officials

The following officials, except those otherwise elected to their position, will be appointed by the Race Chairman and approved by the Council of Clubs, no later than the April Council of Clubs meeting, to conduct all regattas: [rev. 11/17]

1. At least one inspector per official boat. For purposes of this paragraph “inspector” is defined as a water official. [rev. 11/16]
2. Minimum two, maximum three judges, and three spotters to determine the order of finish. [rev. 11/88, 11/02, 11/16]
3. Minimum of two timers operated by two different officials. [rev. 11/88, 11/01]
4. One starter and one assistant starter.
5. One confirmation clerk and not less than one assistant. [rev. 11/02]
6. One chief recorder and at least two assistants. [rev. 11/02, 11/16]
7. Four boat drivers and three assistants. [rev. 11/02]
8. Each club must provide the equivalent of one volunteer official whose coverage spans the entire day for each regatta. Failure to provide said volunteer will result in the club being fined in accordance with Appendix VII. [rev. 11/02, 11/17, 11/18]



9. Regatta Officials should be at least 16 years of age, and may be younger with the recommendation of the Race Chairman and approval of the Race Committee, and may be assigned by the Race Chairman to work under the direct supervision of an adult regatta official. [rev. 11/00, 11/06, 11/17]
10. Regatta Officials must sign the current annual HCRA waiver. Regatta officials who have a current signed waiver on file with their respective club must “show proof” to the Race Chairman of a current signed waiver. [rev. 11/17]

C. Official Equipment

1. At least three suitable power boats to carry officials conducting the start and/or inspection of races at the discretion of the Race Committee. [rev. 11/17]
2. Proper survey and map approved by the Race Chairman for each race course, together with readily identifiable landmarks on shore wherever possible.
3. A start/finish line video camera for races that are ½ mile and longer.
4. At regatta locations where the layout of the race course allows the placement of a video camera, a start line video camera for races that are ¼ mile.

[rev. 11/15]

D. Miscellaneous

1. The Race Chairman shall designate the attire to be worn by all officials in order to distinguish them from others.
2. The Race Chairman and all officials shall have transportation provided by Hui Waa to any race held on a neighbor island.
3. The Race Chairman shall submit to Hui Waa’s Secretary or Treasurer at each lane drawing, but no later than race day morning, a roster (in duplicate) of all officials participating in the upcoming regatta (Regatta Officials form). Said list shall identify each official’s specific assigned duty. [rev. 11/87]

## VI. ENTRIES

### A. Registration Fees

#### 1. Regattas

There will be a registration fee to be determined each year by the Finance Committee and approved by the Council of Clubs. Registration fees are payable at drawing of lanes, subject to the provisions contained in these Race Rules. [rev. 11/87, 11/00]

### B. Entrance Procedures – Regattas

1. Regarding the Club Roster, see Article III, Sections E.1 and E.2. [rev. 11/88, 11/00]

2. If conditions warrant having Open Steersmen, the Open Steersmen's list shall be turned in with the entry form for the first race the club is entering after Open Steersmen is declared. The Open Steersmen's list may not be amended after the yellow flag has been raised for the first race the club has entered after Open Steersman has been declared. All Open Steersmen must be registered paddlers with the club and late registrations will be accepted according to the late registration procedures in these Rules, as long as the paddler is registered prior to the first race the club is entering after Open Steersman is declared. [rev. 11/88, 05/05, 11/17]

3. Each club shall be limited to one official entry per event and one unofficial entry per event, space permitting, with the exception of special events (see Appendix I). [rev. 11/00, 11/16]

4. The Final Crew Entry must be submitted on the morning of the regatta, three events prior to the designated event. (Example: event 15 must be turned in by the start of event 12). "Start" is defined as the raising of the YELLOW flag for the race. Failure to turn in the Final Crew Entry on time will result in a deduction of five points for each infraction. Final Crew Entry may contain only six names, and these names must appear on the Club Roster. The persons who actually paddle the race must be those whose full names appear on the Final Crew Entry. Name changes must be done no later than the raising of the yellow flag for the previous event. [rev. 11/88, 11/99, 11/01, 11/14]

5. The Final Crew Entry in an Open Steersmen event shall contain six names—those persons who actually paddle the event; and the open steersman. [rev. 11/88, 11/99, 11/00]
  6.
    - a. The Final Crew Entry for any event that is scratched after a lane is assigned must be submitted to the Chief Recorder in the form and format he or she prescribes and submitted before the start of that event. “Start” is defined as the raising of the YELLOW flag for the race. [rev. 11/18]
    - b. Failure to scratch by the start of the event will result a non-racing violation. [rev. 11/88, 11/89, 11/92, 11/00, 11/16, 11/17, 11/18]
  7. Once a “scratch” has been submitted to the Chief Recorder, that crew may not enter that event unless the appropriate fee (Appendix VII) and request to “unscratch” a crew is presented to the Chief Recorder no later than the raising of the yellow flag for the previous event. [rev. 11/94, 11/00]
  8. Only one representative/coach of a club shall be permitted to approach the officials’ stand, and shall report only to the Chief Recorder. The name of the representative shall be reported to the race officials. [rev. 11/87, 11/88]
- C. Drawing of Lanes [rev. 05/05]
1. The Race Chairman shall designate the place, time and date for the receipt of entries and drawing of lanes. Such date shall be no earlier than seven days, nor later than two days prior to a regatta. Actual drawing of lanes will begin promptly at a time designated by the Race Chairman and may be conducted remotely/electronically. [rev. 11/88, 11/16]
  2. Only clubs that have made proper entry and paid the entry fee, if applicable, as evidenced by the report of the Treasurer, shall be permitted to draw lanes for any event. [rev. 11/17]
- If a club member arrives at or after the drawing of lanes has commenced, that club shall be awarded the last lane of the event(s) entered, if lanes were already drawn. **A club may be awarded the last unassigned lane until 11:59 p.m. on the designated day of the lane draw by making a request by email to the Chief Recorder and the Race Chairman.** [rev. 11/88, 11/19]

3. Clubs indebted to Hui Waa will not be allowed to draw lanes or to participate in regattas or long distance races, except at the discretion of the Executive Board and with the approval of the Council of Clubs. [rev. 11/96, 11/16]
4. Each club must be represented by a club member at each drawing of lanes. (Only in cases of a last minute emergency, to be determined by the Race Chairman, shall someone other than a member of that club be allowed to pull lanes). Clubs not present at lane drawings will be assessed a fee in accordance with Appendix VII. [rev. 11/98, 11/99, 11/00]
5. The Race Chairman, Sponsoring Club, and/or Lane Layers shall determine the race course for that regatta. [rev. 11/88]
6. During the period between the drawing of lanes and commencement of a regatta, if the actual site is changed, or the position of the course altered or shifted from the understood location thereof at the time of the drawing of lanes, the Race Chairman shall make the final decision on any changes. [rev. 11/88]
7. The number drawn will be the lane number assigned for regattas. Regattas that are perpendicular to shore, lanes run from left to right and in regattas that are parallel to shore, lanes run from shore out to sea.
8.
  - a. The lanes drawing is final **as of midnight<sup>1</sup> on the day following the designated day of the lane draw.** [rev. 11/17, 11/19]
  - b. Post entries to the lanes drawing will be accepted if the following are met:
    - i. There is an unassigned lane or lanes in the event. A post entry may not create heats, nor may it use a previously scratched lane.
    - ii. A post entry may not supersede (bump) a previously paid unofficial entry.
    - iii. The Final Crew Entry is submitted no later than the raising of the yellow flag five events prior to the designated event.

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<sup>1</sup> Midnight is defined as 0:00 a.m., one minute after 11:59 p.m. described in VI.C.2.

- iv. A post entry fee, of no less than \$50, is paid the same time the Final Crew Entry is submitted. [rev. 11/19]
- c. The post entry crew will be awarded the last unassigned lane of the event entered.
  - i. In the event there are more post entries than lanes available, entries will be awarded on a first come first served basis.
- 9. No clubs will be permitted to move into another lane if any entry is scratched, unless at the discretion of the Race Chairman and agreed upon at a Coaches' meeting. [rev. 11/87, 11/97]
- 10. For events in which more than 12 clubs have indicated their intent to race, drawing of lanes will be conducted on race day at a designated time. [rev. 11/02, 11/14]
- 11. If the number of entries in a given event exceeds the number of lanes, two heats shall be run in that event. Lanes shall be drawn in a single drawing and divided into two heats with the first half entering Heat 1 and the second half entering Heat 2.

If there are an odd number of entries, the first heat shall have the larger number of entries. If there are a sufficient number of scratches in the event to fit in a single heat, the canoes will be shifted to fill empty lanes. Lanes will not be redrawn if the event reverts to a single heat.

For the Women Open 4, Men Open 4, and Mixed Open 6 events, starting with the third regatta, if two heats are needed, lanes will be drawn based in order of the *'ekahi* point standings with the highest *'ekahi* points going in the first heat. [rev. 11/06]

- 12. For Hui Waa Championship Regatta, clubs will be allowed to select the lane of their choice for each event the club intends to race in. Selection will be based on the number pulled for each event, with the club having the lowest number selecting first. [rev. 11/01]

D. Unofficial Entries at Drawing of Lanes [added 11/16]

- 1. Each club may enter one unofficial crew entry per event provided the club has entered an official crew in the event.<sup>2</sup>

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<sup>2</sup> If the official crew is scratched, the unofficial crew must also be scratched.

2. All paddlers in an unofficial crew must be properly registered and validated in the HCRAPaddler™ database in accordance with the registration procedures of the association (Section III – Registration).
3. All paddlers in an unofficial crew must meet the classification and eligibility criteria of that event.
  - a. Racing in an unofficial crew is non-binding on step-ups and locks<sup>3</sup> with the following exception:
    - i. If a paddler races only Novice B unofficial all season (1st year) must move up to Novice A-1 the next season (2nd year).
4. A paddler must race his or her official event or events prior to racing an unofficial event or events – *i.e.* a paddler cannot use an unofficial event to warm-up.
  - a. If a paddler races an unofficial crew before his or her official crew, the official crew will be disqualified and the paddler will be considered an ineligible paddler and fined the amount set forth in Appendix VII.
  - b. There is no limit as number of unofficial events a paddler can race.
  - c. A paddler may race unofficial only – *i.e.* there is no requirement to race in an official crew that regatta.
5. Unofficial crews may enter in any race provided that one lane is open between official entries and unofficial entries – *i.e.* at a 12-lane venue if there are 11 official crews, there is not enough room for an unofficial crew entry.
6. If there are more unofficial entries than lanes available, the interested clubs must draw to see which club(s) is awarded the open lane(s).
  - a. Unofficial crews cannot create heats. If there are enough official crews to warrant heats, then unofficial crew entries are permissible.

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<sup>3</sup> If a paddler transfers to another association, that association's interpretation of classification will apply.

7. Clubs may draw and pay for unofficial crew(s) at lane draw in an amount set forth in Appendix VII.
8. Unofficial crews shall not be used toward a club's six crew minimum for active status.
9. Failure to leave a buffer lane between the official and unofficial crews will result in a disqualification and a \$25.00 fine.
10. There will be no unofficial crews for events with an Open Steersman.
11. There will be no unofficial crews at the Hui Waa Championship regatta.

## VII. REGATTAS

### A. Scoring of Events

1. Scoring of each event will be:
 

First place	7 points
Second place	5 points
Third place	4 points
Fourth place	3 points
Fifth place	2 points
Sixth place	1 point
  
2. There will be three categories of clubs eligible for trophy awards: [rev. 11/87, 11/88, 11/89, 11/95, 11/02, 05/04]
 

A	Division	6-12 crews entered
AA	Division	13-24 crews entered
AAA	Division	25 or more crews entered

Each club must declare their DIVISION participation at the drawing of lanes preceding each regatta.

- ### B. Official Order and Distance
- [rev. 03/08/88, 11/88, 11/89, 03/90, 11/95, 11/96, 11/97, 01/98, 11/98, 01/99, 11/00, 11/01, 11/02, 05/05, 05/06, 05/08, 05/12, 11/12, 11/13, 11/14, 11/15, 11/16, 11/18, 03/19]

EVENT	DISTANCE	CATEGORY
0	¼ mile	Mentally & Physically Challenged

1	½ mile	Mixed Masters 60 yrs +
2	½ mile	Women Masters 65 yrs +
3	½ mile	Men Masters 65 yrs +
4	½ mile	Women Masters 60 yrs +
5	½ mile	Men Masters 60 yrs +
6	½ mile	Women Masters 70 yrs +
7	½ mile	Men Masters 70 yrs +
8	¼ mile	Girls 12 years & under
9	¼ mile	Boys 12 years & under
10	¼ mile	Girls 13 years & under
11	¼ mile	Boys 13 years & under
12	¼ mile	Girls 14 years & under
13	¼ mile	Boys 14 years & under
14	¼ mile	Mixed Boys & Girls 12 years & under
15	¼ mile	Mixed Novice "B"
16	¼ mile	Women Novice "B"
17	½ mile	Men Novice "B"
18	½ mile	Girls 15 years & under
19	½ mile	Boys 15 years & under
20	½ mile	Girls 16 years & under
21	½ mile	Boys 16 years & under
22	½ mile	Girls 18 years & under
23	½ mile	Boys 18 years & under
24	½ mile	Mixed Boys and Girls 18 years & under
25	½ mile	Women Masters 55 yrs +
26	½ mile	Men Masters 55 yrs +
27	½ mile	Women Masters 50 yrs +
28	½ mile	Mixed Masters 55 yrs +
29	½ mile	Men Masters 50 yrs +
30	½ mile	Women Novice "A"
31	½ mile	Men Novice "A"
32	1 mile	Women Freshmen
33	1 mile	Men Freshmen
34	1 mile	Women Sophomore
35	1 mile	Men Sophomore
36	1-½ mile	Women Senior
37	1-½ mile	Men Senior
38	½ mile	Women Masters (40 yrs +)
39	½ mile	Men Masters (40 yrs +)
40	½ mile	Women Open 4
41	½ mile	Men Open 4
42	½ mile	Mixed Masters (40 yrs +)
43	½ mile	Mixed Open 6 (men & women)



Whenever practical, regatta events should be combined and whenever there are only two entries in an event, the event will be combined. The decision will be made by the Race Chairman. If sufficient lanes are available in a combined event, one lane shall be kept empty between events. [rev. 11/95, 11/96, 11/00, 11/06, 05/07, 11/10]

C. Classifications [rev. 11/99]

1. Classifications will be OPEN for Freshmen, Sophomore, Junior and Senior Divisions ONLY. The lowest classification will be Freshman. Paddlers will declare their classification at the beginning of each racing season.
2. All paddlers may race two times, but only three paddlers per crew are allowed to move to the same second event. [rev. 11/95, 11/96, 11/00, 11/16, 11/17, 11/18]
3.
  - a. Age groups paddlers who have not reached their 15<sup>th</sup> birthday on the first day of the calendar year shall be allowed to paddle in two classified events, not to exceed Girls, Boys, or Mixed 18, and be able to return to their original classification at next regatta. Only three paddlers per crew are allowed to move to the same second event. [rev. 11/95, 11/98, 11/99, 11/18]
  - b. Age group paddlers who have reached their 15<sup>th</sup> birthday on the first day of the calendar year shall be allowed to paddle in two classified events and be able to return to their original classification at next regatta. Only three paddlers per crew are allowed to move to the same second event. [rev. 11/17, 11/18]
4. Age group paddlers who have not reached their 19<sup>th</sup> birthday on the first day of the calendar year shall be allowed to paddle in one classified event and one unclassified event. Only three paddlers per crew are allowed to move to the same second event. [added 11/18]
5. Novice A paddlers shall be allowed to paddle in one classified event and one unclassified event. Only three paddlers per crew are allowed to move to the same second event. [added 11/11]
6. Novice B **Men and Women** paddlers shall be allowed to paddle in one classified event and one unclassified event. **Mixed Novice B paddlers shall be allowed to paddle in two unclassified events.** Only three paddlers per crew are allowed to move to the same second event. [added 11/11, 11/19]

D. Classified Events [rev. 11/99]

1. Freshmen, Sophomore, Junior, and Senior divisions are OPEN divisions, open to any male and female. Classifications are not binding. [rev. 11/89]

Paddlers from these divisions will be allowed to race in two events on the same race day. Only three paddlers per crew are allowed to move to the same second event. [rev. 11/17]

2. Boys or Girls 18 years and under [rev. 11/12]

Open to any boy or girl who has not reached his or her 19<sup>th</sup> birthday on the first day of the calendar year.

3. Mixed Boys and Girls 18 years and under [added 11/14]

Open to any boy or girl who has not reached his or her 19<sup>th</sup> birthday on the first day of the calendar year. The crew shall consist of three boys and three girls.

4. Boys or Girls 16 years and under [rev. 11/96, 11/12]

Open to any boy or girl who has not reached his or her 17<sup>th</sup> birthday on the first day of the calendar year.

5. Boys or Girls 15 years and under [rev. 01/99, 11/12]

Open to any boy or girl who has not reached his or her 16<sup>th</sup> birthday on the first day of the calendar year.

6. Boys or Girls 14 years and under [rev. 11/96, 11/12]

Open to any boy or girl who has not reached his or her 15<sup>th</sup> birthday on the first day of the calendar year.

7. Boys or Girls 13 years and under [rev. 11/96, 11/12]

Open to any boy or girl who has not reached his or her 14<sup>th</sup> birthday on the first day of the calendar year.

8. Boys or Girls 12 years and under [rev. 03/08/88, 11/96, 11/12]

Open to any boy or girl who has not reached his or her 13<sup>th</sup> birthday on the first day of the calendar year.

9. Mixed Boys and Girls 12 years and under

Open to any boy or girl who has not reached his or her 13<sup>th</sup> birthday on the first day of the calendar year. The crew shall consist of three boys and three girls. [rev. 11/92, 11/99, 05/04, 11/12]

10. Novice "A"

Open to any first, second, or third year paddler, male or female, who has not competed in a higher classification. Eligibility in this category is only good for two years after which the paddler must move to another category. [rev. 11/92, 11/93, 11/12, 11/14]

EXCEPTION:

a. Any male or female who is a "returning paddler" and has NOT PARTICIPATED SIX-PERSON OUTRIGGER CANOE RACE FOR THE PAST FIVE years or more, may be eligible to paddle in the Novice "A" category. Eligibility in this category is limited to one year only, after which the paddler must move to a higher classification. [rev. 11/94, 11/11, 11/13]

b. Any adult male or female who competed at a higher classification, such as Boys or Girls 12 years and under, Boys or Girls 13 years and under, and so forth, and competed in these youth age group classifications for less than three years, may be eligible to paddle in the Novice "A" category. Eligibility in this category is limited to no more than two years depending on the number of prior years' paddled. Prior years of experience plus novice years under this exception shall not exceed a total of three years. [added 11/14]

11. Novice "B"

Open to any male or female who has never competed in a six-person outrigger canoe race in any prior year. Novice "B" may paddle in an unclassified event and retain their Novice "B" standing during the year they are classified as Novice "B." Eligibility in this category is only good for one year, after which the paddler must move to another category. [rev. 11/92, 11/00, 11/12]

12. Order of Classification

For purposes of “step-ups,” the lowest classification shall be Novice “B” followed by Novice “A,” Boys or Girls 12, Mixed Boys and Girls 12, Boys or Girls 13, Boys or Girls 14, Boys or Girls 15, Boys or Girls 16, Boys or Girls 18, and Men or Women OPEN.

E. Unclassified Events

1. Mixed Novice “B” Men and Women

Open to any male or female who qualifies as a Novice “B” paddler. The crew shall consist of three men and three women. [rev. 11/01]

2. Women or Men Open 4

Open to any male or female (no more than four paddlers). [rev. 11/00]

3. Mixed Men and Women Open 6

Open to any male or female. The crew shall consist of three men and three women. [rev. 11/00]

4. Masters 40

Open to any male or female 40 years of age or older who has reached his or her 40<sup>th</sup> birthday on the day of the regatta. Each paddler is required to show proof of date of birth as prescribed in Section III, Paragraph C of these Race Rules. [rev. 11/00]

5. Mixed Masters 40

Open to any male or female 40 years of age or older who has reached his or her 40<sup>th</sup> birthday on the day of the regatta. The crew shall consist of three men and three women. Each paddler is required to show proof of date of birth as prescribed in Section III, Paragraph C of these Race Rules. [rev. 11/88, 11/94, 11/00]

6. Masters 50

Open to any male or female 50 years of age or older who has reached his or her 50<sup>th</sup> birthday on the day of the regatta. Each paddler is required to show proof of date of birth as prescribed in Section III, Paragraph C of these Race Rules. [rev. 11/87, 11/00]

7. Masters 55

Open to any male or female 55 years of age or older who has reached his or her 55<sup>th</sup> birthday on the day of the regatta. Each paddler is required to show proof of date of birth as prescribed in Section III, Paragraph C of these Race Rules. [rev. 11/94, 11/96, 12/96, 11/99, 11/00]

8. Mixed Masters 55

Open to any male or female 55 years of age or older who has reached his or her 55<sup>th</sup> birthday on the day of the regatta. The crew shall consist of three men and three women. Each paddler is required to show proof of date of birth as prescribed in Section III, Paragraph C of these Race Rules. [rev. 11/93, 11/94, 11/00]

9. Masters 60

Open to any male or female 60 years of age or older who has reached his or her 60<sup>th</sup> birthday on the day of the regatta. Each paddler is required to show proof of date of birth as prescribed in Section III, Paragraph C of these Race Rules. [added 05/06, rev. 11/06]

10. Mixed Masters 60

Open to any male or female 60 years of age or older who has reached his or her 60<sup>th</sup> birthday on the day of the regatta. The crew shall consist of three men and three women. Each paddler is required to show proof of date of birth as prescribed in Section III, Paragraph C of these Race Rules. [added 05/06, rev. 11/06, deleted 11/11, added 11/12]

11. Masters 65

Open to any male or female 65 years of age or older who has reached his or her 65<sup>th</sup> birthday on the day of the regatta. Each paddler is required to show proof of date of birth as prescribed in Section III, Paragraph C of these Race Rules. [added 05/12]

12. Masters 70

Open to any male or female 70 years of age or older who has reached his or her 70<sup>th</sup> birthday on the day of the regatta. Each paddler is required to show proof of date of birth as prescribed in Section III, Paragraph C of these Race Rules. [added 11/18]

F. Step-ups and Locks [rev. 11/00]

1. A Novice “B” paddler may move into the Novice “A” or Open class during the same regatta; however, he or she will surrender his or her Novice “B” classification for all subsequent regattas, effectively “locking” up to the higher classification. [rev. 11/18]
2. A Novice “A” paddler may move into the Open class during the same regatta; however, he or she will surrender his or her Novice “A” classification for all subsequent regattas, effectively “locking” up to the higher classification. [rev. 11/18]

G. Race Course

1.
  - a. The official Hui Waa race course shall be laid out in equal lanes of 90 but no less than 75 feet wide. Each lane shall be designated by flags of the same color at each end of the course. [rev. 11/13, 11/19]
  - b. When a one-half (½) mile course is used, a third set of flags with the same colors will be laid at the one-quarter (¼) mile mark. [added 11/19]
2. Flags shall have a minimum dimension of 30 inches and shall be colored with a solid color or two solid colors divided diagonally so that no two lanes shall have the same colored flag.
3.
  - a. Regatta events one-half (½) mile or less shall use a one-quarter (¼) mile course. [rev. 11/88, 3/90, 11/92, 11/96]
  - b. Regatta events greater than one-half (½) mile may use either a one-quarter (¼) mile or one-half (½) mile course. The course length should be determined prior to the first event of the day and remain consistent throughout the day. [rev. 11/17]
4. The distance between the starting, one-quarter (¼) mile, and one-half (½) mile lines and between the one-quarter (¼) mile, shall be established by actual measurement of both lanes on the last numbered lane to insure that all three lines are parallel. All flags on each line shall be as nearly as possible in a straight line.
5. At the coaches’ meeting prior to each regatta, the Race Chairman and a coach from each club shall inspect, and if requested, re-measure and reset the course to insure that all lanes between any two lines are of

equal length. Moreover, in order for record times to have meaning, the distance between lines shall not be allowed to vary from one-quarter ( $\frac{1}{4}$ ) mile by more than five yards. After preliminary inspection has been made, the Race Chairman shall, with approval of the coaches, declare the course to be official.

H. Starting [rev 11/12]

1. All starts shall be in accordance with instructions from the starter. If lanes are not straight, starter will recommend that flags should be made straight by lane setter; if race(s) continue with lanes not straight, starter will declare start line of race(s) will be with an imaginary line in between the inside and outside flags. If lanes are not straight for more than three races, the race shall be stopped by the race Chairman and lanes straightened. The starting signal shall be the use of yellow, red, and green flags and may include the blowing of an air horn. [rev. 11/92, 11/95, 11/96, 11/14, 11/19]
2.
  - a. A yellow flag will be displayed and an air horn will be sounded from the official boats five minutes before the start of the event, except eight minutes for one-quarter ( $\frac{1}{4}$ ) mile, as soon as the last canoe from the previous event reaches shore. When the yellow 5-minute flag is displayed, all canoes will immediately go to their assigned lanes. [rev. 11/87, 11/88, 11/95]
  - b. The Race Starter may start the race in less than five or eight minutes, whichever is applicable, if in the starter's judgment all participating canoes are lined up and ready, and with the affirmative acknowledgment from the land officials that the timers, spotters, and judges are ready. [rev. 11/16]
3. The yellow flag will be waved for five seconds (unless changed at coaches' meeting) prior to raising a red flag. [rev. 11/87, 11/00]
4. The official start shall be after the red flag is raised, and shall be signified by the raising of a green flag and lowering of the red flag. [rev. 11/92, 11/95, 11/00, 11/16]
5.
  - a. Any canoe that is ahead of the starting flags when the green flag is raised shall be disqualified. [rev. 11/00 to comply with 4, above]
  - b. One official boat must be on the outside of the starting line on all one-quarter ( $\frac{1}{4}$ ) mile events to observe a straight point-to-point line on starts, in order to properly call infractions. [rev. 11/92]

- c. A lagging canoe shall have no right to protest on the grounds of an unfair start in the event the race has started. [rev. 11/95]
6. Any canoe that is crossing the course in front of the starting flags in an attempt to reach its assigned lane at the time the race is to be started shall be disqualified and removed from the course.
7. Holding of boats at the start of all events in regattas sponsored by the Hui is allowed. No more than two club members will be allowed to hold a boat. Persons holding boats must be off the race course as soon as the race is under way. The race course is defined as that area between the sets of lane flags being used. Boat holders may assist paddling the canoe to the start line. Boat holder may not push the canoes forward at the start. [rev. 11/88, 11/95, 11/97, 11/02, 05/04]

I. Finish of a Race [rev. 11/02]

The finish of a race will be signified by the raising of a checkered flag by the official starter boat.

J. Recall

1. A start shall be recalled only for an unfair start (malfunction of official equipment).
2. A start shall be recalled by the starter (not a canoe crew) in the following manner:
  - a. The starter shall fire two or more shots of the gun or an air horn, and; [rev. 11/92]
  - b. Cause a yellow recall flag to be raised and waved from the official boat(s).
3. Canoe crews unavailable to hear the signal for a recall shall be stopped as soon as possible by the official boat(s).
4. Once completed, races shall not be re-run.

K. Adverse Weather Conditions

1. Adverse conditions shall be determined by a majority vote of the Race Committee on the day of the regatta. [rev. 11/88, 11/92, 11/94, 11/05]



2. Only under adverse weather conditions, the disqualification rule on touching flags will be waived for the start only. [rev. 11/88, 11/06]
  3. Only under adverse weather conditions will an open steersperson be permitted. All mixed crews must be three men and three women. Such open steersman must be a registered member of the participating club. Under the vote of the Council of Clubs that an open steersman is permitted for a certain event, his or her name must appear on the open steersman list as well as the Final Crew Entry. [rev. 11/88, 11/97, 11/00, 11/05, 05/06, 11/06, 11/12, 11/16]
  4. Points earned in any event(s) in which open steersperson is declared, excluding the Waikiki Beach regatta/race, will count toward the *'ekahi* medals and qualification of crews for the HCRA State Championship race. [deleted 11/12, added 11/13, rev. 11/14, 11/16, 11/17]
  5. Any regatta on Waikiki Beach will be considered adverse conditions. Open steersman of either gender will be allowed for all events. All mixed crews must be three men and three women. [added 11/05]
- L. Lanes [rev. 05/04]
1. Each canoe must occupy as nearly as possible the one-half ( $\frac{1}{2}$ ) width of the lane nearest its own line of flags. Lane width is defined as the full lateral distance between adjoining flags.
  2. Canoes making a turn shall stay in their respective lanes as closely as possible throughout the race and in no way interfere with other participating canoes. Interference is defined as a necessity for a canoe properly in its lane to take evasive action to avoid a collision with another canoe in its lane. Where canoes assigned to adjoining lanes are occupying the same lane during a turning maneuver, each canoe shall maneuver in such a way as to occupy one-half ( $\frac{1}{2}$ ) width of the lane nearest its own line of flags so that the canoes will pass each other hull to hull. In the event of a collision, the canoe not on its one-half ( $\frac{1}{2}$ ) of the lane will be disqualified. [rev. 11/97, 11/06]
  3. All turns shall be left turns around the assigned lane flags. [rev. 11/88, 11/89, 11/00]
  4. In the case of adverse weather conditions, particularly unexpected wave action, the Race Chairman at his discretion, may change the laying of lanes from parallel to shore to perpendicular to shore. A perpendicular

course shall be regularly used at Waikiki Beach and Maili Beach, unless otherwise determined by the Race Chairman. [rev. 11/96, 11/87]

M. Miscellaneous

1. Touching of any flag during a race will constitute disqualification, except as stated in Section VII.K.2. The flag must touch the water to constitute a disqualification. [rev. 11/88, 11/00]
2. Once the forward portion, or *manu mua*, of a canoe crosses the finish line, touching the flag will not result in disqualification.
3.
  - a. A canoe that swamps/*hulis* during a race may be bailed out by its crew and proceed in the race. Bail-out and continuance in race must be accomplished within five minutes or disqualification will result. Outside assistance will result in disqualification.
  - b. If a canoe proceeding to the starting line swamps/*hulis* an additional five minutes will be given to upright its canoe and proceed to the starting line. All other canoes should back off the line until the troubled canoe is ready.
4. All canoes must start and finish with a full crew of paddlers in the canoe. [rev. 11/89]
5. In all regatta events, canoes must start and finish with the same six, or four paddlers (open 4 races only). [rev. 11/02, 11/06]
6. The club representative will be called to the officials' stand for notification of an infraction, prior to its being publicly announced.
7. Whenever an infraction is committed, whether on land or water, the official will raise a red flag to announce an infraction has been committed. [rev. 11/88]
8. An event shall not be won by "forfeit" – *i.e.* only one crew entered for an event. In the case there is only one crew entered for an event, that crew will race and be subject to all rules contained in the Race Rules. The decision as to which event that crew will race with will be made immediately following the drawing of lanes, each regatta, by vote of those persons in attendance to draw lanes for their respective clubs.
9. Steersman, open or otherwise, must sit and steer from seat 6.

10. If on race day because of a scratch there is only one entry in an event, that crew will race alone, unless coaches of other clubs involved in that event decides otherwise, and ALL coaches are notified of the change. [rev. 11/89]
11. There shall be a designated area for finishers off the race course, to be determined at the morning coaches meeting. [rev. 11/89]
12. Designated Race Officials must observe and judge the start and finish of each race. To ensure clear lines of visibility, there shall be established a "Restricted Area" between these officials and the start/finish line. The restricted area shall be clearly defined and marked prior to the start of racing. In the event it is not possible to clearly mark the restricted area, its extent shall be defined at the coaches' meeting. [rev. 11/00]

N. Surf Course Rules

1. When scheduled or sponsored races are held in the surf, the following rules shall be applied in addition to the foregoing.
2. The course shall be laid out by the Race Committee to meet the existing conditions. The length of the races shall be the same as the flat course.
3. Surfing on waves will be permitted. No canoe may block the normal course, or in any way interfere with another canoe in attempt to pick up or surf on a wave.
4. The Race Committee together with the sponsoring club will determine special rules according to surf conditions if it is determined necessary to vary from published race rules. Any change to published race rules will be announced at the morning coaches' meeting the day of the regatta, or sooner if possible. [rev. 11/15]

O. Combined Regattas (Qualifications will be decided as follows):

All allotted lanes will be awarded by cumulative points throughout the year ('*Ekahi* system). If a crew awarded a lane in the combined regatta elects to not participate, the '*Ekahi* system will prevail in awarding the vacated lane. (See Appendix II for guidelines.) [rev. 11/88, 11/00]

## VIII. LONG DISTANCE RACES [rev. 11/88]

### A. Invited Participants

Persons other than Hui Waa club members may be invited to participate in long distance races, ONLY upon the approval of the Council of Cubs.

### B. Race Officials

The following officials will be appointed by the Race Chairman and approved by the Council of Clubs to conduct all long distance races:

1. Not less than three inspectors in races where no relief paddlers are used (iron man races). In races where relief paddlers are used, there shall be one inspector on each club's escort boat.
2. Two judges.
3. Two timers.
4. One starter.
5. Two recorders. [rev. 11/88]

### C. Entrance Fees

1. There will be an entrance fee to be determined each year by the Finance Committee and approved by the Council of Clubs. Entry fees are payable on date(s) specified by the sponsoring club, subject to the provisions in these Race Rules (Appendix VII). [rev. 11/87, 11/00]
2. All entry fees for regularly scheduled long distance races are non-refundable, and will become a source of general revenue for Hui Waa. [rev. 11/87]

### D. Entrance Procedures

1. Adult Waiver of Responsibility Form.

On the morning of the race, an Adult Waiver of Responsibility form will be submitted. This form will contain printed names and signatures of all paddlers actually participating in the race. [rev. 11/88]

2. Final Crew Entry

On the morning of the race a Final Crew Entry, naming actual paddlers whose signatures must appear on the Adult Waiver form, must be submitted. [rev. 11/87]

3. Parental Consent

If any participating paddler is under the age of 18, a consent form must be submitted, signed by a parent or legal guardian.

4. There shall be no unofficial entries in any long distance event.

5. It shall be the duty of the Race Chairman and the sponsoring club to determine the minimum number of entries for a long distance race, based on a financial report of the Treasurer.

E. Miscellaneous [rev. 11/00]

1. The use of escort boats or auxiliary boats is mandatory when relief paddlers are used in a race.

2. The minimum size of an escort boat shall be no less than 16 feet in length with the maximum number of people allowed and meeting all Coast Guard Regulations. [rev. 11/96]

3. No escort boats are allowed to be used by a club when no relief paddlers are used (iron race).

4. At no time will an escort or auxiliary boat deliberately cause a wake to assist its canoe, or be detrimental to the progress of another canoe.

5. The method of starting shall be determined by the Sponsoring Club.

6. In races that do not require the canoe to maintain their respective lanes, a canoe that is attempting to pass another shall keep clear at all times and in no way interfere with the canoe it is attempting to pass, nor shall the canoe in the lead attempt to prevent another from passing.

7. In races that do not require canoes to maintain their respective lanes and a single marker flag and float is to be rounded, the following rules apply:

- a. If an overlap occurs when two canoes are approaching a marker to be rounded, the outer canoe shall give way to allow the canoe

closest to the marker to round the marker. The leading canoe is under no obligation to give way before an overlap is established.

- b. An overlap is defined as a condition existing when no open water can be seen between the stem of one canoe and the bow of another when viewed at right angles to their canoe.
8.
    - a. The finish of an entry shall be signaled by the firing of a gun when the bow of the canoe crosses the finish line.
    - b. For purposes of this article, the finish line is defined as the line created by two distinguished points. [added 11/19]
  9. If during the period between the deadline date and the commencement of a long distance race the actual site is changed, or the position of the course alters and shifts from the understood location thereof at the entry meeting, the Race Chairman shall make the final decision on any changes.
  10. Cameras may be mounted on the canoe during long distance races. [added 11/19]

F. Awards

1. Team awards shall be given to crews placing first, second, and third. [rev. 11/88]
2. Awards presentation shall take place following the finish of all entries in a long distance race.

## IX. AWARDS

A. Regattas

1. Individual Awards

Individual awards shall be given to crews placing first, second, third in each event.

2. Club Awards

Club awards shall be given to clubs placing first and second in overall points in each division. [rev. 05/04]

3. Presentation of Awards

Awards presentation shall take place following the conclusion of all events of a regatta.

B. Additional Awards

Additional awards may be given at the discretion of the awards committee. The financial position of Hui Waa shall be a factor in determining if additional awards will be presented.

C. Annual

The following awards shall be made annually and in accordance with the following method of selection.

1. Outstanding Club

Outstanding club to be voted by Club Representatives at the Championships Regatta each season. [rev. 11/95]

2. Outstanding Crew (*'Ekahi System*)

To be awarded the crew of each event accumulating the highest number of regatta points for the regatta season, not including points earned at the Waikiki regatta. [rev. 11/00]

3. Coach of the Year

To be determined by a vote of the Head Coaches during the Hui Waa Championship Regatta. [rev. 11/88]

4. Club Representative Award

The Chief Recorder and his or her official recorders shall determine the winner. [rev. 11/95]

5. Honoree

To be determined by the Executive Board and Council of Clubs prior to the Hui Waa Championship regatta.

## **X. OPEN RACES**

- A. Any race that is not sponsored by Hui Waa shall be known as an Open Race.
- B. All invitations must be submitted to the Council of Clubs for approval (sanction).
- C. Hui Waa paddlers participating in Open Races must comply with Hui Waa rules unless the Council of Clubs rules otherwise.
- D. The proposed racing course and/or site shall be approved by the Council of Clubs. If requested, the Race Committee shall inspect the course and submit its findings to the Council of Clubs.
- E. Cash prizes will be forwarded by form of check payable to winning clubs only.

## **XI. SPECIAL EVENTS**

- A. A Hui Waa race or regatta that is not a part of the Hui's approved regular racing schedule shall be known as a Special Event.
- B. Any person or persons interested in sponsoring a special event shall submit in writing a description of the proposed event, for review and consideration by the Council of Clubs in time for proper permits to be secured.
- C. Any member club of Hui Waa, in good standing, that does not have sufficient funds to underwrite the cost of a Special Event, may submit a statement for consideration by Council of Clubs, which statement should outline the items they intend to sponsor.

## **XII. SPONSORSHIP OF SCHEDULED RACES AND REGATTAS**

- A. A race or regatta that has all or a portion of its costs underwritten by a canoe club or other interested party or parties shall be known as a Sponsored Race or Regatta.
- B. A sponsor or sponsors will provide at least 1<sup>st</sup> and 2<sup>nd</sup> place trophies for each division in their sponsored regatta. [rev. 11/88, 11/02]
- C. A sponsor or sponsors may underwrite the cost of any medals and/or ribbons to be presented.



- D. Additional awards may be provided. These special awards do not need the approval of the awards committee, but the awards committee shall be advised that they will be presented.
- E. Only a sponsor or sponsors shall be permitted to sell their club shirts/hats, etc. at that particular race or regatta. [rev. 11/94]
- F. A sponsor or sponsors will provide assistance in setting up and taking down the judges' tent, unloading and loading of equipment and records, and set-up/take-down of P.A. system. [rev. 11/88, 11/92]
- G. The sponsor or sponsors will provide lunch for the working officials in an amount to be determined by Hui Waa Regatta Official list, which is to be turned in to the Chief Recorder by the Race Chairman the morning of the race or regatta. [rev. 11/02]
- H. A signed sponsorship questionnaire (HW-7) must be submitted by a club that wishes to sponsor a race and/or regatta. This completed questionnaire must be submitted to the Race Chairman no later than the September Council of Clubs meeting. Failure to submit form HW-7 in a timely manner may result in the race date being offered to another club. Failure to find a replacement or sponsor for a race or regatta will be a fine of \$250.00. [rev. 11/89, 11/00, 05/05, 11/15]
- I. The sponsor or sponsors shall have the right to any concession at the race site, if they so desire. The sponsor or sponsors may designate the concession rights to any club or outside companies if they so desire. The sponsor or sponsors must complete any necessary concession permit process(es) by January 1 of the year in which the race is to take place, to ensure the sponsoring club(s) commitment to the concession(s). Failure to complete such permitting process(es) in a timely manner may result in the concession(s) being offered to another club(s) or outside company. [rev. 11/88, 11/00]
- J. Sponsoring club failing to sponsor or find a replacement sponsor of designated race or regatta shall be fined in accordance with Appendix VII. [rev. 11/02]
- K. A sponsoring club that frequently assigns, subcontracts, or designates its concession rights and responsibilities to another club or outside company may be replaced as a sponsor the following season. [added 11/14]
- L. The Race Rules of Hui Waa shall govern the race or regatta. The sponsor or sponsors shall have no voice in the interpretation of the Race Rules.
- M. The sponsor or sponsors shall provide a scorekeeper for the tote board. [rev 11/88]

- N. The sponsor or sponsors shall provide a chief announcer and assistant for announcements throughout the day. [rev. 11/17]
- O. It shall be the responsibility of the sponsor or sponsors to obtain and have ready to display at the regatta/race site the Board of Health certificate for any food concession. NO PERMIT, NO CONCESSION. [rev. 11/88]
- P. The sponsor(s) will provide trash bags on race day.

### **XIII. PROTESTS**

- A. All protests or complaints of rule violations shall be made to the Race Committee no later than 30 minutes after the results have been posted. [rev. 11/87, 11/96, 11/18]
- B. Protests shall be submitted by a coach or authorized representative on official forms provided by Hui Waa.
- C. A cash fee, in accordance with Appendix VII, shall be assessed for each protest submitted. Payment shall accompany protest form upon submission. Fee shall be refunded if protest is upheld. [rev. 11/88, 11/89, 11/00]
- D. While the Race Committee is hearing and apprising itself of the facts surrounding the protest, only the involved coaches, club representatives, and officials shall be present. The Race Committee and officials shall ensure that the involved coaches and representatives are notified of the hearing and given an opportunity to be present and heard. Review of the video, if in use, shall be limited only to officials and the Race Committee. [rev. 11/97, 11/00, 11/13]
- E. All decisions made by the Race Committee on protests shall be final, and the incident shall not be discussed at lane drawings or the monthly meeting of the Council of Clubs. [rev. 11/96]
- F. Written grievances of rule violations may be submitted by a coach or authorized representative to the Council of Clubs for review at the next scheduled Council of Clubs of meeting. [rev. 11/18]

The purpose of this procedure is to give clubs a mechanism to comment on officiating, compliance and/or administration of race rules, or health and safety issues. [rev. 11/99, 11/18]

## **XIV. PENALTIES**

- A. Disqualifications for Regatta Events [rev. 11/02, 11/14]
1. Any violation of the foregoing rules.
  2. Any canoe that is ahead of the starting flags when the green is raised. [rev. 11/00 to comply with VII.H.4]
  3. Any canoe that is crossing the course in front of the starting flags in an attempt to reach its assigned lane at the time the race is to be started (yellow flag waving). [rev. 11/87]
  4. Any canoe starting and/or finishing in the wrong lane.
  5. Any swamped canoe with outside assistance in bailing, or takes longer than five minutes to bail out and resume race. [rev. 11/94]
  6. Any crew that has crossed the finish line and re-enters the race course while the event is still on. [rev. 11/87, 11/89, 11/96]
  7. Any canoe or canoes that leave the race course before the race is finished. [rev. 11/02]
  8. Rule 7 above may be suspended only under both the following conditions: [rev. 11/02]
    - a. Approval of suspension is made by a majority vote of the Hui Waa's head coaches or club representatives, taken at the coaches meeting before the start of the regatta or at a special meeting called by the Race Director.
    - b. Canoes leaving race course will not interfere with canoes still completing their race.
  9.
    - a. An ineligible paddler shall be identified as one who has raced too many events or an incorrect combination of events. [rev. 11/16, 11/18]
    - b. A club found in violation of this paragraph will be disqualified for the event in which an ineligible paddler is used and fined in an amount in accordance with Appendix VII. [rev. 11/13, 11/14, 11/15]

10. If a crew is disqualified (DQ) in a race and also receives a 5-point deduction penalty, the DQ will override the 5-point deduction.
- B. Disqualification for Regattas [rev. 11/99]
1. Unsportsmanlike Conduct
    - a. Any unsportsmanlike conduct by a club or any of its members.
      - i. Unsportsmanlike conduct includes fighting, swearing, not heeding the direction of an official, or other generally accepted displays of unsportsmanlike conduct. [rev. 11/16]
      - ii. Unsportsmanlike conduct includes unauthorized access to the HCRAPaddler™ database, unauthorized modification of a paddler's information in the HCRAPaddler™ database, or modification of a paddler's identification card. [added 11/18]
    - b. A club found in violation of this paragraph will be fined no less than \$250 for the first infraction and \$500 for all subsequent infractions in a calendar year, or in an amount in accordance with Appendix VII, whichever is higher. The fine must be paid by the canoe club and until paid, the club may not enter any further event of a regatta on that race day, nor any future regatta or race. The regatta or race shall not be interrupted or stopped because of this fine. [rev. 11/15, 11/18]
  2. Illegal Paddler
    - a. An illegal paddler shall be identified as follows: [rev 11/14]
      - i. One that is paddling under another's name – *i.e.* impersonating another paddler. [rev. 11/16, 11/18]
      - ii. One that is out of classification – *i.e.* a higher classification attempting to paddle in a lower classification. For example: an Open attempting to paddle Novice, a Novice A attempting to paddle Novice B, a 16 attempting to paddle Novice.
      - iii. One that is paddling in the wrong age category – *i.e.* a 40 attempting to paddle 50, a 16 attempting to paddle 13.

- iv. One that is paddling in the wrong gender – *i.e.* a male(s) in a female crew or a female(s) in a male crew, a mixed crew that is not three males and three females.
      - c. The club will be fined no less than \$250 for the first infraction and \$500 for all subsequent infractions in a calendar year, or in an amount in accordance with Appendix VII, whichever is higher. The fine must be paid by the canoe club and until paid, the club may not enter any future regatta or race. The regatta or race shall not be interrupted or stopped because of this fine. [rev. 11/15, 11/18]
  - 3. Any drinking of alcoholic beverages during the regatta is subject to disqualification.
    - a. A club found in violation of this paragraph will not be allowed to participate in any of the remaining events of the day, must leave the race site, and will be fined no less than \$250 for the first infraction and \$500 for all subsequent infractions in a calendar year, or in an amount in accordance with Appendix VII, whichever is higher. The fine must be paid by the canoe club and until paid, the club may not enter any future regatta or race. The regatta or race shall not be interrupted or stopped because of this fine. [rev. 11/96, 11/15, 11/16, 11/18]
    - b. A club found in violation of this paragraph may keep all medals and points up to the violation, but will not be eligible for the division awards.
  - 4. A club found in violation of XIV.B.1, XIV.B.2, or XIV.B.3 will be fined (individually) in the amounts stated or in accordance with Appendix VII, whichever is higher. [rev. 11/00, 11/18]
- C. Non-Racing Violations

The penalty for non-racing violations will be the deduction of five points for each infraction from the club's total score for the day. NON-RACING VIOLATIONS INCLUDE: paperwork errors, data-entry or inputting error in the HCRAPaddler™ system or successor database, such as a misspelled name, incorrect date of birth, or incorrect gender selection, incorrect paddler identification cards placed into the Final Crew Entry, too many boat holders, boat holder errors, no PFDs, no certified first aid kit, persons on the club roster in the Restricted Area/No Zone

area at the start or finish of each event, and any violation of State, DLNR, city, or federal regulations.

The imposing of any penalty of State, DLNR, city, or federal regulations for violations will be limited to the time period covered by the permit(s). Infractions before or after the time period prescribed by the permit(s) are the responsibility of the respective enforcement agencies. [rev. 11/99, 11/00, 05/08, 11/12, 11/13, 11/18]

## APPENDIX I

### MENTALLY & PHYSICALLY CHALLENGED EVENT

The term “challenged paddler,” as used herein, shall refer to any paddler who qualifies for this event by having some type of mental retardation and/or physical handicap.

1. To be held at all Hui Waa regattas, including the Hui Waa Championships.
  - a. It shall be the first event of the day.
  - b. It shall be a 1/4 mile race.
2. Drawing of lanes shall be held during the regular lane drawings. [rev. 05/05]
3. All challenged paddlers are required to wear a PFD.
  - a. PFDs will be provided by the participating clubs.
4. Handicapped paddlers must be at least eight years of age. There will be no other restrictions regarding age or sex.
5. Each crew entered in this event must consist of no less than one challenged paddler.
  - a. The steersperson must be a non-challenged, experienced paddler.
  - b. No more than three adult non-challenged paddlers may be used in any one boat. If additional non-challenged paddlers are necessary, they must be 12 years of age or under.
6. Having an *ama* rider is optional.
7. If a club has more challenged paddlers than seats in a boat:
  - a. They may enter more than one crew, if another boat, PFDs, non-challenged paddler(s), and steersperson are available.
  - b. Clubs may combine their challenged paddlers to form another crew, if another boat, PFDs, non-challenged paddler(s), and steersperson are available.

8. Awards
  - a. Medals identical to those being awarded at any given regatta will be awarded to the challenged paddlers whose crews place 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>.
  - b. Ribbons or bronze medals (whichever is available) will be awarded to the challenged paddlers whose crews place 4th or after.
  - c. Non-challenged paddlers will not receive medals or ribbons.
9. Points
  - a. No points shall be awarded to any clubs as a result of the outcome of this special event for the handicapped.
  - b. All Hui Waa handicapped paddlers will be awarded 'Ekahi medals at the end of the regatta season.
10. Official boats
  - a. In the event of a *huli*, one of the official boats will pick up the challenged paddlers, return them to the beach and pick up non-challenged paddlers to assist in righting the canoe.
  - b. If the canoe has been righted and bailed within the five minutes allotted for a *huli* or swamped canoe, the challenged paddlers will be returned to the canoe and continue the event.
  - c. If the canoe has not been righted and bailed within the five minutes allotted for a *huli* or swamped canoe, the canoe will be paddled to the beach by the non-challenged paddlers and the official boat will return the challenged paddlers to the beach.
  - d. In the event the canoe cannot be righted in the five minutes allotted and must be paddled to the beach by non-challenged paddlers, the challenged paddlers involved in the *huli* will be awarded medals or ribbons equal to last place as determined by the amount of crews entered in the race on that particular day.
11. Challenged paddlers will be exempt from the paddler fee, (Appendix VII) except if a club moves a challenged paddler into a non-special event crew, the club will then pay the paddler fee as prescribed in Appendix VII) for that paddler. [rev. 11/95, 11/00]



12. Challenged paddlers in this special event may not enter any of the scheduled regatta events, except as stated in Section 12.b following.
  - a. Non-challenged paddlers participating in this event will be allowed to participate in other events.
  - b. If a challenged paddler progresses to a point where a club would like to enter that challenged paddler in a regular crew, the challenged paddler will not be allowed to paddle in the special event that day or from that point forwards and will become a paying paddler and abide by the Race Rules.
13. Special event crews are to make every effort to adhere strictly to the Race Rules; however, unless the rule infraction can be determined by the Race Committee as flagrant and intentional, there will be no disqualifications of a crew in this event.
14. No ID cards will be required for challenged paddlers.

DEFINITION OF ELIGIBILITY FOR PARTICIPATION  
IN SPECIAL OLYMPICS

1. To be eligible for participation in Special Olympics, a competitor must agree to observe and abide by the rules of Special Olympics, Inc. and adhere to the rules of the International Sports Federations.
2. Special Olympics was created and developed to give mentally retarded persons the opportunity to train and compete in sports activities. No person shall, on the grounds of sex, race, religion, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of Special Olympics.
  - a. Eligible participants are those persons who, according to local classification based upon assessment, evaluation or diagnosis by the appropriate education agency, health agency, qualified physician or psychologist, have been determined to be mentally retarded<sup>4</sup> and recommended for participation in programs designed to meet the needs of mentally retarded persons, if available. Such diagnoses must be based

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<sup>4</sup> A mentally retarded person is one who exhibits the following conditions relative to biological age and social culture: (1) intellectual functioning that is significantly below average, and (2) marked impairment in the ability to adapt to the demands of the society in which the person lives. It is now widely agreed that both intellectual functioning and adaptive behavior must be shown to be impaired, as measured on objective criteria before a person can be identified as being mentally retarded. Neither low intelligence nor impaired adaptive behavior, alone, is sufficient for this diagnosis.

upon a formal determination (including use of standard tests) of significantly sub-average general intellectual functioning and adaptive behavior.

- b. Some flexibility is left to Local, Area, Chapter or National Special Olympics organizations for determining the eligibility of the participants because of the variety of situations, needs and definitions that exist in the many localities where Special Olympics programs have been and will be instituted.
- c. Persons under eight years of age may not participate in Special Olympics competitions. There is no upper age limit.
- d. Persons who have multiple handicaps may participate in Special Olympics, but must be eligible under sub-heading a, b, and c.

Any person wishing to participate in Special Olympics must first have a medical examination and a signed parental release form.

## APPENDIX II

### GUIDELINES FOR HUI WAA CHAMPIONSHIP REGATTA & HCRA STATE QUALIFICATIONS

[rev. 05/06]

1. Step-up Guidelines [rev. 11/00]
  - A. Novice “B” Paddlers

Novice “B” may move into the Novice “A” class in the Hui Waa Championship, and be moved back to Novice “B” for the HCRA State Championship. However, effective the following January 1, the second year of Novice “A” classification begins.
  - B. Novice “A” Paddlers

Novice “A” may move into the Open class in the Hui Waa Championship, and be moved back to Novice “A” for the HCRA State Championship. However, effective the following January 1, the Open Classification begins.
  - C. All six paddlers can move up to race another classified event, but may not race more than two events.
2. Crews qualify for lanes at the HCRA State Championship by total accumulated regatta points (*‘Ekahi*), including the Hui Waa championship regatta.

In the years in which Hui Waa is awarded three lanes at the HCRA State Championship Regatta, the event winner at the Hui Waa Championship regatta will be entitled to Hui Waa’s second seed, regardless of the number of *‘Ekahi* points earned. [rev. 11/98, 11/12, 11/13, 11/17]
3. Subsequent available lanes will be offered to clubs based on *‘Ekahi* points.

Should a club decide not to enter that event in the HCRA State Championship, the offer will be extended to the next club in line (based on *‘Ekahi* points). If *‘Ekahi* points are tied, determination for participation will be based on placement in Hui Waa Championship. [rev. 11/92]
4. The Race Chairman, Chief Recorder and Head Coach (or alternate) of each club shall meet on Tuesday following the Hui Waa Championships. The coaches are to determine for each event, which eligible clubs will participate, the order in

which each event's participants shall be seeded at lane drawing, and if any club wishes to fill a subsequent available lane, should any become available to Hui Waa. [rev. 11/94]

5. The actual drawing of lanes for Hui Waa at the State drawing of lanes will be performed by the HCRA Delegates/Alternates. [rev. 11/94]
6. If the HCRA State Championship has an event that is not included in Hui Waa's schedule of events, determination of participation will be made by conducting a state-race qualifying event at the Hui Waa Championships. (The event will not be subject to Hui Waa points, awards, or paddler restrictions, other than age.) [rev. 11/92]
  - A. All Hui Waa race rules will apply to state race qualifying event(s), except those stated below. [rev. 11/02]
  - B. The event will not be subject to Hui Waa points, awards, or paddler restrictions, other than age. [rev. 11/02]
7. All Hui Waa clubs may participate in any concession booth for the Hui Waa championship regatta, by providing their application and fees to the Vice President and obtaining any necessary permits. [added 05/06]

## APPENDIX III

### HCRA CSEC RECOMMENDATIONS

[rev. 01/98]

#### I. FIBERGLASS CANOES

- A. Any fiberglass molded canoes made in Hawaii may be exempted from waterlining procedures provided that there have been more than ten canoes made out of the same mold, all of which have passed the “waterlining” procedures.
  - 1. The manufacturer shall submit a paper certifying that the canoe meets the HCRA Hawaiian Canoe specifications. Included with the document shall be the hull “number,” weight at time of completion, date of completion, other information as required, and the name of the canoe builder and accompanying signature.
  - 2. In the event the canoe does not meet the HCRA Hawaiian Canoe specifications, the manufacturer shall be responsible for bringing the canoe into specification standards. Otherwise the manufacturer shall be subject to penalty as specified by HCRA.
- B. If necessary, it is understood that the HCRA CMC (canoe measurement committee) shall have the right to waterline any canoes out of these molds at any time.
- C. Each canoe produced or coming out of an approved mold shall not be subject to any further fiberglass work (repair, modification, alteration, or change) in or on any of the areas affected by the waterline measurements.
- D. There is an affirmative duty by the club or owner to report any repair, modification, alteration, or change in the configuration, shape, or design of a canoe hull where waterline specifications are measured.

#### II. KOA CANOES

All *koa* canoes must meet the Hawaiian canoe specifications as set out in HCRA Rules Addendum A. In the event a *koa* canoe is extended, altered, modified, enlarged, patched or repaired, and such changes effect the waterline or critical areas of where waterline measurements are involved, said *koa* canoe shall be re-waterlined and approved for racing, by three approved individuals from the CMC, none of whom have an interest in the canoe or club.

### III. WEIGHING OF CANOES

*Koa* canoes – no seat covers or rails shall be permitted on the canoe to achieve the 400# racing weight.

### IV. WATERLINING PROCEDURES

The CSEC recommends that when a canoe is being “waterlined” the CMC members be required to use a level for the purposes of balancing a canoe. As such, the committee recommends the addition of a Rule: When the canoe is rigged and sitting in the water, prior to marking the waterline points, a level shall be placed at the “0” point (center of canoe), extending horizontally across both gunnels, to make sure the canoe is resting level in the water (*i.e.* from side to side and not bow to stem).

### V. CSEC DISCUSSION AREAS – FOR INFORMATION ONLY

#### A. HULL

It is recognized that canoe builders and manufacturers are making physical changes to the inside hull. Specifically, between seats #3 and #4, on the Bradley fiberglass canoes, the “foam core” is left out to provide rigidity to the canoe, but also creating a “catchment area” for water, such that it provides easier access to bailing water. The CSEC believes that this alteration does not violate the current existing rules (Hawaiian, foot support, waterline area).

Therefore, the CSEC approves of this modification to the inside of the hull. However, there are certain guidelines that this “catchment” area must meet. These guidelines are as follows:

1. The physical design must not be such that it can be used as a foot support for the paddlers located in that area where the “catchment” is located.
2. The depth of the design shall not be more than one inch in depth.
3. The appearance of the inside of the hull, as observed by CMC members, must be reasonably even (bottom and sides).

#### B. WOOD PADDLES

All paddles must be made out of wood. Protective coverings are acceptable – *e.g.* varnish, varathane, fiberglass with resin. However, paddles that are of non-wood base, but have a wood-like finish or laminated wood covering (*e.g.* over Kevlar), or laminated wood handles with a non-wood center are NOT acceptable.

Paddles with no wood are NOT acceptable for racing. Black Bart paddles are NOT acceptable for racing. The Savage River paddles are NOT acceptable under the current race rules.

## APPENDIX IV

### INSTRUCTIONS FOR SPECIAL DUTY OFFICERS ASSIGNED TO SPECIAL EVENTS

1. Upon arrival, report directly to the Race Chairman for instructions.
2. Direct vehicles to designated parking areas.
3. Direct traffic to minimize traffic congestion.
4. Issue citation to any vehicle parked on the grass which fails to display a valid permit from the Department of Parks and Recreation.
5. Issue citations to those vehicles which are parked illegally on the streets and roads.
6. Arrange to tow away those illegally parked vehicles which create a traffic hazard.
7. Provide security and crowd control.
8. Enforce park ordinances and rules and regulations.
9. Paddling Events.
  - a. A minimum of two police officers will be required or one officer per 1,000 people in attendance.
  - b. For large events, four police officers and one sergeant will be required.
  - c. On duty sergeant should be called if the special duty officer is not performing his duties.
  - d. The police officer is required to have his car nearby for communication in the case of emergency. The Race Chairman is to make arrangements for the parking of the subsidized vehicle.
  - e. All permits must have correct information relating to the vehicle parking permits such as amounts of cars, areas, etc.



## APPENDIX V

### CITY AND COUNTY OF HONOLULU DEPARTMENT OF PARKS AND RECREATION

Pursuant to and by virtue of the authority set forth in Chapter 91, Hawaii Revised Statutes and City Ordinance No. 86-136, the Director of Parks and Recreation of the City and County of Honolulu, subject to the approval of the Mayor of the City and County of Honolulu, hereby adopts the following rules and regulations governing the construction and operation of canoe shelters on City park property.

#### RULES AND REGULATIONS GOVERNING THE CONSTRUCTION AND OPERATION OF CANOE SHELTERS ON CITY PARK PROPERTIES

##### SECTION 1. Applicability and Scope

1. These rules and regulations apply to all organizations storing their canoes in canoe shelters on City park properties.
2. If any provision in these rules and regulations, or the application of such provision is held to be invalid, the remaining portions of these rules and regulations or the application of said portions shall not be affected.

##### SECTION 2. Definitions

1. "Canoe Organization" shall mean a bonafide canoe club or canoe association.
2. "Department" shall mean the Department of Parks and Recreation, City and County of Honolulu.
3. "Director" shall mean the Director of the Department of Parks and Recreation.
4. "Canoe Shelter" shall mean a structure used as a storage facility for outrigger canoes.
5. "Private Parties" shall mean any individual or organization outside of government.

##### SECTION 3. General conditions for the construction and operation of canoe shelters built on City park property.

1. Canoe shelters shall be constructed only on selected City park properties and only after the construction plans and the exact locations have been approved by the Department.
2. Private parties desiring to construct canoe shelters on City park property shall furnish all necessary materials, equipment, and labor to complete the project

- and shall donate the completed facility to the City and County of Honolulu, which shall retain the right to control the operation of the canoe shelter.
3. Private parties shall complete and submit a Declaration of Gift form to the Department for approval and acceptance by the Mayor and the City Council.
  4. No more than 20,000 square feet, or 10 percent, whichever is less, of any City park shall be utilized for canoe shelters unless approved by the City Council, and canoe shelters shall be situated so as not to impede public access and use of the park property.
  5. Canoe associations shall determine a fair and equitable arrangement for the assignment of canoe storage spaces in each canoe shelter.
  6. Canoe associations shall furnish the Parks Permit Section with a listing of canoe storage space assignments for each canoe shelter, as follows:
    7. --canoe club
      - number of canoes stored
  8. Permits to store canoes in a canoe shelter shall be issued to canoe clubs by the Parks Permit Section only after approval by the respective canoe association. The permit shall identify each canoe stored by:
    9. --type (*koa* or fiberglass)
      - color
      - identification number
      - club affiliation
  10. Permit to store canoes shall be on an annual basis and canoe clubs shall apply for renewal through their canoe association. Canoe clubs that are permitted to store canoes must have membership that is open to the general public.
  11. Canoe shelters shall be open, on a space available basis, to other canoe clubs who are not members of any canoe association.
  12. Canoe associations shall be responsible to see that the canoe clubs using the canoe shelters maintain them properly by keeping them clean and free of litter and that acts of vandalism be reported immediately to the Honolulu Police Department and the Department of Parks and Recreation.
  13. Canoe associations shall also be responsible for controlling the distribution of keys to their canoe clubs to ensure that only authorized personnel possess keys to the canoe shelters.
  14. The City shall have the right to enter the canoe shelters at any time for the purpose of examining the state of cleanliness, repair, and condition of the areas used by canoe clubs, and for determining whether the canoe shelters are being used properly by the canoe clubs.
  15. Canoe clubs failing to maintain their areas in a clean and sanitary condition or using the canoe shelter for illegal or prohibited purposes shall not be allowed further use of canoe shelters.
  16. Only active canoe clubs may be allowed to store their canoes in canoe shelters. Canoe associations shall determine the active/inactive status of their respective canoe clubs. Inactivity shall be considered grounds for removal and reassignment of the canoe storage space to other canoe clubs.

17. Canoes belonging to private individuals may not be allowed storage in canoe shelters.
18. Canoe clubs shall have the option to execute a “Waiver and Assumption of Liability” form which will be furnished by the Department (See Attachment) or present comprehensive general liability insurance coverage in which the combined limit of liability for bodily injury and property damage is a minimum \$300,000 per occurrence. The insurance certificate shall name the City and County of Honolulu, its officers and employees, as additional insured, and a copy shall be filed with the Parks Permit Section.
19. Except as authorized by permit, and subject to the terms and conditions imposed by the Department, it shall be unlawful for any person or club to repair or condition any canoe on City park property.
20. Canoe trailers shall be parked only in designated areas surrounding the halaus. Canoe trailers may not be parked in paved parking stalls, unless trailer parking stalls have been specifically provided, as at Pokai Bay Beach Park.
21. Driving or parking vehicles on grass shall be prohibited.
22. Except as authorized by permit, there shall be no selling, soliciting, advertising, or promoting on City park property. Commercial sponsors of canoe events may be allowed to display their names with the following conditions:
  - a. Signs, banners, and brochures must include the event. No commercial company shall be allowed to display its name on a sign which does not identify the event being sponsored.
  - b. Where multiple commercial sponsors are involved, only the top three sponsors of the event shall be allowed to display its name at the event.
  - c. The sponsor for the event shall be identified on the Park Use Permit.
23. Canoe associations shall see that canoe clubs comply with these rules and regulations. The Department shall, upon request by the canoe associations, provide enforcement assistance through the Parks Police Detail.

ADOPTED this 29th day of March, 1988 by the Director of Parks and Recreation, City and County of Honolulu, State of Hawaii.

HIRAM K. KAMAKA, Director  
Department of Parks and Recreation  
City and County of Honolulu

APPROVED AS TO FORM AND LEGALITY:

Deputy Corporation/Counsel

Approved this 25th day of  
April, 1988.

/s/ Frank F. Fasi  
FRANK F. FASI, Mayor  
City and County of Honolulu

#### CERTIFICATION

I, HIRAM K. KAMAKA, in my capacity as Director of Parks and Recreation, City and County of Honolulu, do hereby certify that the foregoing is a full, true, and correct copy of the Rules and Regulations Governing the Construction and Operation of Canoe Shelters on City Park Properties, which was adopted on March 29, 1988, following a public hearing held on March 22, 1988, after public notice was given on February 28, 1988, in the Honolulu Advertiser and Star Bulletin.

HIRAM K. KAMAKA, Director  
Department of Parks and Recreation  
City and County of Honolulu

Received this day of  
APR 27 1988.

RAYMOND PUA, City Clerk

[http://www.honolulu.gov/rep/site/dpr/rules/Rules\\_Canoe\\_Shelters.pdf](http://www.honolulu.gov/rep/site/dpr/rules/Rules_Canoe_Shelters.pdf)

## APPENDIX VI

### TEMPORARY CONCESSIONS

THE GRANTING OF A TEMPORARY CONCESSION PERMIT BY THE DIRECTOR OF FINANCE IS CONTINGENT UPON THE FOLLOWING REQUIREMENTS:

1. The applicant must be a bonafide nonprofit organization as defined in Ordinance 80-56.
- 2.\*\* A temporary concession is allowed only if it is in conjunction with another activity or event which is authorized by a Park Use Permit.
3. The Temporary Concession Permit is issued to the nonprofit organization who is actively promoting, producing, staging or conducting the event or activity.
4. Except for craft fairs and art marts, no person may profit from a temporary concession. All net profits earned from the temporary concession must be applied to the expenses of the nonprofit organization incurred in connection with events or activities directly related to the purpose for which it has been organized.
5. The nonprofit organization must produce a liability insurance certificate bearing their name with the City and County of Honolulu as additional insured.

APPLICANTS SHALL BE INFORMED OF THE FOLLOWING:

1. Submit completed "Application for Use of Parks Facilities" form to Parks Permit Section as soon as possible.
2. Upon approval of the "Application for Use of Parks Facilities" form, submit an "Application for Temporary Concession" to the Director of Finance through the Parks Permit Section with the Certificate of Insurance.

NOTE: FINANCE REQUIRES THAT YOU SUBMIT a completed "Application for Temporary Concession" at least two weeks prior to the date of event.

3. Upon approval by the Finance Director, the Parks Permit Section shall notify you by telephone to pick up your permit and to pay any necessary fees.
- \*\* CARNIVALS, PICK UP POINTS, HULI-HULI CHICKEN SALE, ETC., ARE ALLOWED AS THEY ARE AN ACTIVITY IN ITSELF; HOWEVER, THE TEMPORARY CONCESSION PERMIT MUST BE ISSUED AS IN #3 ABOVE. (as of 8/30)

May 12, 1982 AMENDED: 8/30, 9/22, 11/5/82

**ATTACHMENT FOR THE  
TEMPORARY CONCESSION  
REQUIREMENTS**

GROUPS/APPLICANTS APPLYING FOR A TEMPORARY CONCESSION PERMIT TO SELL FOOD SHALL FIRST OBTAIN CLEARANCE FROM THE DEPARTMENT OF HEALTH.

THE CLEARANCE CERTIFICATE MUST BE PRESENTED TO THE PARKS PERMIT SECTION BEFORE THE TEMPORARY CONCESSION PERMIT MAY BE ISSUED.

August 16, 1984

Department of Health, State of Hawaii  
Sanitation Branch  
99-945 Halawa Valley Street, Aiea, Hawaii 96701  
Telephone Number: (808) 586-8000, Fax: (808) 586-8040  
[www.health.hawaii.gov/san](http://www.health.hawaii.gov/san)

## APPENDIX VII

### FEES

The amount of all fees, charges and penalties shall be determined each year by the Finance Committee and approved by the Council of Clubs

Club Dues:

Hui Waa	\$100.00
HCRA [rev. 05/14]	\$125.00

or as specified by HCRA, whichever is higher

Long Distance Entry Fee (per 6-person crew) ADULTS	\$180.00
Long Distance Entry Fee (per 6-person crew) JUNIORS / KEIKI (18 and under) [rev. 11/01, 12/15/02, 02/10/15, 02/20]	\$150.00

Missed Meeting<sup>5</sup> Fine

1 <sup>st</sup> missed meeting in the calendar year	\$30.00
2 <sup>nd</sup> missed meeting in the calendar year	\$50.00
3 <sup>rd</sup> missed meeting in the calendar year	\$100.00
4 <sup>th</sup> or more missed meeting in the calendar year [rev. 12/15/02, 05/04, 05/14]	\$150.00

Lane Drawing, and pre-states seeding meeting, non-attendance [rev. 05/14, 02/20]	\$20.00
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Spring Seminar, coach or representative, non-attendance [rev. 11/01, 12/15/02, 05/14]	\$30.00
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Registration of Paddler – regatta [rev. 11/17]	\$70.00 <sup>6</sup>
Registration of Paddler – pre- or post-regatta only [rev. 04/14/15, 03/04/17]	\$30.00 <sup>7</sup>

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<sup>5</sup> A missed meeting for purposes of a fine includes any regular Council of Clubs or duly noticed Special Hui Waa meeting and any regular annual HCRA or duly noticed special HCRA meeting. With regards to the HCRA annual meeting in which HCRA allows a *de facto* proxy, a club whose designated vote caster is not a member of that club or whose vote caster is recruited by Hui Waa's executive committee to represent a missing club will be responsible to pay a missed meeting fine.

<sup>6</sup> This amount covers the calendar year January 1 through December 31, which as of 2015 coincides with the insurance year. This amount is principally for any paddler who is registered for the regatta season.

<sup>7</sup> For any paddler who registers for the pre- or post-regatta season but who does not register for the regatta season. Any paddler who initially pays the pre-regatta rate of \$30 and then chooses to register for the regatta season will owe the remaining balance of \$40 for a total of \$70.

Late Registration of new paddler [rev. 11/01]	\$30.00
Challenged Paddler, if moved into a non-special crew [rev. 05/14]	same as Registration of Paddler
Unofficial Crew Entry Fee (Regatta) [added 11/16]	\$15.00
Unofficial Crew, failure to leave a buffer lane [added 11/16]	\$25.00
Protests [rev. 11/17]	\$20.00
Failure to scratch an event [added 06/18]	\$5.00
Scratch an event – non-refundable, non-transferrable [added 11/17]	\$5.00
Un-scratch a scratched event	\$10.00
<b>Ineligible Paddler</b>	
1 <sup>st</sup> ineligible paddler in the calendar year	written warning <sup>8</sup>
2 <sup>nd</sup> ineligible paddler in the calendar year	\$ 50.00
3 <sup>rd</sup> ineligible paddler in the calendar year	\$100.00
4 <sup>th</sup> or more ineligible paddler in the calendar year [added 04/14/15]	\$150.00
<b>Illegal Paddler – for violation of Article XIV.B.2</b>	
1 <sup>st</sup> illegal paddler in the calendar year	\$300.00
2 <sup>nd</sup> or more illegal paddler in the calendar year [added 04/14/15]	\$500.00
Club Fines – for violation of Article XIV.B.1, 2, or, 3 (individually)	\$250.00
Club Fine – not providing volunteer to assist in the official tent [rev. 12/15/02, 11/18/17]	\$25.00
Sponsoring Club failure to sponsor or find a Replacement sponsor for race and/or regatta [rev. 12/15/02]	\$250.00
Request for canoe weigh-in	\$75.00

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<sup>8</sup> The Notice of Disqualification may serve as the written warning for the first infraction.



## APPENDIX VIII

### PROMISSORY NOTE

All debt relating to the promissory note on the following page must be paid on demand or no later than the next Regular or Special Council of Clubs meeting, lane drawing, Spring Seminar, or Annual Meeting of Na Ohana O Na Hui Waa (Hui Waa), whichever comes first.

The promissory note may NOT be used to fulfill the following debts, fees, and fines due and owing to Hui Waa as follows:

1. Annual dues to:
  - a. Na Ohana O Na Hui Waa; or
  - b. Hawaiian Canoe Racing Association (HCRA).
2. Registration of paddler fees:
  - a. Regular registration; or
  - b. Late paddler registration; or
  - c. ID card Fees.
3. Race Entry Fee
4. Missed Meeting Fines
  - a. Regular or Special COC meetings; or
  - b. Spring Seminar; or
  - c. Annual Meeting.
5. Any assessment authorized by the COC.
6. Concession fees.
7. Fees and fines of less than \$25.

The promissory note may be used, as needed, to facilitate payment for racing violations, such as ineligible and illegal paddler fines and disqualifications for regatta, and in such circumstances as deemed allowable by and with the approval of the Council of Clubs.

[new 04/14/15]

PROMISSORY NOTE

FOR VALUE RECEIVED, the undersigned promises to pay to the order of the Na Ohana O Na Hui Waa; Post Office Box 2279; Honolulu, Hawaii 96804, or at such other address as the holder hereof may designate in writing, in the lawful money of the United States of America, the sum of \_\_\_\_\_ and No/100 Dollars (\$\_\_\_\_\_.00), without interest, ON DEMAND.

If this note is not paid when due and is placed in the hands of an attorney for collection, or if suit is brought to enforce collection hereof, the borrower shall pay all costs and expenses, including reasonable attorney's fees, incurred by payee or holder of this note in connection therewith.

The Club and all endorsers, guarantors, sureties, accommodation parties hereof and all other persons liable or to become liable for all or any part of this indebtedness, severally waive demand, presentment for payment, notice of dishonor, protest and notice of protest, and expressly agree that this note and any payment coming due hereunder may be extended or otherwise modified from time to time without in any way affecting liability hereunder.

The laws of the State of Hawaii shall govern the interpretation, effect and enforcement of this note and all amendments and extensions thereto, and any and all collateral and related documents, including, where and if applicable, security agreements, financing statements, purchase agreements, and any and all amendments thereto.

CLUB \_\_\_\_\_

By: \_\_\_\_\_

(Print Name: \_\_\_\_\_)

Its: \_\_\_\_\_

(State position with Club)

Notes: \_\_\_\_\_

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Race Rules Proposed Amendment – use this format if it helps  
otherwise propose your amendment in the form and format that you are most comfortable using

Page, Section	Current Language	Proposed Language	Rationale	Notes

## FORMS AND THINGS

- 2020 HCRA Waiver
- 2020 HCRA Insurance Accident and Injury Report
- 2020 HCRA Insurance Witness Statement
- Application for Special Event Food Establishment Permit (four pages), Department of Health Sanitation Branch
- Attorney General Opinion on Raffles

## USEFUL LINKS

- HCRA <http://www.hcrapaddler.com/>
- Na Ohana O Na Hui Waa <http://www.huiwaa.com/>
- State of Hawaii, Department of Health, Clean Water Branch, Ongoing Water Quality Advisories <https://eha-cloud.doh.hawaii.gov/cwb/#!/landing>

Na Ohana O Na Hui Waa is committed to going green and supports a paperless initiative. The association utilizes Google Forms to update and upload information for and by the clubs and association. To update your club's information, please contact Hui Waa's Chief Recorder at [huiwaaracesec@gmail.com](mailto:huiwaaracesec@gmail.com) for access to the Club Secretary page. You must be an authorized representative of your club to access this page. You will be given access once your request has been approved.

**Hawaiian Canoe Racing Association Insurance Program  
Adult and Minor Waiver and Release of Liability  
January 1, 2020 to December 31, 2020**

**Canoe Club:** \_\_\_\_\_

In consideration of being allowed to participate in any way in the Hawaiian Canoe Racing Association and its member organizations' athletics/sports programs, and related events and activities, the undersigned:

1. Agree that prior to participating, they each will inspect the facilities and equipment to be used, and if they believe anything is unsafe, they will immediately advise their coach or supervisor of such condition(s) and refuse to participate.
2. Acknowledge and fully understand that each participant will be engaging in activities that involve risk of serious injury, including permanent disability and death, and severe social and economic losses which might result not only from their own actions, inactions or negligence, but the action, inaction or negligence of others, the rules of play, or the condition of the premises or of any equipment used. Further, that there may be other risks not known to us or not reasonably foreseeable at this time.
3. Assume all the foregoing risks and accept personal responsibility for the damages following such injury, permanent disability or death.
4. Release, waive, discharge and covenant not to sue the Hawaiian Canoe Racing Association, its member associations, its affiliated clubs, their respective administrators, directors, agents, coaches, and other volunteers or employees of the organization, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and leasers of premises used to conduct the event, all of which are hereinafter referred to as "releasees", from demands, losses or damages on account of injury, including death or damage to property, caused or alleged to be caused in whole or in part by the negligence of the releasee or otherwise.

The undersigned custodial parent or legal guardian acknowledges that he/she is also signing this release on behalf of the minor participant, that he/she is waiving certain rights on behalf of the minor participant that the minor participant otherwise may have and that the minor participant shall be bound by all of the terms of this release. By signing this waiver and release without a parent's or guardian's signature, the participant represents he/she is at least 18 years of age, or, if signing as the parent or guardian of the participant, signer represents they are the custodial parent or legal guardian of the minor participant.

**THE UNDERSIGNED HAVING READ THE ABOVE WAIVER AND RELEASE, UNDERSTAND THAT THEY HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND SIGN IT VOLUNTARILY.**

**Paddler Name (print)** \_\_\_\_\_ **Sex**  **F**  **M**  
**Street Address** \_\_\_\_\_ **Birthdate** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_  
**Phones: Home** \_\_\_\_\_ **Work** \_\_\_\_\_ **Cell/Pager** \_\_\_\_\_  
**Email Address** \_\_\_\_\_

**IN AN EMERGENCY CONTACT:** \_\_\_\_\_ **Phone** \_\_\_\_\_

**If a minor, Printed Name of Custodial Parent or Guardian** \_\_\_\_\_

**Adult/Paddler Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Adult Paddler or Minor's Guardian)

# PERSONAL INJURY ACCIDENT REPORT

(To be completed by Injured party in complete detail)

YOUR NAME: \_\_\_\_\_

LOCAL/HOTEL ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

OCCUPATION/POSITION: \_\_\_\_\_ BUS PHONE: \_\_\_\_\_

YOUR DATE OF BIRTH: \_\_\_\_\_ SOCIAL SECURITY NO.: \_\_\_\_\_

DATE/TIME OF ACCIDENT: \_\_\_\_\_

WHERE DID THE ACCIDENT HAPPEN (Please be specific) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PLEASE GIVE A DETAILED DESCRIPTION OF THE ACCIDENT (Use back of page if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DID ANYONE ELSE WITNESS THE ACCIDENT? YES  NO  IF SO, WHO?

NAME/ADDRESS \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME/ADDRESS \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME/ADDRESS \_\_\_\_\_ PHONE: \_\_\_\_\_

WHAT WERE YOU DOING WHEN THE ACCIDENT HAPPENED? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WAS ANY FOOD OR DRINK INGESTED? \_\_\_\_\_

YES  NO  IF SO, WHAT TYPE OF FOOD OR DRINK WAS INVOLVED? \_\_\_\_\_

\_\_\_\_\_

WAS FIRST AID ADMINISTERED? YES  NO  IF SO, WHO PROVIDED IT AND WHAT WAS PROVIDED?

\_\_\_\_\_

NAME AND ADDRESS OF YOUR FAMILY DOCTOR \_\_\_\_\_

\_\_\_\_\_



NAME AND ADDRESS OF DOCTOR WHO TREATED YOU FOR THIS INJURY/ILLNESS \_\_\_\_\_

---

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(Use back of page if necessary)

SEND TO:

**Corazon "Cora" Dumlao, Agent** [cdumlao@acwhawaii.com](mailto:cdumlao@acwhawaii.com)

**Kainoa Scheer** [kscheer@acwhawaii.com](mailto:kscheer@acwhawaii.com)

**ACW Group, LLC**

Insurance, Bonding & Employer Solutions

1000 Bishop Street, Suite 600 | Honolulu, Hawaii 96813

Tel: (808) 535-5076 | Fax: (808) 535-5055 | Mobile: (808) 392-2056 | [www.acwgroup.com](http://www.acwgroup.com)

Copy: Keri Mehling ([kerionmaui@yahoo.com](mailto:kerionmaui@yahoo.com))

**PERSONAL INJURY WITNESS REPORT**

(To be completed by Witness to Injury)

NAME OF WITNESS: \_\_\_\_\_ (Check one) Passenger  Crew

NAME OF PERSON INJURED: \_\_\_\_\_ VESSEL: \_\_\_\_\_

DATE OF ACCIDENT: \_\_\_\_\_ TIME OF ACCIDENT: \_\_\_\_\_

EXACT LOCATION WHERE ACCIDENT OCCURRED: \_\_\_\_\_

PLEASE GIVE A DETAILED DESCRIPTION OF THE ACCIDENT (use back of page if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WEATHER & SEA CONDITIONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

WHAT WERE YOU DOING AT THE TIME OF THE ACCIDENT? \_\_\_\_\_

\_\_\_\_\_

HOW FAR WERE YOU FROM THE INJURED PERSON? \_\_\_\_\_

GIVE IDENTITY OF ANY OTHER WITNESSES:

NAME/ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME/ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME/ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

WAS FIRST AID ADMINISTERED? YES  NO  IF SO, WHO PROVIDED IT? \_\_\_\_\_

PLEASE DESCRIBE THE TYPE OF INJURY SUSTAINED? \_\_\_\_\_

\_\_\_\_\_

WAS THE INJURED PERSON TAKEN TO A PHYSICIAN OR HOSPITAL? YES  NO

NAME/ADDRESS OF PHYSICIAN OR HOSPITAL: \_\_\_\_\_

\_\_\_\_\_

ADDITIONAL INFORMATION REGARDING THE ACCIDENT? \_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF WITNESS: \_\_\_\_\_ DATE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ HOME PH.: \_\_\_\_\_

LOCAL HOTEL/ADDRESS: \_\_\_\_\_ LOCAL PH.: \_\_\_\_\_

EMPLOYMENT POSITION: \_\_\_\_\_ NO. OF YEARS: \_\_\_\_\_

WORK ADDRESS: \_\_\_\_\_ WORK PH.: \_\_\_\_\_

SEND TO:

**Corazon "Cora" Dumlao, Agent** [cdumlao@acwhawaii.com](mailto:cdumlao@acwhawaii.com)

**Kainoa Scheer** [kscheer@acwhawaii.com](mailto:kscheer@acwhawaii.com)

**ACW Group, LLC**

Insurance, Bonding & Employer Solutions

1000 Bishop Street, Suite 600 | Honolulu, Hawaii 96813

Tel: (808) 535-5076 | Fax: (808) 535-5055 | Mobile: (808) 392-2056 | [www.acwgroup.com](http://www.acwgroup.com)

Copy: Keri Mehling ([kerionmaui@yahoo.com](mailto:kerionmaui@yahoo.com))

**APPLICATION FOR SPECIAL EVENT FOOD ESTABLISHMENT PERMIT**

(A) NAME OF EVENT			(B) EVENT LOCATION OR ADDRESS OF EVENT (ONLY ONE)		
(C) EVENT COORDINATOR NAME (IF APPLICABLE)			(D) EVENT COORDINATOR PH # AND EMAIL (IF APPLICABLE)		
(E) NAME OF FOOD BOOTH			(F) FOOD BOOTH CONTACT PERSON		
(G) FOOD BOOTH CONTACT PERSON PHONE AND FAX # Phone: _____ Fax: _____			(H) FOOD BOOTH CONTACT PERSON EMAIL		
(I) NAME OF PERSON(S) WITH FOOD SAFETY HANDLERS CERTIFICATION CARD, IF APPLICABLE (MUST BE PRESENT AT ALL TIMES OF OPERATION)					
DAY	(J) DATE/TIME OF EVENT	DAY	(J) DATE/TIME OF EVENT	DAY	(J) DATE/TIME OF EVENT
1.		11.		21.	
2.		12.		22.	
3.		13.		23.	
4.		14.		24.	
5.		15.		25.	
6.		16.		26.	
7.		17.		27.	
8.		18.		28.	
9.		19.		29.	
10.		20.		30.	
<b>THIS PERMIT CANNOT EXCEED THIRTY-ONE (31) DATES</b>				31.	
(K) NAME OF SUPPORT KITCHEN		(L) STREET ADDRESS OF SUPPORT KITCHEN		(M) PHONE NUMBER	(N) PERMIT NO.
(O) DESCRIBE OPERATIONS AT SUPPORT KITCHEN (clean up, thawing, cutting, cooking, etc)					
USE OF SUPPORT KITCHEN AUTHORIZED BY:					
_____ (P) SIGNATURE OF OWNER OR AGENT OF AUTHORITY			_____ (Q) PRINT NAME OF OWNER OR AGENT OF AUTHORITY		

(R) LIST FOODS TO BE SERVED	

**CONTINUE COMPLETION OF APPLICATION ON PAGE 2**

The Sanitation Branch, Department of Health reserves the right to deny your Special event food establishment permit or revoke the permit for failure to comply with the sanitary requirements of Hawaii Administrative Rules, Title 11, Department of Health, Chapter 50, Food Safety Code.

\_\_\_\_\_  
(S) DATE

\_\_\_\_\_  
(T) SIGNATURE OF APPLICANT

\_\_\_\_\_  
(U) PRINT NAME OF APPLICANT

**FEE NON REFUNDABLE**

SUBMIT APPLICATION AND FEE **TEN WORKING DAYS** PRIOR TO EVENT TO:

THERE WILL BE A SERVICE FEE OF \$25.00 FOR ANY CHECK DISHONORED BY THE BANK.

**Payable to:**

**STATE OF HAWAII  
 SANITATION BRANCH  
 99-945 HALAWA VALLEY STREET  
 AIEA, HI 96701**

**APPROVED:**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF AGENT/DEPARTMENT OF HEALTH

\_\_\_\_\_  
seal of approval  
(Permit invalid without seal)

**SECTION BELOW FOR OFFICIAL HEALTH DEPARTMENT USE ONLY**

FEE AMOUNT	DATE PAID	METHOD OF PAYMENT	RECEIPT NO.	RECEIVED BY
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- BENEVOLENT OR CHARITABLE ORGANIZATION - NO FEE
- NON-POTENTIALLY HAZARDOUS, PREPACKAGED FOODS & HOMEMADE FOOD PRODUCTS BY DIRECT SALES ONLY. Permit & fee not required.

**SITE FACILITIES**

(Check all applicable boxes)

**FOOD PROTECTION:**

(V) OVERHEAD COVERAGE:

- Pop-up tent                       Existing building  
 Other: \_\_\_\_\_

(W) PROTECTION FROM PUBLIC:

- Sneeze guards               Only pre-packaged food  
 Equipment covers       Food handled at least 5 ft away  
 Other: \_\_\_\_\_

(Y) TYPE OF HANDWASHING SINK:

- Gravity fed unit  
 Self-contained portable sink  
 Permanently plumbed sink  
 Not applicable – prepackaged food only

(Z) EQUIPMENT USED FOR FOOD HANDLING AT FOOD BOOTH:

FOOD CONTACT SURFACES MUST BE CLEANED & SANITIZED OR REPLACED AT LEAST EVERY 4 HOURS

- Grill     Wok  
 Deep fryer                                       Rice cooker  
 Pans/tongs                                       Blender  
 Cutting board                                       Other: \_\_\_\_\_

(X) FOOD HANDLING AT EVENT:

ALL FOOD PREP MUST BE COMPLETED AT THE APPROVED SUPPORT KITCHEN.

- Cooking                       Assembly                       Plating  
 Other: \_\_\_\_\_

(AA) TEMPERATURE CONTROL AT EVENT:

KEEP HOT FOOD ≥135°F  
 KEEP COLD FOOD ≤41°F

- Cooler with ice/gel ice pack       Refrigerator  
 Chafing dish with sterno               Cambro  
 Use time for control (procedures must be attached)  
 Other: \_\_\_\_\_

(BB) SITE PLAN – BOOTH DIAGRAM, INCLUDING HANDWASHING SINK (if required)



## APPLICATION FOR SPECIAL EVENT FOOD ESTABLISHMENT PERMIT INSTRUCTIONS TO FOOD VENDORS

### BACKGROUND

Hawaii Administrative Rule Title 11, Chapter 50, section 3(a) states that no person may operate a food establishment without a valid permit. Any person who intends to operate a food establishment in conjunction with a special event may apply for a special event food establishment permit.

A special event is a planned activity where food is distributed to the public with or without charge at a public or privately owned property. This may include a sporting event, carnival, farmers market, religious organization function, fairs or other similar gatherings.

**A Special Event Food Establishment permit is valid for one (1) food booth for a single location only.** The Special Event Food Establishment permit must be available at the booth at all times.

### APPLICATION PROCESS

- Submit a completed "Application for Special Event Food Establishment permit" with applicable fees ten (10) days prior to event start date. Incomplete application forms will not be processed. See backside of this page for instructions on how to complete the form.
- Applications and fees can be mailed or submitted in person to the Department of Health Sanitation Branch. Make checks payable to: STATE OF HAWAII.
- If approved, the "Special Event Food Establishment permit" may be picked-up, faxed, emailed or mailed (include a self-addressed stamped envelope with the application).
- Operating differently than indicated on the approved application may result in immediate closure of your food booth.

### EXEMPTIONS

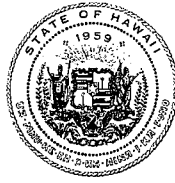
Vendors who distribute or sell prepackaged foods that are also non-potentially hazardous, or vendors who distribute or sell "homemade food products" or "hand-pounded poi" directly to the consumer, are not required to obtain a Special Event Food Establishment permit. "Homemade food products" means not potentially hazardous food produced or packaged by the vendor in their home kitchen. Some common examples of "homemade food products" are baked goods, chex mix, popcorn, but DOES NOT include cream filled pastries, baked goods with meat, pickled food items, homemade salsas, jerky or smoked meats/fish, low acid canned foods and garlic in oil.

FOOD ESTABLISHMENT TYPE	FEE
Any Food Establishment used only to prepare or serve food to the homeless without compensation, consideration, or donation by the person or persons being served	\$0
Special Event Food Establishment: 1-5 days	\$50
Special Event Food Establishment: 6-10 days	\$75
Special Event Food Establishment: 11-20 days	\$100
Special Event Food Establishment: 21-31 days	\$100 + \$5/day for each day over 20 days
Special Event Food Establishment: Value added farm products	\$25
Special Event Food Establishment (applicants such as youth groups, schools, hospitals, religious groups, community service organizations, athletic groups, and other charitable or benevolent organizations)	\$0

## INSTRUCTIONS FOR SPECIAL EVENT FOOD ESTABLISHMENT PERMIT APPLICATION

***Applications and the appropriate fee must be submitted at least ten (10) working days prior to event.***

- A. NAME OF EVENT: Name of event participating in.
- B. EVENT LOCATION OR ADDRESS OF EVENT: Site where food is distributed. Each permit applies to **one (1) location**.
- C. EVENT COORDINATOR NAME: Name of person in charge of food booths at an event. Not all events will have a coordinator.
- D. EVENT COORDINATOR PHONE # AND EMAIL: Provide contact information for the event coordinator, if the event has someone in charge.
- E. NAME OF FOOD BOOTH: Name of the food operation. Each permit applies to **one (1) organization/establishment only**.
- F. NAME OF FOOD BOOTH CONTACT PERSON: Name of person(s) responsible for questions and pick up of application.
- G. FOOD BOOTH CONTACT PERSON PHONE NUMBER: Phone number of person(s) responsible for questions and permit pick-up. If fax number provided, permit can be faxed.
- H. FOOD BOOTH CONTACT PERSON EMAIL: Email of person responsible for food booth operations.
- I. NAME OF PERSON(S) WITH FOOD SAFETY HANDLERS CERTIFICATION CARD: One individual on site must have proof of passing a food safety class that has been approved by the Department of Health.
- J. DATE OF EVENT: List one date per line starting from the date of the first event. Maximum of 31 dates per permit.
- K. NAME OF SUPPORT KITCHEN: Name of permitted food establishment where food preparation, food storage, cooking, etc. will be done. **\*\*The proposed support kitchen must still be approved by the Department of Health for the special food event.**
- L. STREET ADDRESS OF SUPPORT KITCHEN: Street address of permitted support kitchen where food preparation, food storage, etc. will be done.
- M. PHONE NUMBER: Phone number of permitted support kitchen owner or manager.
- N. PERMIT NO.\*: Permit number of the permitted support kitchen where food preparation, food storage, etc. will be done.  
\*Permit number issued by the Hawaii Department of Health Sanitation Branch
- O. DESCRIBE OPERATIONS: Provide list of what will be done at support kitchen, i.e. marinating meat, cooking chili, etc.
- P. SIGNATURE OF AUTHORIZED PERSON: Signature of person giving permission to use the permitted support kitchen.
- Q. PRINT NAME OF AUTHORIZED PERSON: Print name of "(P) Signature of Authorized Person".
- R. LIST OF FOOD ITEMS: List ALL food items being sold or distributed at event. Change of menu items after permit issuance may result in immediate closure of food booth.
- S. DATE: Date application signed.
- T. SIGNATURE OF APPLICANT: Applicant and contact person need not be the same person.
- U. PRINT NAME OF APPLICANT: Print name of "(T) Signature of applicant".
- V. OVERHEAD COVERAGE: Check the appropriate box(es) for the type of overhead coverage will be provided for all areas of food handling, food storage, assembly, cooking, etc.
- W. PROTECTION FROM PUBLIC: Check the appropriate box(es) for how food will be protected from the public.
- X. FOOD HANDLING AT EVENT: Check the appropriate box(es) for how food will be handled at the food booth. All food preparation prior to cooking, such as chopping onions, cutting raw meats, etc, must be done at the support kitchen.
- Y. TYPE OF HANDWASHING SINK: Indicate the type of handwashing sink that will be provided at food booth. Gravity fed sinks are typically those consisting of a cooler with spout and bucket for wastewater. Self-contained portable sinks often have a foot pump. Soap + paper towels must be available. *A handwashing sink is not required if all food is prepackaged.*
- Z. EQUIPMENT USED FOR FOOD HANDLING AT FOOD BOOTH: Indicate the various types of equipment that will be used at the food booth. Food contact surfaces must be properly cleaned and sanitized OR replaced at least every four hours.
- AA. TEMPERATURE CONTROL AT EVENT: Check the appropriate box(es). If using "4 hour rule," you MUST provide written procedures.
- BB. SITE PLAN: Draw a schematic diagram of the food booth layout. Include location of handwashing sink (if handling food on site), equipment, table set up, etc.



## GUIDANCE REGARDING CHARITABLE “RAFFLES”

The Attorney General frequently receives inquiries from nonprofit organizations and their professional advisors on whether charities can conduct a raffle as a form of fundraising activity.

Hawaii law makes gambling a misdemeanor criminal offense. Haw. Rev. Stat. § 712-1223. A misdemeanor is punishable by up to one year in prison. Also, promoting gambling in the first degree under § 712-1221 is a class “C” felony. Promoting gambling aboard ships under § 712-1222.5 is a class “C” felony as well.

A **lottery** is a type of **gambling scheme** and defined as follows:

**“Lottery”** means a gambling scheme in which:

- (a) The players pay or agree to pay something of value for chances, represented and differentiated by numbers or by combinations of numbers or by some other medium, one or more of which chances are to be designated the winning ones; and
- (b) The winning chances are to be determined by a drawing or by some other method based on an element of chance; and
- (c) The holders of the winning chances are to receive something of value.

**“Something of value”** means any money or property, any token, object, or article exchangeable for money or property, or any form of credit or promise directly or indirectly contemplating transfer of money or property or of any interest therein, or involving extension of a service or entertainment.

**A raffle is generally a type of lottery scheme. Accordingly, charities may not legally use a raffle as a fundraising device, unless it is made clear to every participant that participation in the raffle is free of charge and that donations are strictly voluntary.** Charities must exercise great care in communications with the public to ensure that individuals are not lead to believe that they must purchase ticket or other lottery device, to participate.

A charity may conduct a raffle ancillary to another fundraising event for which there is a charge to participate, like a dinner event or dinner show, silent auction, provided that **participation in the raffle does not require the participant to pay something of value or lead any person to believe that a participant must pay something of value.** Thus, although a charity may charge to allow a participant to attend a dinner show, they may not do so for any raffle that is conducted.