

Handbook for SCORA Directors, Officers and Volunteers



Southern California Outrigger Racing Association (SCORA) is a 501(c)3 nonprofit public benefit corporation dedicated to the perpetuation of outrigger canoe racing both regionally in Southern California and worldwide, and to further maintain the rich Pacific island culture and traditions that are rooted in the sport.

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Letter from the SCORA Executive Committee

To our new Directors, Officers and Volunteers,

Welcome to the Southern California Outrigger Racing Association (SCORA).

Thank you for your interest in volunteering with SCORA. SCORA is a non-profit sporting organization that includes the membership of over 25 clubs in Southern California and Arizona. Paddlers of all ages are members of our clubs and participate in the sport of Outrigger Canoe Racing. We offer competitive paddling experiences by sanctioning and co-hosting outrigger races for and with our member clubs, and we welcome outrigger clubs from outside of SCORA to participate in our events as well.

As a non-profit organization we depend on a strong and healthy volunteer base to ensure each racing season is successful. Year round leadership is required for us to meet our organizational outcomes. We are very excited and appreciative that you are interested in becoming a part of our wonderful ohana (family).

Getting involved with SCORA can greatly benefit our paddling community and your experiences as a volunteer will benefit you as an individual. SCORA volunteers work at all levels within the sport of outrigger from assisting at our events on race day to representing SCORA at the international level.

As a volunteer you will be able to learn a variety of new skills, utilize old skills, and make new friends, while sometimes spending a day at the beach, on the water, or sometimes working behind the scenes during the off-season. With our rich history of over fifty years of racing in Southern California, we have some of the most experienced volunteers in the sport worldwide to work with and to learn from. We hope you will use this handbook as a guide to get Started volunteering within SCORA.

Welcome to the SCORA Ohana, and Mahalo for your Kokua!

SCORA Executive Committee

Our Mission

SCORA is the Southern California governing body for the sport of outrigger canoe racing. We administer competitive paddling in accordance with Amateur Sports Act. We provide programs and services for our members, supporters, affiliates and the interested public. We value these members of the paddling community, and the staff and volunteers who serve them. We are committed to excellence and the improvement of our sport.

Our Vision

To inspire and enable our members to achieve excellence in the sport of outrigger paddling and in life.

Our Core Objectives

SCORA has adopted three core objectives. These core objectives establish the foundation of the strategic business plan for our sport. SCORA encourages all members to participate in the local, regional and national efforts to ensure that these objectives are accomplished.

Build the Base...

We seek to expand our membership in order to share our sport with as many other people as possible. We are especially committed to sharing the values of our sport with young people who may discover that paddling is an activity that they can enjoy for their entire life.

Promote the Sport...

We want paddling to receive as much publicity as possible, because we believe that the more people learn about our sport the more inclined they will be to join the ranks of our membership. We are proud of our sport and seek to celebrate it.

Achieve Competitive Success...

SCORA (along with our predecessor, KOA, Kalifornia Outrigger Assoc.) has had a long standing history in the outrigger community for over 50 years. We seek to continue this tradition of competitive excellence. When our athletes are successful in fulfilling their dreams our society benefits from the inspiration these athletes give us.

General Information

SCORA is the governing body that oversees competitive outrigger canoe racing throughout Southern California, and we are the oldest association of outrigger canoe clubs outside of Hawaii and the South Pacific Islands. SCORA sanctions and co-hosts outrigger races; provides a forum for developing and recording racing rules; conducts registration, timing, officiating and awards ceremonies; and provides general liability insurance coverage for our member clubs. SCORA is the collective efforts of over fifty years of paddling, racing and volunteerism in the sport of outrigger.

Current Member Clubs

See <http://www.socaloutrigger.org/members> for club contact info.

Arizona Dry Heat	Ka Nai'a OCC	Newport OCC
Dana Point OCC	Kupa'a Mau OCC	Outrigger Team California
Hanohano OCC	Lake Havasu City OCC	Offshore OCC
Hokuloa OCC	Lanakila OCC	Oceanside OCC
Ikuna Koa OCC	Lokahi OCC	Pale Kai OCC
Imua OCC	Marina Del Rey OCC	San Diego OCC
Kahakai OCC	Nahoa OCC	Santa Barbara OCC
Kai Elua OCC	Na Leo O'Ke Kai	Team Arizona OCC
Kanaka OCC	Newport Aquatic Center	

Organizational Structure

SCORA is led by an all volunteer Board of Directors (BOD) made up of one Director and one Alternate Director from each member club. The BOD meets regularly to make decisions that govern the association, and adheres to SCORA's By-Laws. SCORA's Executive Committee (EC) runs the business of the association between BOD meetings. SCORA's Race Committee (RC) officiates and oversees on race day. Election and appointment of Directors and Officers, proposals and passing of new and amended Race Rules and By-Laws, and race sanctioning follow a scheduled process within the SCORA BOD framework.

Information for Directors

As a new member of the SCORA BOD you are not only representing your club on the BOD, but you are the one person from your club who represents the SCORA BOD, has a vote on the SCORA BOD, and relays SCORA BOD decisions, processes, policies, and rules to your club. You are expected to put the best interests of the sport and the entire association ahead of individual club desires. Directors and Alternates are expected to be familiar with By-Laws, Race Rules and Policies, attend all BOD meetings and participate on BOD committees. It is advantageous to both the association and your club when Directors and Alternates serve with some consistency and longevity, rather than changing every season.

SCORA Standing and Current Ad Hoc Committees - unless otherwise noted, members are BOD volunteers

Executive Committee: President, VPs and other Officers administer association business between BOD meetings. Positions are appointed by the President and approved by the BOD.

Race Committee: Race Chairperson, and 6-8 members maintain and administer the adopted SCORA Race Rules. Chair is elected, others by appointment of Chair. Includes Registrar and RC Secretary.

Bylaws Committee: Maintains and updates the SCORA Bylaws. Makes recommendations on Bylaw proposals.

Catalina Committee: Coordinates all aspects of Catalina Crossing US Championship race.

Coaching & Education Committee: Develops resources for paddlers and clubs.

Cultural & Historical Preservation Committee: Records, archives and maintains SCORA records and stories.

Equipment & Technology Committee: Maintains the SCORA RV, communications systems and other equipment.

Finance and Budget Committee: Treasurer oversees SCORA finances and budget. Treasurer is appointed by President and approved by BOD.

International Race Committee: Maintains our membership in IVF. Communicates international racing opportunities to SCORA BOD.

PR & Marketing Committee: Markets and communicates our mission to paddlers, clubs, business and the public.

Registration & Database Committee: Develops and utilizes registration system. Registrar is an appointed position.

Ways & Means Committee: Finds opportunities for SCORA to pay for operations.

Website Committee: Develops and maintains SCORA website.

Youth Activities Committee: Develops and runs youth racing activities.

As a Director, you will have the opportunity to collaborate with members of all of the other clubs, the Executive Committee and the Race Committee to achieve our Mission and Core Objectives. The SCORA BOD Secretary maintains the roster, and oversees communications between Directors, Officers and Volunteers.

Information for Officers

As a new Officer in SCORA, you are volunteering to take on responsibilities that will require your dedication to make SCORA's season successful. You will have opportunities to collaborate with other Officers and the Directors in the operations of SCORA. The President, Vice Presidents, Treasurer, Secretary, Committee Chairs and Race Officials are Officers of SCORA. They are the decision makers who handle the business administration of the association.

Information for Volunteers

As a SCORA Volunteer, you will be tasked with a specific job, and you will represent SCORA to the paddling community. This is an entry level opportunity to see how the SCORA organization works while

learning new skills and meeting new friends. Volunteer positions include committee members, race day logistics of setup & tear down, timers, escort boat drivers and assistants. Most race day volunteers are coordinated by the Race Committee Secretary and the SCORA Equipment manager.

Anti-Discrimination and Anti-Harassment Policy

Anti-Discrimination: SCORA is an "equal opportunity" association. SCORA will not discriminate and will take "affirmative action" measures to ensure against discrimination in appointments and elections of all Directors and/or Officers and/or Volunteers on the basis of race, creed, color, national origin, sex, or sexual orientation.

Anti-Harassment: SCORA is committed in all areas to providing an environment that is free from harassment. Harassment based upon an individual's sex, sexual orientation, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All Members, including Directors and/or Officers, Committee Chairs, Volunteers, Coaches and Paddlers are expected and required to abide by this policy. No person will be adversely affected in service with SCORA as a result of bringing complaints of unlawful harassment.

Anti-Discrimination on the Basis of Disability Policy (ADA)

SCORA will not discriminate against any individual on the basis of disability, with regard to the full and equal enjoyment of its goods, services, facilities, privileges or advantages, including but not limited to participation in its recreational activities. SCORA will make reasonable modifications in policies, practices, or procedures, when the modifications are necessary to avoid discrimination on the basis of disability, unless SCORA can demonstrate that making the modifications would fundamentally alter the nature of its goods, services, facilities, privileges or advantages. SCORA will make reasonable modifications for individuals with disabilities on a case by case basis, to permit them to participate in SCORAs' goods, services, facilities, privileges or advantages.

Essential Eligibility Criteria

For the safety of all paddlers, each paddling participant must have the ability to:

- Know how to swim, and be in good physical condition. Individual clubs shall set their own standards for swimming tests based on local conditions.
- Enter and exit the canoe independently from land and water. Individual clubs shall verify their members' abilities to complete this requirement.
- Get out from under the canoe when capsized, remain face up in the water, don a life jacket, assist in righting the canoe, and/or make progress towards the shoreline or a safety vessel.

For any questions about these policies, please read the SCORA Bylaws and Race Rules prior to contacting Officers.

Sample Schedules

Board of Directors Schedule

1. January - Renew paddler registrations on-line.
2. February BOD meeting – Outstanding business discussed.
3. March Coaches Clinic – Mandatory gathering of all club Coaches. Safety and education are discussed.
4. April - Insurance waivers are due two weeks prior to the first race of the season.
5. September - Weekend after Catalina - All Race Rule, Race Bids and Bylaws proposals due.
6. October BOD meeting – Race assessments, proposals, and general business discussed. Nominate candidates for President or Race Chair.
7. October - Race Committee – Meets to discuss proposals and bids. Submit recommendations to BOD.
8. October - Bylaws Committee – Meet and provide recommendations to the BOD.
9. November - Corporate Secretary – to distribute recommendations and nominations to the BOD.
10. November BOD meeting – review and discuss committee recommendations and bids. Hear candidates’ statements. General Business.
11. November - Secretary compiles final proposals, bid versions, recommendations and budget. Prepare ballot of candidates and proposals. Distribute to BOD.
12. December Annual BOD meeting – Race Chair/President election. Bylaws and Race Rule vote. Race Schedule vote. Pass budget. General business discussed.

2015 Race Schedule

Race Date	Race	Location	Host
May 9	Crystal Pier	San Diego, CA	Hanohano OCC
May 16	Rig Run	Santa Barbara, CA	Ka Nai’a OCC
May 30	Kahanamoku Klassic	Marina del Rey, CA	Marina del Rey OCC
June 6	Ventura Outrigger Challenge	Ventura, CA	Hokuloa OCC
June 27	Iron Outrigger Championships	San Diego, CA	Kai Elua OCC
July 11	Noah Kalama Outrigger Classic	Long Beach, CA	IMUA OCC
July 18	Kahakai 9-Man Sprint Relay	Long Beach, CA	Kahakai OCC
July 25	State Sprint Championship	Santa Barbara, CA	Santa Barbara OCC
August 8	Whitey Harrison 9-man	Dana Point, CA	Dana OCC
August 22	Oceanside 9-man	Oceanside, CA	Oceanside OCC
September 12-13	Catalina US Championships	Newport Beach & Avalon, CA	SCORA

Contact & Link Info

Web Site: www.socaloutrigger.org

SCORA By-Laws: <http://www.socaloutrigger.org/bylaws/>

SCORA Race Rules: <http://www.socaloutrigger.org/race-rules/>

SCORA Manuals: <http://www.socaloutrigger.org/manuals/>

SCORA President: Michael Shandroff

SCORA BOD Secretary: Kathy Sheets

SCORA Race Chair: Cheance Adair

SCORA Race Committee Secretary: Nancy Dopp