

SEA KAYAK CLUB WA INC.



***SAFETY GUIDELINES
AND
OPERATING PROCEDURES***

Revision 1 September 2006

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DISCLAIMER

The information in this document has been compiled in compliance with Australian Canoeing Inc. Safety Guidelines as at September 2006 which define the minimum standards for the conduct of safe non competitive canoeing and kayaking activities. The information in these guidelines is of a general nature only and is not intended to be relied upon as, nor as a substitute for, specific qualified or professional advice. No responsibility for the loss occasioned to any person acting on or refraining from action as a result of any material in these guidelines can be accepted.

RISK WARNING

Sea kayaking is a high risk recreational activity which can expose participants to known, unknown or unanticipated hazards and risks that could result in physical or emotion injury and, in extreme cases, death. It could also result in damage to a participant's own property or the property of others. Such risks cannot be eliminated or completely controlled and are to some extent essential qualities of this adventure activity, taking place, as it does, on open waters subject to the vagaries and forces of nature.

Sea Kayak Club WA Inc. is an organisation that provides and coordinates a variety of sea kayaking activities for its members with emphasis on safety and minimization of the hazards and risks discussed above. The club enables like minded individuals to take part in these activities in a supportive group environment, to share their accumulated skills and experience and provide support and assistance to new paddlers. Club activities take place within guidelines laid out in the club's operating policies and procedures. The club's members, officers and volunteers are not professionally qualified and act in a voluntary capacity utilizing their skills, knowledge and experience in good faith. However, those taking part in club activities or acting in accordance with club policies and procedures or on the advice of a club member or officer do so at their own risk.

Club Trip Leaders, Instructors and more experienced club members will give an indication of the expected conditions and risks associated with each club activity and the skills, experience and equipment required of a participating paddler, according to the club trip / paddler grading system. This advice is given in good faith utilizing their own knowledge and experience to assess available information on weather and sea conditions, the course to be paddled, known or anticipated hazards and any other relevant data available.

The individual participants in a club activity are best able to make a completely informed assessment of their own current fitness, health, mental condition, skill, experience and personal equipment at any given time and to evaluate any recent changes in those factors. It is the duty of each participant to assess the information and advice provided and use it as a guideline to make their own decision as to whether or not their skills and experience will enable them to take part in an activity without increasing the level of risk to themselves or other participants. Members must err on the side of caution if there is any doubt about their ability to take part in an activity and seek clarification or advice from Trip Leaders, Instructors and experienced peer paddlers when necessary.

A Trip Leader or peer group of paddlers may advise an intending trip participant not to take part in a particular activity, or refuse to allow them to take part in an activity, if they have good reason to believe that the participant has not honestly assessed his / her ability to take part or does not have the experience, knowledge or skills to assess his / her ability to take part. The participant must accept that this action is taken in his / her own best interests and in the best interests of the group.

A Trip Leader, Instructor or peer group of paddlers may cancel or modify a club activity at their discretion where not to do so could raise the risks involved to an unacceptable level.

There is no such thing as a completely safe kayaking activity, even trips on protected waters such as estuaries, lakes and rivers can become demanding and hazardous in adverse weather conditions. Novice paddlers in particular need to be aware of this. **Weather and sea conditions can deteriorate rapidly and without warning. Winds can be forty percent stronger and waves double the height of official forecast averages.** Very strong wind gusts and larger than average waves can occur without warning. Conditions can be misjudged. Members must take these factors into consideration when making decisions as to whether or not to participate in club activities.

INTRODUCTION

Sea Kayak Club WA Inc. provides and coordinates a variety of recreational sea kayaking activities for its members with emphasis on safety and minimization of the hazards and risks that are to some extent inherent in this adventure pastime. The club enables like minded individuals to take part in these activities in a supportive group environment, to share their accumulated skills and experience and to provide support and assistance to new paddlers. Club activities take place within guidelines defined in the club's Operating Policies And Procedures and Objects Of Association as defined in its constitution.

It has become increasingly important to examine the real and potential hazards and risks associated with the club's activities and define areas in which management practices can be put in place to identify, eliminate, control and minimise the impact of those hazards and risks to members safety. Such is the purpose of these Safety Guidelines And Operating Procedures.

These Safety Guidelines And Operating Procedures define the terms under which members may participate in club on water activities and will assist them in assessing the risks associated with a chosen activity on a particular day in the expected sea and weather conditions. The guidelines will enable them to make informed personal decisions when assessing their ability to participate in such an activity and avoid exposing themselves or others to unacceptable levels of risk. The decision to participate rests with the individual and emphasis is placed on self-assessment and members accepting responsibility for their own actions.

OBJECTS OF ASSOCIATION

- The objects of the Association are to act, through the club's Newsletter, as a contact point for members' sea kayaking activities.
- To promote and encourage sea kayaking to the general community as an enjoyable, social and environmentally responsible wilderness pursuit.
- To unite and co-ordinate the activities of members in their sea kayaking activities.
- To promote safe boating practices, and endeavor to make sure that the Rules and Regulations concerning Sea Kayaking are complied with.
- To encourage respect for our environment, and to foster a positive attitude towards the conservation of flora and fauna, and the practice of minimum impact camping.
- To act on behalf of members in their relationship with Canoeing WA Inc. and other organisations.
- To represent sea kayakers in consultations with government departments at all levels.

DEFINITIONS

SKCWA - Means Sea Kayak Club WA Inc.

CWA - Means Canoeing WA. Inc. (the peak body for the sport in Western Australia)

AC - Means Australian Canoeing Inc. (the peak body for the sport in Australia)

ACAS - Means Australian Canoeing Award Scheme.

TRIP LEADER- A club member holding an ACAS - Sea Leader Award qualification and who has the necessary experience to organize and co-ordinate a group of participants on a scheduled SKCWA activity without the intention of imparting skills or knowledge beyond that which is necessary for members to participate adequately and as safely as possible in that particular activity. Refer page 6 for further explanation of a Trip Leaders responsibilities.

INSTRUCTOR - An individual holding an ACAS - Sea Instructor Level 2 or 3 award qualification who, under the auspices of a National Training Provider , facilitates skill transfer or development to participants in order that they may attain award qualification and engage safely and adequately in scheduled SKCWA activities according to their level of skill and knowledge and with minimal supervision.

PARTICIPANT - A club member who has the necessary skills, knowledge, ACAS award qualification and experience to participate safely and adequately in a scheduled SKCWA activity.

ACTIVITY - A programmed and / or officially sanctioned SKCWA paddling trip or training session.

PEER ACTIVITY - A paddling activity in which all participants will be experienced paddlers with ACAS qualifications and sea skills and experience relevant to the chosen activity for which there may not be any nominated leadership structure. Participants will be responsible for their own actions and decisions and will be prepared to actively contribute to trip and group safety decision making.

POLICIES AND PROCEDURES RELATING TO CLUB ON WATER ACTIVITIES.

TRIP LEADERS

Trip Leadership categories.

There are three basic trip leadership categories which may be defined as follows.

- 1) Activities involving novice paddlers and paddlers with little or no paddle skills, sea skills or experience or who do not have an award qualification (SKCWA yellow tag).

These activities will typically take place on sheltered, calm waters, with minimal wind, ease of access to shore, minimal water flows and will usually include skills training.

Activities in this category will be led by an accredited Sea Instructor, level 2 or 3. All decisions relevant to the activity and group and individual safety will be made by the instructor.

- 2) Activities involving paddlers with basic paddle skills, some sea skills and experience and who have been assessed and passed by an accredited Sea Instructor or Assessor at the ACAS Basic Sea Skills level (SKCWA green tag).

These activities will typically take place on sheltered waters or a safe, hazard free shoreline not involving reefs, rock gardens or strong tidal flows. Forecast light winds to 10 knots and low waves to 0.5 metres. May involve open water crossings of not more than one kilometer and uncomplicated launchings and landings.

Activities in this category will be led by a club member who holds an ACAS Sea Leader or Sea Instructor award, who has sea skills and experience relevant to each activity and has been nominated by the committee to lead that activity. During these activities Sea Instructors may provide sea skills and knowledge to participants within or beyond the requirements of the activity. It is not however intended that Sea Leaders will impart skills or knowledge to the participants beyond that necessary to complete the activity safely. All decisions relevant to group and individual safety will be made by the Sea Leader or instructor.

- 3) Activities involving paddlers with proficient paddle skills, sea skills and experience and who have been assessed and passed by an accredited Assessor for the ACAS Sea Skills award level (SKCWA Red tag).

These activities may typically involve open water crossings of up to 10 km, moderately difficult landings, moderate tidal flows and rock gardens but should not include tidal rips or overfalls. Forecast moderate weather and sea conditions not to exceed - winds to 20 knots (38 km / hr), swell to 2.0 metres, seas to 1.5 metres, surf to 1.5 metres.

Activities in this category will be led by a club member who holds an ACAS Sea Leader or Sea Instructor award, who has sea skills and experience relevant to the activity and has been nominated by the committee to lead that activity. During such activities Sea Instructors may provide sea skills and knowledge to participants within or beyond the requirements of the activity. It is not intended however that Sea Leaders will impart skills or knowledge to the participants beyond that necessary to complete the activity safely. Participants will generally be asked for comments relevant to the progress of the activity but final decisions relating to group and individual safety will be made by the Trip Leader or Instructor.

Paddler participation in activities above their award level.

Members may participate in sea activities one grade higher than they are qualified for, for the purpose of attaining sea skills and experience enabling them to advance to a higher qualification, provided they have prior approval from the Trip Leader and will be accompanied on the paddle by an accredited level 2 or 3 Sea Instructor.

Advanced Sea Activities.

Open water activities requiring advanced and demanding paddle and sea skills, extensive experience, extended or over the horizon open water crossings, complex navigation skills, exposed coastlines, extended trip times and worse than moderate weather and sea conditions are generally considered to be outside the normal scope of SKCWA programmed activities.

Such activities can generally be categorised as Peer Activities (refer to definitions page 4). Participants on these trips will be experienced paddlers with similar abilities and would be expected to participate in determining a group consensus with regard to issues relating to the safe conduct of the activity. If a leader was nominated he would act in the capacity of facilitator and organiser rather than a leader and most matters relating to group safety would be a responsibility shared by all participants.

Trip Leaders Responsibilities.

- Obtain a current weather forecast for the trip area.
- Review the course to be paddled and identify known hazards, waypoints, rest points, escape routes, trip duration and estimated time of return.
- Determine the grade of the trip, according to the trip course and duration, known hazards and actual and forecast weather and sea conditions on the day, using the Trip Grading system as a guide.
- Conduct a pre launch briefing using the club Pre Launch Briefing Notes.
- Check for participants understanding of the conditions pertaining to the day's activity and ensure they have completed a personal risk assessment and consider themselves able to complete the activity without exposing themselves or others to additional risks due to lack of fitness, ill health, inexperience, lack of necessary skills or deficient equipment, for example.
- Take all reasonable steps to check that inexperienced participants are fit and able to take part in the chosen activity. If doubts exist about any participants ability to complete the trip the leader may either advise them to withdraw from the trip or refuse to allow them to participate.
- The Trip Leader may at his discretion shorten, change or cancel an activity at any stage if it is believed that an unacceptably high level of risk may result from not doing so.
- Ensure that all participants sign the club Disclaimer form.
- Complete a float plan for the day using the club Float Plan form.
- Log the trip with local emergency services by phone or radio and log off again at the end of the trip.
- Set the group dynamics for the day with regard to group spread, lead paddler, tail end Charlie, rescuers and signals to be used. Continuously monitor for compliance during the activity.
- Monitor the physical and psychological condition of the group and individual participants while on the water.
- Make conservative decisions and take the safest and least risky options where those decisions or options may affect group and individual safety while on the water.

PARTICIPANTS

Participants Responsibilities.

- Participants must be current financial members of the Sea Kayak Club WA Inc.
- Participants must have completed, signed and returned an Australian Canoeing membership form and waiver thus ensuring that their insurance is in place.
- Participants must comply with the requirements of these Safety Guidelines and Operating Procedures and with all reasonable suggestions and instructions given to them by a Trip Leader or Instructor during an activity
- Participants must attend a pre launch briefing and sign the relevant club liability waiver before commencing an on water activity.
- Participants under the age of eighteen years must be accompanied by a parent who is a current financial SKCWA Inc. member and who will be responsible for them for the duration of an activity.
- It is the participant's responsibility to advise the Trip Leader or Instructor of any short or long-term medical condition that could affect that person's ability to safely participate in the selected activity.
- The participant must be able to swim a minimum of fifty metres in open water wearing normal paddling attire including their PFD.
- If the participant is prone to chronic seasickness and sea conditions on the day are such that this could become a problem it is the participants duty to advise the Trip Leader or Instructor accordingly and to carry suitable medication with them at all times.
- It is the participants responsibility to carry out their own personal risk assessment as to their ability to safely participate in the chosen activity on the day with regard to their equipment, trip conditions, personal fitness, skills, experience, the route to be followed, weather and sea conditions and to seek and follow advice if they are unsure.
- The Risk Assessment charts on pages 37 - 39 list the hazards and risks most likely to be encountered during club on water activities and their relevant control actions. Each paddler must individually and honestly assess the likelihood and consequences to themselves of these hazards occurring and their ability to apply the relevant control actions.
- The participant must be qualified to a paddling skills award relevant to the activity (ref. page 32).
- Participants training for a higher award may need to gain experience and practice skills in weather, sea and trip conditions of a higher level than that for which they are currently rated. In this situation they must be aware that they may be exposed to risks, not previously experienced, during the training activity and will need to assess their ability to cope with these risks if they occur. They will need an instructor who is prepared to stay with and assist them during the activity. All other paddlers on the day will be informed of the situation and must accept that the paddle will be aborted if the conditions are deemed too difficult for the trainee.
- It is the participant's responsibility to ensure that they seek training and self practice in order to maintain the skills relevant to their paddling skill grade, throughout the year.
- While each participant must be fully responsible for their own actions and safety, they must also be prepared to honestly answer any questions asked of them by the Trip Leader or Instructor, on the day, relevant to their ability to safely participate in the day's activity. Participants must give careful consideration to the answers they give to and heed any advice given by the Trip Leader or Instructor.
- If the Trip Leader or Instructor is not completely satisfied that the participant is equipped and capable of safely completing the days activity then they may, at their discretion, advise the participant to withdraw from the activity or refuse to allow the participant to take part in the activity. The participant must accept this decision as it is being made in their best interests and for the safety of the group.

EQUIPMENT

Kayaks

Kayaks suitable for use on Club activities must have the following features:

- May be single or double sea kayaks.
- Have a minimum overall length of 4.5 metres
- An enclosed minimum volume cockpit in which the paddler sits.
- Permanent bulkheads or some form of buoyancy sufficient to keep the boat horizontally afloat if swamped.
- A cockpit rim to which a spray skirt can be fitted.
- Watertight hatch covers.
- Be reasonably stable and able to be effectively manoeuvred in rough seas.
- Of a design and strength such that it is able to resist the stresses imposed by rough seas.
- Cockpit design to allow for unrestricted wet exit in the event of a capsize.
- Be capable of being towed.
- Able to be securely grasped by hand.
- Be of a colour that is clearly visible to other craft and rescue services.
- Foot pegs and rudder pedals must be of a type that will not allow the feet to be trapped when exiting the kayak.

While this is not an exact definition of a 'sea kayak' it provides some guidance as to which boats can be used on Club activities. Trip Leaders and Instructors can use their own judgment when assessing the suitability of 'borderline' cases.

The following watercraft cannot be used on Club activities:

- Sit-on-tops' e.g. surf skis, wave skis, cross trainers.
- Estuary or river kayaks suitable for use on calm water only.
- Open canoes e.g. Canadian canoes.
- Inflatable kayaks (excluding folding kayaks that have inflatable sponsons).
- Hybrid canoes or kayaks used for multi-sport events or flat-water racing.

Kayak to be used by participants in club activities must be fitted out as follows.

- Fit-outs** - Are permanent or semi-permanent features or modifications made to a kayak to make it comply with club standards and individual owner requirements.
- Grab handles** - Must be fitted to the bow and stern of the boat. Hand loops must not allow full insertion of the hand into the loop such that the hand or fingers can be trapped if the handle is twisted should the kayak roll in broken water..
- Deck-lines** - Must go around the deck perimeter in front of and behind the cockpit or around the entire perimeter of the deck such that they provide handholds for the full length of both sides of the kayak. Deck-line cord must be a minimum diameter of 6mm.
- Towing points** -Quick release tow points such as cam cleats must be fitted to enable towing of other kayaks in an emergency.
- A tow point must be located at or near the bow of the kayak to enable it to be towed if necessary, an additional tow point at the stern is also strongly recommended (the bow and stern grab handles may be used for this purpose if they are suitable).
- Pump** - Pumps must be of a type that can be operated hands-free (i.e. foot or electrical battery operated) so that the spray deck can be secured in place and the paddler can continue to paddle while water is evacuated from the cockpit. A portable hand pump is suitable as a back-up only. All pumps, but electrically operated pump systems in particular, must be checked for correct operation and condition and serviced regularly.

Safety and Personal Equipment.

WA Fisheries and Marine Dept. – Compulsory equipment requirements.

- 1) **Protected Waters** – including lakes, rivers, estuaries and boat harbors.
 - Bilge pump or bailer.
- 2) **Unprotected waters** – within 2 nautical miles (3.7 km) of the mainland shore.
 - As for protected waters.Plus
 - Life jacket PFD1 to AS1512 9 (Note – a PFD2 buoyancy vest can be worn but a PFD1 must be carried on the kayak) .
 - Anchor and anchor line. (Note – 1.5 kg folding anchor is ideal)
 - Two hand held red flares to AS2092.
 - Two hand held orange smoke signals to AS2092.

NOTE - Special exemption.

Sea Kayak Club WA Inc. has been granted a special exemption by the Dept. Of Planning And Infrastructure to the effect that SKCWA members, participating in programmed club events and using bonafide sea kayaks, are not required to carry red flares, orange smoke signals, anchor or anchor line when paddling within 400 metres of a shoreline. Bilge pump, bailer, and PFD1 lifejacket must still be carried and are not included in the exemption.

- 3) **Unprotected Waters** – between 2 and 5 nautical miles (3.7 and 9.3 km) of the mainland shore or more than 400 metres from an island located more than 2 nautical miles (3.7 km) from the mainland shore.
 - As for Unprotected Waters within 2 nautical miles of the mainland shore.Plus
 - Personal EPIRB (emergency position indicating radio beacon)

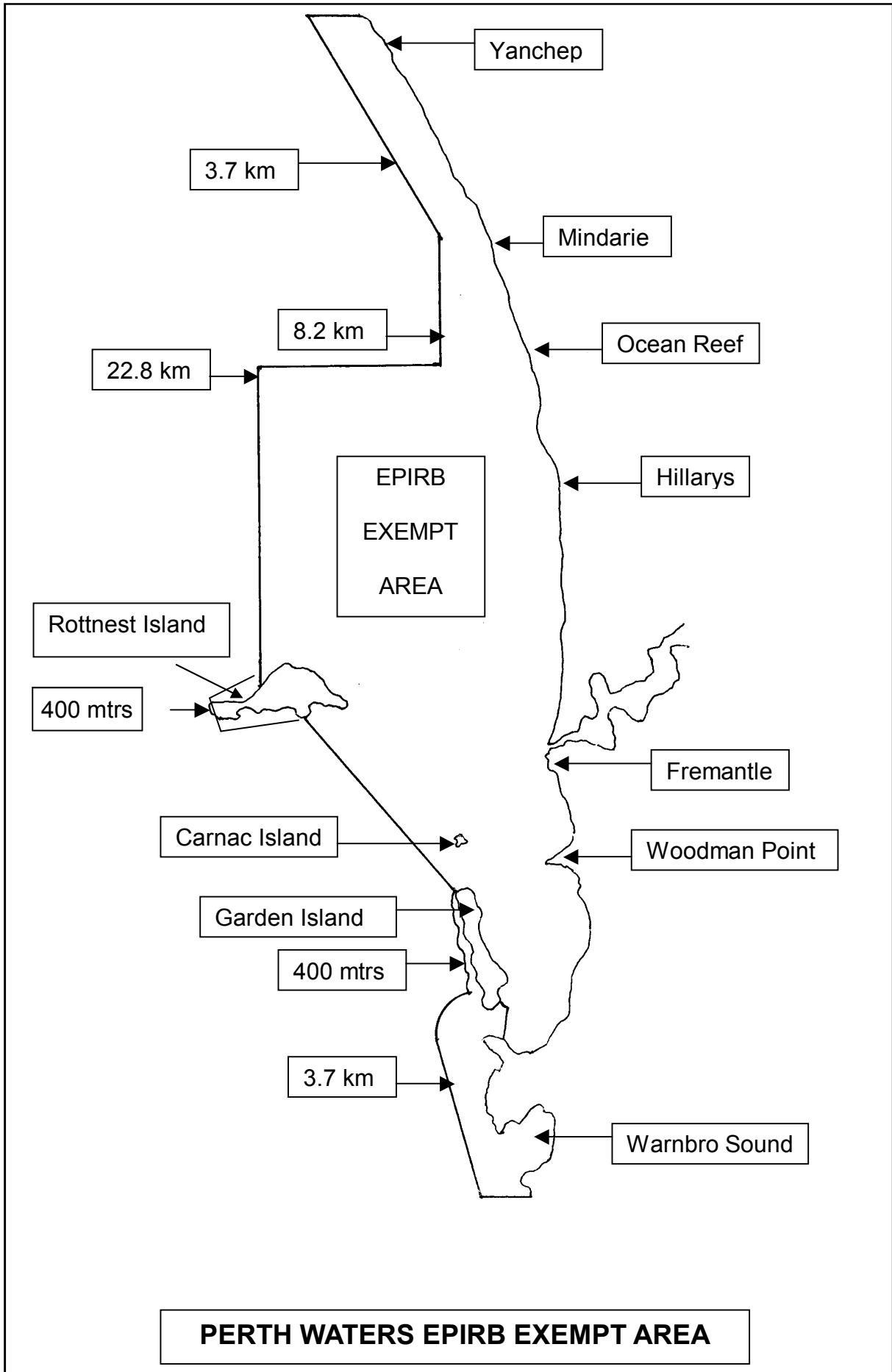
NOTE - Refer to page 10 for Perth Waters EPIRB exempt area.

- 4) **Unprotected Waters** - over 5 nautical miles (9.3 km) from the mainland shore or more than one nautical mile from an island located more than 5 nautical miles (9.3 km) from the mainland shore.
 - As for Unprotected Waters between 2 and 5 nautical miles of the mainland shore.Plus
 - A VHF or 27 MHz marine radio .

NOTE - failure to carry the above equipment may result in heavy fines imposed by marine safety inspectors.

Sea kayak club WA Inc. Equipment Requirements.

The tables on pages 11 and 12, "Day Trip Personal And Safety Equipment Guidelines", list the minimum equipment required for participation in SKCWA day trips at various paddler grades. Every club member is required to ensure that he or she is properly and completely equipped to undertake trips at their paddler grade without having to rely or impose upon others for missing items.



SEA KAYAK CLUB WA Inc.

DAY TRIP PERSONAL AND SAFETY EQUIPMENT GUIDELINES



LEGEND	Protected Waters Basic skills	Open Waters Intro To Sea Skills	Open Waters Sea Skills	Open Waters Sea Skills	Open Waters Advanced Sea Skills	Additional - Paddling in a surf zone	Additional - Paddling near reefs or rocks	Additional - Paddling after dark
Distance from mainland shore - km	0	0-0.4	0.4-3.7	3.7-9.3	9.3 +	All	All	All
PFD1 Lifejacket	NR	R	R	R	R			
PFD2 Lifejacket	R	R	R	R	R			
Paddle	R	R	R	R	R			
Spray skirt / deck	R	R	R	R	R			
Paddle park / leash	R	R	R	R	R			
Whistle on lanyard	R	R	R	R	R			
Knife on a lanyard	O	R	R	R	R			
Spare paddle	O	R	R	R	R			
Cellular telephone	D	D	D	D	D			
Bailer and / or sponge	R	R	R	R	R			
Manual Bilge pump	D	D	D	D	D			
Bilge pump - hands free	O	R	R	R	R			
Anchor and anchor line	NR	O	R	R	R			
2 x Red flares - hand held	NR	O	R	R	D			
2 x Orange smoke signals hand held	NR	O	R	R	D			
1 x Orange smoke canister	NR	NR	O	O	R			
2 x Red parachute flares	NR	NR	O	O	R			
15 mtr x 6mm tow rope	NR	R	R	R	R			
Marine weather forecast & tide table	NR	R	R	R	R			
Charts and maps.	NR	R	R	R	R			
Rescue slings	NR	R	R	R	R			
VHF Marine band radio	NR	O	D	D	R			
Personal EPIRB (except exempt area)	NR	O	D	R	R			
Paddle float	R	R	R	R	R			
Sponsons	NR	O	O	O	D			

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DAY TRIP PERSONAL AND SAFETY EQUIPMENT GUIDELINES

LEGEND	Protected Waters Basic skills	Open Waters Intro To Sea Skills	Open Waters Sea Skills	Open Waters Sea Skills	Open Waters Advanced Sea Skills	Additional - Paddling in a surf zone	Additional - Paddling near reefs or rocks	Additional - Paddling after sunset
NR not required R required D desirable O optional								
Distance from mainland shore - km	0	0-0.4	0.4-3.7	3.7-9.3	9.3 +	All	All	All
Dye marker	NR	O	O	O	D			
Signal mirror	NR	D	D	R	R			
Compass	NR	D	R	R	R			
" V " sheet emergency signal	NR	NR	O	O	D			
Helmet	O	D	D	D	R	R	R	
Head lamp, flashlight,	NR	O	D	D	R			R
White navigation light	NR	O	O	O	D			R
Personal first aid kit	O	R	R	R	R			
Equipment repair kit	NR	D	D	R	R			
Paddling gloves	D	D	D	D	D			
Sunglasses	R	R	R	R	R			
Adequate food	R	R	R	R	R			
Minimum 2 litres of water	R	R	R	R	R			
Sunblock cream & lip salve	R	R	R	R	R			
Additional warm / dry clothing	R	R	R	R	R			
Waterproof / windproof outer layer	D	D	D	R	R			
Paddling shoes / boots	R	R	R	R	R			
Shoes / sandals	D	D	D	D	D			
Hat - sun and wind protection	R	R	R	R	R			
Warm hat / balaclava (winter)	R	R	R	R	R			
Paddling clothes - to suit conditions	R	R	R	R	R			
Paddling jacket / Cag.	R	R	R	R	R			
Personal medications	R	R	R	R	R			
Dry bags	D	D	D	D	D			

PERSONAL AND SAFETY EQUIPMENT STANDARDS.

The following standards do not intend to provide definitive specifications for sea kayaking equipment but should be read as minimum standards and used to provide some guidance as to suitable equipment for use on Club activities.

PFD (personal flotation device)

There are three types of PFD - PFD type 1 (AS1512) is classed as a lifejacket, PFD type 2 (AS1499) and PFD type 3 (AS 2260) are classed as buoyancy vests. All must be made to the relevant Australian Standard (AS). Only the PFD type 1 is approved for use on unprotected waters.

Sea Kayak Club WA Inc. safety regulations require that participants in club activities wear a PFD at all times while on the water. Most members prefer to use a PFD type 2 while paddling as they are less restrictive than a PFD type 1. However, in order to comply with marine safety regulations, a PFD type 1 must also be carried during all activities on open waters.

Paddle.

The type and size of paddle used is a personal choice, there are numerous types available. Expert advice should be sought and several types "test paddled" before a choice is made. The following points should be considered when purchasing a paddle.

- The shaft length, blade size and type, blade pitch and the overall weight of the paddle need to be matched to the paddlers physique, physical strength and endurance requirements.
- The paddle selected must allow the full range of paddle and bracing strokes to be done to the correct techniques.
- The paddle must be strong enough to withstand the forces involved in all aspects of sea kayaking, including surf launchings and landings.

Paddle leash.

A paddle leash shall be used to secure the paddle to the kayak so that in the event of the paddler having to let go of his paddle for any reason it will not be swept away. The paddle leash must not be attached to the paddler as it may become entangled with the kayak or impede the paddlers ability to swim in the event of a capsize in surf or high seas.

Spare paddle.

A minimum of one spare paddle must be available for every five paddlers in a group. As a general rule however every paddler should have their own spare paddle which will be of a similar type and size to their normal paddle such that they would be comfortable using it to complete a trip if necessary. A spare paddle must be located on deck in a position where it can be reached from the cockpit without help and secured so that it will not be lost in surf or when waves sweep the deck.

Spray deck or skirt.

The spray deck or skirt must fit the cockpit coaming snugly so that it does not come off during normal paddling activities or when the deck is swept by waves. It should not however be so tight that it cannot be quickly released in an emergency. The skirt must have a grab loop for pulling it away from the coaming during an exit.

(equipment standards cont.)

Whistle.

A whistle shall be carried by all paddlers for the purpose of attracting attention, raising an alarm or identifying their position. It will be secured to the front of their PFD by a short lanyard. A non-corroding, pea-less marine type whistle with a piercing sound is recommended for this purpose. The Fox 40 whistle available from kayak stores is recommended.

Knife.

All Paddlers shall carry a rescue knife stowed in a place from where it can quickly and easily be deployed. The knife should be of a type that does not allow any part of the blade to be inadvertently bared when not in use. A stainless steel clasp knife secured by a short (arms length) lanyard to the PFD and stowed in a pocket is recommended. Other types of knife may be carried at the paddlers own discretion and risk. To be effective, the rescue knife needs to be maintained regularly to ensure that it is sharp and, in the case of clasp knives, opens easily when required. **Extreme caution must be exercised when a knife is deployed in the confines of a kayak or near other paddlers.**

Sponge.

A large sponge of approximately 200 x 150 x 50 dimensions is recommended as a secondary means of removing water from the cockpit. It can be stowed behind or beside the seat in a net or toweling bag and secured with a short lanyard.

Bilge pump - hands free.

The presence of water inside a kayak cockpit decreases stability, adds weight and can result in hypothermia in cold conditions. The ability to remove water from the cockpit when necessary is essential. Open water paddling conditions can be such that water will have to be removed while the spray deck is on and the paddler is fully engaged in paddling and control of the kayak. In these conditions a "hands free " method of water removal is essential. While foot operated pumps are available, the recommended system is a switch operated, electric bilge pump powered by a sealed for life, rechargeable battery. The pump system must be checked for correct operation before and after every paddle and inspected and maintained regularly.

Bilge pump- manual.

If a manual bilge pump is carried it should be of a type that can be operated, when necessary, while the spray deck is in place on the cockpit rim as the need to pump out a cockpit often follows as a result of a capsize in rough waters.

Tow line (standard)

A standard towline comprises 15 metres of 6.0 mm floating rope with an eye and alloy snap link at each end plus floats that will prevent the snap links from sinking when released from the tow points. The line is folded into a bag of a size that will enable it to be quickly deployed without snagging and easily re-stowed when finished with.

(equipment standards continued)

Tow Line (short)

In addition to their standard tow rope, it is recommended that experienced paddlers carry a short 5.0 metre long tow rope with snap links which can be stowed in a PFD pocket and quickly deployed for short rescue tows that may be required e.g. to move a paddler in trouble away from a hazard or retrieve a lost kayak.

Anchor and line.

Marine safety regulations require that an anchor and anchor line be carried in open waters (ref. page 9). A 1.5 kg folding sand anchor with a 2.0 meter leader of 3.0 mm stainless wire with swaged end eyes will suffice for this purpose. Fifteen metres of 4.0 mm nylon cord stored in a small bag will suffice as an anchor line. All of this material is available from most boating suppliers.

Flares.

Marine safety regulations require that two hand held red flares and two hand held orange smoke signals be carried in open waters (ref. page 9). These can be purchased separately or as an "offshore flare kit " from most boating suppliers. Parachute flares and smoke canisters can be obtained from the same source if required.

Paddle float.

It is strongly recommended that paddlers who are not able to perform a kayak roll always carry a paddle float and know how to self rescue with it. Commercially made inflatable paddle floats are available from paddling shops. Alternatively a PFD type 1 in a suitable bag can be utilised effectively with practice.

Compass.

Those frequently taking part in trips involving open water crossings or where it is necessary to follow courses given by a GPS or navigation data sheet need to have a compass fitted to their kayak in a position in front of the cockpit where it can easily be seen. The compass can be screwed permanently to the deck or fixed by shock cord loops so that it is removable. Hand held compasses are not suitable for this purpose as they cannot be used while paddling.

Helmet.

A well fitting canoeing helmet made to an Australian Standard specification must be worn when surfing, paddling over or near rocks or reefs, during rescue training and when beach landings or launchings are to be made through moderate to heavy surf. The helmet must have a chin strap which must be correctly fastened and adjusted when the helmet is being worn.

Paddlers not wearing a helmet in the foregoing conditions do so at their own risk.

Rescue Slings.

Several 25mm webbing slings with a Fastex buckle and of various lengths are required for use during rescue operations. Suitable (closed) lengths for the slings would be 20 - 30 cm, 50 cm and 100 cm. The slings are normally carried in a PFD or Cag pocket or alternatively in a small bag secured to the bungy deck cords in front of the cockpit.

(equipment standards cont.)

Electrical equipment.

Any electrical or electronic equipment carried on a kayak must be protected against contact with sea water. Waterproof VHS radios, EPIRBs and GPSs are available and are recommended, cell phones must be stored in a waterproof bag. Fully encapsulated electrical pumps, switches and batteries are recommended. Pumping systems should be installed with soldered wiring connections. All electrical equipment will require frequent inspection and maintenance to remain in good working order.

First aid kit.

All paddlers must carry a small personal first aid kit in a waterproof container or bag enabling them to take care of their own cuts and scrapes during day trips. More extensive kits will be carried by trip leaders, Instructors and other paddlers with a first aid qualification, and during extended trips.

Paddling gloves.

It is recommended that gloves are worn while paddling both to protect the hands from chafe and to prevent sun burn to the backs of the hands. Sailing gloves with or without fingers are suitable for this purpose.

Sun glasses.

Sun glasses reduce the amount of UV radiation that reaches the eyes. Close fitting, wrap around style sun glasses prevent UV rays from entering through the sides of the glasses. It is recommended that wrap around style sun glasses be worn at all times when paddling on bright sunlit days to prevent eye damage from direct sunlight or glare off the water. All sunglasses sold in Australia must be labeled as "Sun Glasses" or alternatively "Fashion Spectacles". Choose "Sunglasses" that are labeled as complying with Australian Standard AS/NZS 1067:2003 with an eye protection factor (EPF) rating from 9 - 10 which will prevent at least 95% of UV radiation from reaching the eyes. Coloured glasses are less effective at blocking UV radiation and mirror finishes by themselves do not significantly reduce UV radiation absorption. Spending more on sunglasses does not necessarily guarantee a better quality product. Low cost sunglasses, such as industrial safety glasses, that com-

Equipment repair kit.

A basic repair kit enabling running repairs to be carried out to craft and other equipment should be carried by every paddler according to their equipment needs. The kit must be stored in a place where it is accessible at sea if required e.g. in the kayak day hatch, cockpit or bow hatch.

For short day trips this may include items such as a roll of duct tape, a length of 2 - 3 mm Spectra line to replace broken steering wires, a replacement nut, bolt and washer of each size fitted to your boat, small shackles, short lengths of strong cord, canvas needles and thread, a tube of super glue. For longer trips items such as neoprene / fabric patching material, contact cement, spare rudder pin, bungy cord, wire ties and a spare pump switch may be added.

Useful tools would include a small box cutter, pliers, piece of hacksaw blade, small adjustable spanner, a multi tool, a screwdriver handle with 3-4 interchangeable blades.

(equipment standards continued)

Charts, maps and navigation data sheets.

Marine charts, topographical maps and navigation data sheets recording all details of the route to be paddles are required for most club trips. These reference materials need to be secured on deck, in front of the cockpit, where they can be viewed easily by the paddler. They are normally secured under the bungy deck cords in front of the cockpit, it may however be necessary to put them away in the cockpit or day hatch to prevent their loss during surf landings or launchings. The documents need to be kept dry and this can be achieved by using a waterproof map case or, more cheaply, by having them plasticised.

Paddling clothes.

Some people are able to tolerate heat or cold to a lesser or greater degree than others. Methods of dress for paddling therefore vary widely according to individual needs and preference, usually established through experience in varying conditions. Perth enjoys a temperate "Mediterranean" climate without extremes of temperature, other than occasional hot summer days. Wet suits are generally only worn for winter training exercises by those with less tolerance for cold and dry suits are never seen in this area. Paddling clothes tend to be worn in combinations and layers of polypropylene, fleece, 2mm neoprene, the new "fuzzy rubber" fabrics and "outer shell" jackets and long pants in a wide range of materials from Ripstop Nylon to Goretex. During winter, inner layers that do not lose their thermal properties when wet should be worn. Natural fibers such as cotton are not suitable for paddling wear as they are cold when wet and do not wick-off water or dry quickly. The new Merino wool apparel is gaining popularity but is expensive, holds more moisture than Polypropylene and dries more slowly.

When selecting paddling clothes for an on water activity some of the points to consider are -

- Is the temperature likely to increase or decrease during the day and to what extent?
- What is the likelihood of getting wet during the day either from capsize, rain or surf?
- If it is desirable to add or remove clothing during the paddle will there be an opportunity to land or raft up to do so?

Footwear.

Neoprene paddling shoes or boots should be worn to retain heat, where there is any possibility of injury to the feet during launching or landing or where it may be necessary to exit the kayak over reef or rocks. Suitable shoes, boots or sandals should be carried where there is any likelihood of an overland excursion for the purposes of sightseeing, exploring or evacuation in emergency.

Personal medications.

Any personal medications that may or will have to be taken during the paddle must be stored in a waterproof container located in an easily accessible place on the kayak e.g. Cag / PFD pocket or day hatch. This particularly applies to medications for seasickness and allergies . If help may be required from others to administer the medication in an emergency this must be arranged before the activity commences.

Dry Bags.

All spare clothing, food and electronic equipment should be put into Dry Bags before the trip starts. Hatch covers frequently leak, particularly during rough weather and in surf conditions. Equipment may become wet if it is necessary to remove it from a hatch at sea or during wet weather on shore.

COMMUNICATION AND EMERGENCY SIGNALLING EQUIPMENT

It is vital that all participants on a club activity on open waters are able to attract attention and pinpoint their position if necessary in the event of an emergency. The following equipment is considered essential for this purpose. Refer also to pages 9 - 12.

- Whistle - suitable pea-less marine emergency whistle attached to the PFD with a lanyard.
- Flares - to comply with WA Fisheries and Marine Dept. boating standards.
- Smoke signals - to comply with WA Fisheries and Marine Dept. boating standards.

Note - hand held flares and smoke signals can sometimes be obtained at a lower cost if purchased as an " inshore flare kit" from marine equipment outlets.

- Radios -VHF marine radios that comply with Australian Communications Authority standards. Radios must be waterproof and/or be carried in a waterproof container or bag.

Note - most Sea Rescue groups now have equipment that is able to pinpoint the position of a craft from their radio signal.

- Mobile phones, including satellite phones, used as a backup for a VHF marine radio (ie not as a substitute). Must be carried in a waterproof container or bag.
- Personal EPIRB – to comply with Australian Standard (AS) 4330:1995.

Other desirable emergency signaling equipment includes the following items.

- V sheet.
- Dye marker.
- Signal mirror.

Operating communications equipment.

Individuals are responsible for ensuring that they are familiar with, and can competently use, communication and signaling equipment such as radios, EPIRBS, flares etc.

SEA KAYAKERS SOUND AND VISUAL SIGNALS

The four primary methods of communicating during on water activities are as follows;

- 1) Verbal communication - Most effective method of communication.
- Can be ineffective in windy conditions or at long distance.
- 2) Radio - Effective in most conditions but generally requires a pre-arranged radio schedule.
- 2) Whistle signals - Usually used to **attract attention with one long blast**.
- Can be ineffective in windy conditions or at long distance.
- 4) Visual signals - Effective in most conditions except where weather or sea conditions make it difficult to stop paddling and use hands / arms or paddle for signaling.

Whichever method of communication is used it must be used in a way that is simple, clear, concise and effective.

VISUAL SIGNALS.

Visual signals made with the arms or paddle are very effective and can be seen over relatively long distances it is essential however that the signaler :-

- a) Has the attention of the person or group being signaled.

This can be achieved by shouting, blowing a whistle, stopping the paddle or sending someone to contact the person who is not paying attention.

- b) The signals can be seen clearly by the recipients of the signal.

In a large swell, for example, the signaler needs to be aware that he may not be visible to some of a group when he or they are in the trough between waves.

During beach landing and launching operations the signaler on the beach needs to ensure that he can be seen by those off shore by seeking an elevated position and contrasting back ground. If using a paddle to signal, ensure that the flat of the paddle blade, not the edge, is towards those being signaled.

Group members should be aware that inexperienced paddlers might not be able to look around or to stop paddling and remove their hands from the paddle or lift their paddle from the water to signal when conditions are rough or hazardous. Other paddlers in a group may be dealing with problems of their own and not be able to react immediately to signals. It is important to maintain a tighter group spread enabling the group to communicate verbally and for paddlers to monitor each other's situation continuously in adverse or difficult conditions.

There is no internationally recognised system of visual signals for sea kayakers. Pages 20 and 21 give the standard visual signals to be used on water and for beach landings and launchings during SKCWA activities.



Hand signal

- **GROUP TOGETHER ON ME**
- **ARE YOU OK ?**
- **I AM OK !**



Hand signal

- **GO IN THE AGREED DIRECTION**
- **COME TOWARDS ME**



Paddle signal

- **GO IN THE AGREED DIRECTION**
- **COME TOWARDS ME**



Hand Signal

- **STOP PADDLING**
- **HOLD YOUR POSITION**



Paddle signal

- **STOP PADDLING**
- **HOLD YOUR POSITION**



Hand / arm signal

- **PADDLE IN THIS DIRECTION**



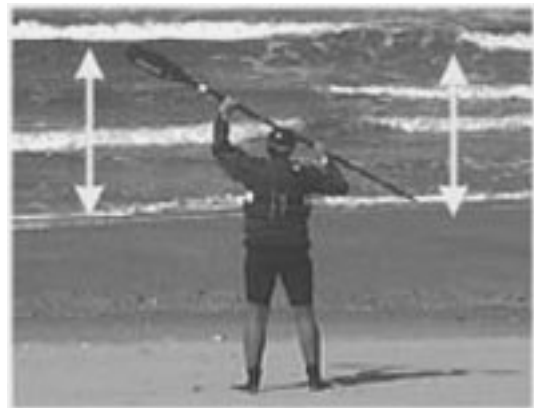
Paddle signal

- **PADDLE IN THIS DIRECTION**



Hand / arm signal

- **BACK PADDLE**



Paddle signal

- **BACK PADDLE**



Hand / arm signal

- **EMERGENCY**
- **HELP REQUIRED**



Paddle signal

- **EMERGENCY**
- **HELP REQUIRED**

ON WATER ACTIVITY GROUP DYNAMICS

Group Size.

The ideal group size for SKCWA activities is five (5) participants. Larger groups are difficult to manage, particularly in deteriorating weather and sea conditions and should be split up into smaller sub groups of around five paddlers. The combined strength of each sub group should be similar. Each sub group will have it's own sub group leader who will report to the Trip Leader. The Trip Leader and sub group leaders will between them set and co-ordinate the group dynamics for the trip. Ideally groups or sub groups should not comprise less than four (4) paddlers.

Group spread and communications.

Group spread has a major impact on the ability of a group of paddlers to communicate with each other. Group spread will vary depending on the paddling conditions and dynamics within the group, but communications must be maintained with all members of the group. If a paddler is out of communication range (via voice, whistle or other means) the group is probably too spread out and must pause and regroup. **It is the responsibility of individual paddlers to continuously check and maintain their position within the group.**

Group spread and safety.

Group spread has a major impact on the ability of a group of paddlers to assist each other in the event of an emergency. Speed of response in an emergency can be a life or death factor. Unless the Trip Leader or Instructor deems otherwise, for special reasons, participants should paddle within a fifty-meter radius of the Trip Leader or Instructor. **It is the paddler's responsibility to ensure that he is paddling within the nominated radius.**

Paddlers who abandon a club paddle group.

Any paddler who leaves the group during a club on water activity and does not rejoin the group within a reasonable time, having been given the opportunity and encouragement to do so, will be viewed as having abandoned the club activity. In this event the club and its participating members and officers will take no responsibility for the actions or safety of that paddler.

Group speed.

The Trip Leader, with the assistance of the Lead Paddler and Tail End Charlie, will ensure that the group proceeds at the speed of the slowest paddler so that all participants are able to maintain the nominated group spread. It is the paddler's responsibility to ensure that he is fit enough to maintain a speed that will not unduly delay the group.

Lead Paddler.

An experienced participant who is familiar with the course to be paddled should be nominated by the Trip Leader or sub group leaders as the Lead Paddler for the group or sub group. The main duties are route finding and control of group speed ensuring that the faster paddlers do not leave the rest of the group behind and that the set group spread is maintained.

(group dynamics cont)

Tail End Charlie.

An experienced participant should be nominated by the Trip Leader or sub group leader as Tail End Charlie for the group or sub group. The nominated paddler stays at the rear of the group or sub group and ensures that nobody is left behind for any reason. As he is in the best position to monitor the whole group he should frequently count the number of kayaks to ensure that all are present, signal the Lead Paddler if the group becomes extended, and sound the alarm if a paddler is missing or in trouble.

Rescuer.

An experienced paddler, proficient in assisted rescue techniques, should be nominated by the Trip Leader or sub group leader as first response Rescuer for each group or sub group. In the event of a paddler requiring assistance it will be the rescuer's responsibility to immediately respond and assist. The group or sub group leaders will coordinate the rest of the group and provide extra assistance as necessary.

First Aid Provider.

If there is a qualified first aider in a group it will be their responsibility to render first aid, if required, to the best of their ability and to seek medical assistance or advice by radio or telephone if necessary.

Surf landing or launching.

Where a group has to launch or land through surf only one participant will be in the surf zone at any time. The group leader will launch first and coordinate the group as it assembles beyond the surf line while an experienced paddler will act as Beach Master and launch last to assist others off the beach. When landing, an experienced paddler will land first to act as Beach Master and assist others onto the beach while the group leader coordinates waiting paddlers beyond the surf line. In the event of a capsize in the surf, rescuers should approach the capsized kayak by paddling into the surf not with it. Under no circumstances will anyone attempt to tow a paddler in the surf zone. When beach landings or launchings are to be made through moderate to heavy surf, a well fitting canoeing helmet made to an Australian Standard specification must be worn and correctly fastened, (ref. page 15)

Group Decision Making.

When making group decisions Peer Group paddlers may use any process that arrives at a final decision that is acceptable to those participating. Paddlers who are not in agreement with a final decision made on the beach must make an assessment as to whether or not they wish to continue with the activity in the circumstances. Some suitable decision making processes follow. The process used will vary with the circumstances and should not put less able paddlers into situations with which they are not comfortable or are unable to cope.

- The group is in agreement with a course of action proposed by the Trip Coordinator.
- A consensus of opinion is reached by the group.
- The group agrees to abide by the most conservative course of action proposed.

OTHER RELEVANT POLICIES AND PROCEDURES.

Pre Launch Briefing - Ref Appendix "A" Page.

The standard club briefing notes are a guideline for Trip Leaders and Instructors carrying out a pre launch briefing prior to commencement of a programmed club on water activity and cover all important aspects of that activity.

Pre Launch Disclaimer - Ref Appendix "B" Page.

Participants in that day's activity are required to sign the Disclaimer form before commencing the day's activity.

Float Plan. – Ref Appendix "C" Page.

The Float Plan is a record of the day's planned activity and those participating in that activity. A copy of the float plan must be left with a responsible person or placed in an accessible location at the launch site.

Member's Personal Conduct - Ref Appendix "D" Page.

Club members are expected to observe the club Code Of Personal Conduct and act accordingly when participating in club activities both on shore and on the water.

Consumption of alcoholic beverages.

Consumption of alcoholic beverages during club on water activities, other than during over-night camping, is prohibited. Any paddler admitting to or displaying symptoms of excessive alcohol consumption prior to an on water activity will not be permitted to participate in that activity. Excessive consumption in this case can be defined as consumption above and beyond the point where the consumer could legally drive a motor vehicle. Refer to risk assessment - page 9.

Recreational Use Of Drugs.

The use of drugs of any sort for recreational purposes is prohibited during club activities both on and off the water.

Travel To And From Paddling Venues.

The club takes no responsibility for accidents, injuries or damage to a members person, equipment or vehicle during travel to or from a club activity, including access to the waters edge. Members accessing a launch site through sand dunes and bush or across beaches must observe any safety warning signs and be aware that not all hazards will be sign posted, particularly if the area is un-tracked. Members must exercise caution and be watchful for trip hazards such as rocks driftwood and seaweed, dangerous wildlife and other hazards to be expected in such locations.

Accident Or Incident Reports.

In the event of an accident or incident that has, or may have, resulted in equipment damage, and / or injury, or death of a participant or others during a club on-water activity, it is vital that -

- The circumstances are investigated and recorded by the club committee or their nominees as soon as is possible after the event occurs.
- A report is immediately sent to Canoeing WA Inc. or directly to Australian Canoeing Inc. as the providers of club insurance cover. The standard Australian Canoeing "Incident Report Form" will be used for this purpose. Relevant maps, trip plans, navigation data sheets etc. must be attached to the report.

(other relevant policies and procedures cont)

Complaints Resolution Procedure.

The club complaints procedure provides details as to how formal or informal complaints relating to breaches of club procedures and policies and members personal conduct will be resolved.

Anti Harassment Policy.

The Sea Kayak Club WA Inc. is committed to providing a recreational environment free of harassment, where individuals are treated with respect and dignity, will not tolerate harassing behavior under any circumstances and will take disciplinary action against any member who breaches that policy. Complaints of harassment will be investigated and dealt with fairly, quickly, responsibly and effectively through the club "Complaints Resolution Procedure".

For the purposes of the Sea Kayak Club WA Inc., harassment consists of offensive, abusive, belittling or threatening behavior directed at a person or persons because of a particular characteristic of that person or persons. The behavior must be unwelcome and the sort of behavior a reasonable person would recognise as unwelcome.

New Member Induction Process.

The club's "New Member Induction Process" details the procedure to be followed and the information that will be provided to a new member during their induction into the club.

Club Volunteer Position Descriptions.

This document summarises the duties and responsibilities of various club officials and volunteers.

Club Equipment Policy.

Club equipment such as the kayak trailer, kayaks and associated paddling equipment such as PFDs, spray decks and paddles will be used and maintained strictly in compliance with the conditions and standards laid down by the club committee and controlled by a nominated club member or members.

Sun Safe Policy.

Sea Kayakers are continuously exposed to direct UV radiation from the sun, reflected sunlight off the water and wind burn all of which can be exacerbated by the presence of salt on the skin. These factors can lead to severe cases of sun burn, dehydration and, in the longer term, skin cancers if sensible protective measures are not taken to guard against exposure.

Minimum requirements for protection from exposure to environmental hazards are as follows.

- Regular use of high protection factor (spf30+), broad spectrum, water resistant sunscreen on all exposed areas of the body. Re-application every two hours or more often when sweating or being exposed to spray or immersion in the water.
- Use of a wide brimmed hat is a minimum requirement for shading the head and neck. In conditions where the paddler is exposed to a combination of low sunlight, reflected sunlight, wind, or spray then a hat with a large peak and a neck cloth that can be fastened across the face if required, thus providing 360⁰ protection, should be worn.
- Regular use of a high protection factor (spf30+) lip balm is also recommended.

(other relevant policies and procedures cont - Sun Safe Policy)

- Eye protection from solar radiation is essential to avoid eye damage. Sun glasses should be chosen for the protection they provide against UV radiation and must be of a wrap around style or have side shields. Glasses chosen as a fashion accessory will not provide this protection. Refer to Page 15 - Sunglasses
- Over reliance on one form of protection only is not encouraged. For example the use of both a hat and sunscreen is preferable to using only one or the other.
- The primary reason for using paddling gloves is normally to protect the hands against chafe. Gloves however also importantly provide protection against sunburn to the hands which are always wet and therefore difficult to protect with sunscreen only.
- A paddlers legs are normally protected from the environment by a covering spray deck. If however the legs are to be exposed to harsh environmental exposure for any length of time a pair of long trousers should be worn.
- It needs to be remembered that the risks of exposure to UV radiation during cloudy or overcast days are often greater than on days of bright sunlight. Protective measures should not be relaxed in these conditions.
- Long sleeve shirts with a high neck or collar, long sleeves and of a type appropriate to the conditions should be worn e.g. rash shirts, polypropylene shirts, thermals and Cags. It is important to consider the secondary effects that may arise from wearing inappropriate protective clothing e.g. heat stress in hot weather.

The Ultraviolet Protection Factor (UPF) is a scale that rates the level of protection provided by clothing materials. A material's UPF rating is based on the percentage of UV radiation transmitted through the material. The Australian / New Zealand Standard for sun protective clothing, AS / NZS 4399:1996, describes methods and labeling requirements for UPF rated clothing.

Amounts of UV radiation absorbed and level of protection.

UPF Rating	% UV radiation Absorbed	Protection Level
10	90.0	moderate
15	93.3	good
20	95.0	good
30	96.7	very good
40	97.5	excellent
50	98.0	excellent

Closely woven and darker coloured fabrics offer the best protection. Stretching a fabric may decrease it's UPF rating. Many fabrics, especially cotton, have a lower UPF rating when wet, depending on the type of fabric and the amount of water it absorbs. Repeated washing may enhance the UPF rating of clothing by shrinking the gaps in the weave. Old threadbare or faded garments may have a lower UPF rating.

When choosing sun protective clothing with a UPF rating, look for a rating above 30 UPF.

INJURY AWARENESS AND PREVENTION

Disclaimer.

The following information is provided solely to raise members awareness of injuries that may result from the repetitive and strenuous actions involved in paddling a sea kayak. The information is of a general nature and is not intended and must not be used, for medical purposes. While the information contains some suggestions as to recognition of symptoms and preventative actions it must not be used as a basis for self diagnosis or treatment of the injuries discussed.

Paddlers experiencing any of the following symptoms should contact their doctor for medical advice without delay.

Tendonitis.

Tendons are tough, fibrous bands of tissue that connect muscles to bones. When tendons become inflamed, irritated or torn the condition is called tendonitis. In most cases tendonitis occurs for one of two reasons.

- Overuse - a particular body motion is repeated too often.
- Overload - the level of activity is increased too quickly.

Tendonitis may occur anywhere in the body but is most prevalent in the shoulders, wrists and to a lesser degree, the elbows of those involved in kayaking. The most common form of tendonitis in the shoulder is rotator cuff tendonitis. It effects the tendons attaching the large muscle of the upper arm to the upper arm bone (humerus) at the shoulder joint. The injury typically occurs due to repetitive overuse in an occupation or activity that requires the arms to be elevated.

In general, tendonitis causes pain in the tissues surrounding a joint, especially following extended periods of repetitive effort. The area may be red, swollen and warm to the touch. Rotator cuff tendonitis usually results in dull, aching shoulder pain that is difficult to tie to one location. Tendonitis in the wrist usually results in pain at the back of the wrist near the base of the thumb. Tendonitis in the elbow usually results in pain on either side of the elbow, sometimes extending down the forearm.

Some strategies that may help paddlers to avoid injury resulting in tendonitis are as follows -

- Learn and develop an efficient and technically correct forward paddle stroke incorporating correct paddling posture, the concepts of the "paddlers box" and torso rotation to drive the kayak and minimise wear and tear on upper body and limb muscles, tendons and joints.
- Seek expert advice in choosing a paddle that is of the correct length, balance, weight and blade type and size to suit your build, strength and paddling activities.
- Determine and use a paddle blade feather angle that requires minimal flexing of the wrists.
- Grip the paddle shaft loosely so that forces on the paddle blades are not transmitted to the wrists and lower arms.
- Stretch and warm up before paddling.
- Increase paddling intensity and effort gradually.
- Seek expert advice on exercises that can be done to strengthen the muscles commonly utilised for paddling and to maintain upper body fitness.
- Beware of the "no pain, no gain" approach. It can be difficult to distinguish when a "healthy" ache due to exercise turns to an "injury pain" due to over exercise.

(injury awareness and prevention cont.)

Carpal Tunnel Syndrome.

This condition may be a form of tendonitis. A creeping numbness begins in the fingers and may, in its more advanced form, work its way up the hand, wrist and arm to the shoulder. In kayakers, it most probably occurs due to poor paddling technique and long term use of a fully feathered paddle. The hand that twists the paddle is usually more severely affected. Preventative strategies are as for tendonitis on the previous page.

Shoulder injury and dislocation.

The shoulder joint is called a ball and socket joint. The ball is the rounded top of the bone in the upper arm (humerus) which fits into the socket - the cup shaped outer part of the shoulder blade. The joint is held in place by muscles, ligaments and tendons. When the top of the humerus moves out of its usual location in the shoulder joint, the shoulder is said to be dislocated. A related injury occurs when the humerus is only partly displaced and not totally out of its socket.

Paddlers are exposed to the risk of shoulder injury or dislocation due to the forces imposed upon the shoulder joint while employing various paddle strokes during trips and training exercises. Strokes such as the high brace, sweep strokes, draw strokes, kayak rolling strokes and various combinations of strokes used while in the surf zone place the paddler at greatest risk of shoulder injury or dislocation when correct techniques are not used due to bad practice or lack of attention. All of the foregoing strokes require the paddler to reach out away from the body. The shoulder on the stroke side of the paddle is most vulnerable when the arm is reached straight out, or out and back, with the hand above the elbow and the elbow above the shoulder, as in a rock throwing pose. In this situation there is a major risk of shoulder injury or dislocation when forces on the paddle blade are transmitted directly to the shoulder joint, muscles and tendons.

Some strategies that may help paddlers to avoid shoulder injuries or dislocation are as follows -

- Learn, develop and use paddle strokes that are technically correct and minimise stress on the shoulders.
- Focus on correct technique when employing any of the strokes discussed above.
- At all times hold the arms in the "paddlers box" position or as close to it as is practical.
- When required to reach out away from the body, in order to make a stroke, ensure that the hands are above the elbows and that the elbows are below the shoulders. The elbows must be bent, point down and kept as close to the sides of the body as is possible.
- When required to reach back, for example in a reverse sweep stroke, rotate the body at the torso rather than reaching back with extended arms.
- Seek expert advice in choosing a paddle that is of the correct length, balance, weight and blade type and size to suit your build, strength and paddling activities.
- Stretch and warm up before paddling.
- Increase paddling intensity and effort gradually.
- Seek expert advice on exercises that can be done to strengthen the muscles commonly utilised for paddling and to maintain upper body fitness.
- Beware of the "no pain, no gain" approach. It can be difficult to distinguish when a "healthy" ache due to exercise turns to an injury ache due to over exercise.

Minimum Impact Camping Policy.

As stated in the SKCWA "Objects Of Association", it is the club's policy - "To encourage respect for our environment, and to foster a positive attitude towards the conservation of flora and fauna, and the practice of minimum impact camping". In line with this policy the following minimum impact camping guidelines apply to club activities.

Camping

- Practice the "no trace camping" principle. When finished with a campsite leave it with no trace of your presence.
- Avoid camping in large groups to minimize impact.
- Avoid camping for more than three nights at any one site.
- Avoid damage to vegetation when establishing campsites.
- Avoid damage to sand dunes when establishing campsites.
- Do not repeatedly use the same route across surface vegetation to avoid forming permanent or semi permanent tracks.
- Do not leave food scraps on the beach or waters edge, if possible burn them or bag them and take them with you.
- Wash yourself, eating utensils and cooking gear without using soaps or detergents.
- Do not allow liquid fuel to escape onto the beach or into the water.
- Bury personal toilet waste in a toilet pit 15 cm deep well away from the campsite.
- If possible, burn used toilet paper.
- Take all waste out with you for disposal in a waste disposal facility.

Campfires

- Use fuel stoves for cooking whenever possible.
- Use fire places and firewood provided by local authorities where they are available.
- Do not build fireplaces with rock surrounds.
- Do not use vegetation or fallen timber from the bush as firewood.
- If a fire is necessary build it in an earth or sand fire pit located well away from combustible materials. When finished with the fire pit, remove any non organic materials from the ashes and bag with other rubbish for removal and disposal. Fill the fire pit with the earth or soil originally removed and firm and smooth the surface to remove all traces of the pit.

Wildlife – marine and land based.

- Do not feed any wildlife encountered.
- Do not approach or pass close to any wildlife encountered.
- Do not leave open food containers around the campsite.
- Put food and water containers back into a closed hatch in your boat for safe keeping when not in use.
- Do not disturb nesting or resting wildlife.

Paddling

- Be careful to avoid damage to vegetation when paddling through or near to mangroves or over sea grass beds.

Fishing

- Ensure that you have a current fishing licence.
- Keep caught fish only if they are of regulation species and size.
- Do not take more fish or shellfish than is required for personal consumption.
- Carefully return unwanted fish to the water as soon as possible.
- Collect only the bait immediately needed.
- Do not leave unwanted fishing line in the water.
- Guts, bones, skin etc. from cleaned fish must not be left on the beach or waters edge dispose of this matter by placing it into a rubbish receptacle or, where this is not practical, by returning it to deep water or by burying it where this will not cause pollution or environmental damage.

Cross country walking.

- Use established tracks wherever possible.
- Avoid damage to vegetation when walking across untracked country.
- Do not cut any tracks through bush.
- Do not blaze trees or leave cairns or other track markers in untracked country.

Cultural and historical sites.

- Be careful not to damage or desecrate places of cultural or historical significance.

Copies of policy and procedure documents are available on request from the club Secretary.



CAPE PERON - SHARK BAY.

TRIP / PADDLER GRADING GUIDELINES.

The Trip / Paddler Grading Guidelines have been established as a guideline to: -

- Assist Trip Leaders and Instructors in grading an on water activity according to the activity, weather and sea conditions prevailing or forecast over the duration of that activity.
- Assist Participants with a gauge to self assess their current competence, skills, physical and mental condition and general ability to participate safely in a graded on water activity in the conditions applying.

When making their self assessment participants need to consider the following factors.

What are my current limitations ?.

- Can I cope with the current and forecast weather and sea conditions.
- Can I cope if weather or sea conditions deteriorate and are different or worse than forecast.
- What speed can I maintain in the expected conditions, compared to the rest of the group.
- Am I able to paddle the distance necessary to complete the trip in a reasonable time.
- Can I paddle the distances necessary to get out of difficulty in worsening conditions.
- What is the maximum time I will have to stay in my boat without landing, can I do this.
- Can I cope mentally and physically with all foreseeable hazards.
- Am I capable of carrying out self and assisted rescues if required.
- Do I have all of the items of equipment necessary for the trip, are they in good condition.

Club members must be aware that paddling on the ocean is generally more physically and mentally demanding than it is on sheltered waters, and that a reasonable fitness level will be required to paddle even moderate distances. Participants must be able and prepared to honestly assess their own abilities and not expect others to do this for them. Paddlers may have a formal skill qualifications, but are unfit for the trip on the day due to lack of fitness, ill health lack of competence or insufficient experience in the prevailing conditions. If in doubt paddlers should adopt the precautionary principle and not attempt the trip.

At grade 2 and above, all paddlers must be prepared and ready to care for themselves and others in the event of complications. Decisions will often be made according to a consensus arrived at through group discussion. All participants must be prepared to contribute, non-participation in the decision making process will be taken as acceptance of any consensus arrived at by other trip participants.

TRIP / PADDLER GRADE GUIDELINES

Trip Grade	Paddler Grade / ID Colour	Relevant AC Sea Skills Award	Participant Pre-requisites	Typical Location description	Weather/sea limits	Relevant ACAS Leader Award
0	Grade 0 Yellow	Non Award Grade	Novices with no previous skills or experience or an uncertificated paddler training for the Basic Skills award.	Closed or sheltered flat water only.	5 knot wind Calm Water	- Sea Instructor
1	Grade 1 Green	Basic Sea Skills Award.	Beginners with basic skills and some paddling experience. Able to paddle up to 15 kms. per day on estuaries and lakes, other protected waters or uncomplicated coastal waters.	Unsheltered Inland open waters. River, estuary or lake. Uncomplicated coastal waters. Currents to 2 kn. Crossings less than 1 km from land. Possible wind against wave or tide effects. Small breaking seas.	Calm to 10 knot wind Swell to 1.0 metres. Sea to 0.5 metres. Surf to 0.5 metres	- Sea Leader -Sea Instructor
2	Grade 2 Red	Sea Skills Award	Paddlers with proficient skills plus ability to assist rescue, self rescue, bracing, towing, and entry and exit through 1.5 mtr. Surf. Able to sustain speeds of 4-6 km. hr. for up to 25 km per day in unprotected coastal waters. Able to make short open water crossings.	Unsheltered coastal waters. Crossings up to 5 nm from land but less than 3 hours paddling time. Currents to 3kn. Possible wind against wave or tide effects. May encounter steepening swell and breaking seas. Possible surf entries and exits.	Calm to 20 knot wind Swell to 2.0 metres. Sea to 1.0 metres Surf to 1.5 metres.	- Sea Leader - Sea Instructor
3	Grade 3 Blue	Advanced Sea Instructor Award.	Advanced paddlers able to apply complex sea kayaking skills in difficult conditions. able to sustained speeds of 4 – 6 km/hr for up to 35 km per day in unprotected waters. Able to make extended open water crossings.	Unsheltered coastal waters. Crossings up to 15 nm from land. Currents to 4kn. Possible wind against wave or tide effects. May encounter steep swells and breaking seas. Possible difficult surf entries and exits.	Calm to 25 knot wind. Swell to 2.5 metres Seas to 1.5 metres	Peer Group - Sea Instructor 3

SKILLS TRAINING

All training will be carried out in accordance with Australian Canoeing Inc. award scheme (ACAS) requirements and be provided by accredited Instructors and Assessors acting under the auspices of a National Training Provider which, in the case of SKCWA Inc., is Canoeing WA Inc.

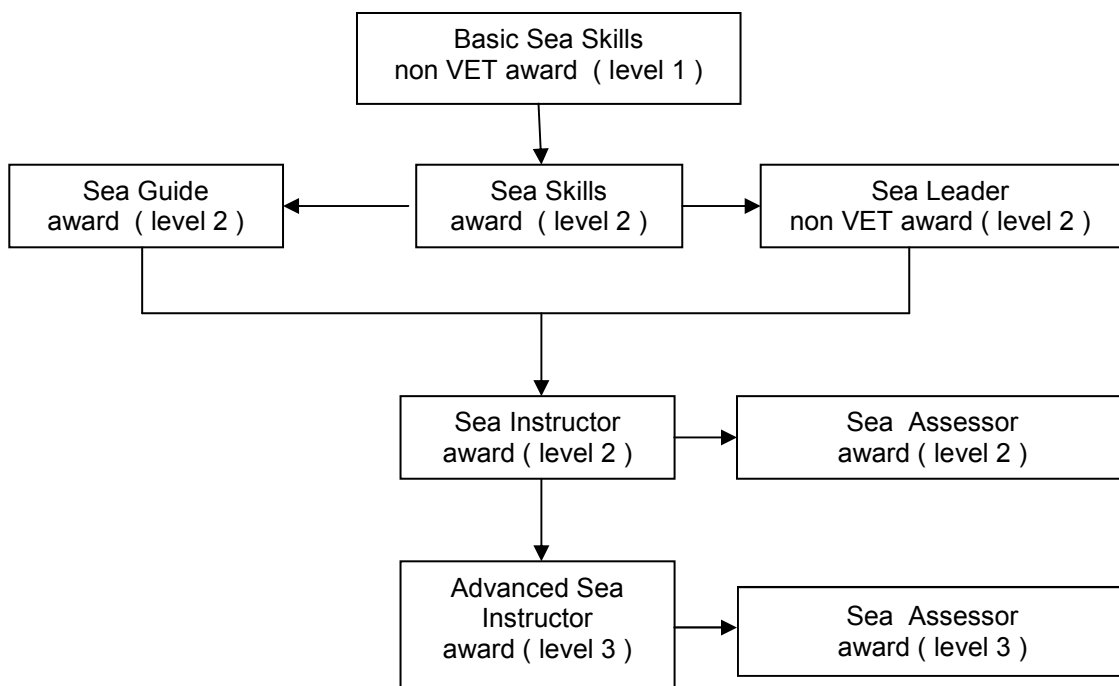
The ACAS training and award scheme is primarily aimed at commercial training providers. It is modelled around the National Outdoor Recreation Industry Training Package SRO 3 which is a training package within the Vocational Education And Training (VET) system. The VET system comprises a series of units of competency, at different levels, providing the knowledge and skills required for an award.

All Club members are encouraged to attend training courses to either develop their skills and knowledge or keep them up to date. Sea kayak training, to award level, can be provided by the club's accredited Instructors or is alternatively available through commercial National Training Providers accredited by Australian Canoeing Inc.

Participants must be aware that having attained certain skills or an award at training courses does not automatically qualify them as proficient in the application of those skills in the varying conditions encountered at sea. On-going practice in a variety of conditions will normally be required to achieve competence. Trip Leaders and Instructors may require newly trained participants to demonstrate competence in the skills learned prior to participation in an on water activity.

The Club recognises formal qualifications awarded by other national or international organisations only when such qualifications have received cross accreditation from Australian Canoeing Inc. Members who have gained Australian Canoeing Inc. awards through non club training providers or have cross accredited qualifications awarded by other organisations may be asked by a trip or activity Leader or Instructor to demonstrate key skills to ensure, to the Leaders or Instructors satisfaction, that they are competent to participate in a club on water activity.

Australian Canoeing Award Scheme (ACAS) certification progression chart.



RISK ASSESSMENT AND MANAGEMENT.

INTRODUCTION

Risk Assessment And Management activities involve the identification, assessment and management of risks that may arise during the normal course of an SKCWA programmed or scheduled activity. It does not attempt to identify and deal with the wide range of risk scenarios that may occur due to unusual situations or combinations of occurrences and conditions that cannot reasonably be foreseen. The following guidelines are to be used by participants, leaders and instructors to assist them in assessing the risks associated with a chosen activity on a particular day under the expected conditions and their personal ability to safely lead or participate in that activity. It will inform them of the actions that need to be taken in the event of an emergency involving them or the group they are paddling with and allow them to assess their knowledge and ability to carry out those actions. It will assist them in making informed personal decisions with regard to which activities they are able to safely participate in. The ultimate decision to participate rests with the individual and emphasis is placed on self-assessment and members accepting responsibility for their own actions.

DEFINITIONS.

Hazard - "Hazard" means anything that has the potential to harm the health or safety of a person or group of people.

Risk - The chance of something happening that will have an impact upon safety objectives, measured in terms of likelihood and consequences of that risk occurring.

Risk Assessment - The process of evaluating the likelihood (probability) and consequences of injury or illness arising from exposure to an identified hazard or hazards.

Risk Management -The processes, techniques and actions that are directed towards the effective management of potential risks and the adverse consequences of such an event occurring.

SCOPE OF THE RISK MANAGEMENT PLAN.

Risk management in the Sea Kayak Club WA Inc is addressed on both organisation and individual levels. The objectives of the club are to ensure that its members have the skills, knowledge and information necessary to safely participate in club activities. Members must use the skills, knowledge and information provided to practice the activity, gain competence and be able to honestly assess their ability to participate in those activities and to make their own decisions as to which activities they will participate in.

The aims and objectives of the risk management program are to identify, predict, prevent and control possible events that may result in accident, injury or stress to an individual or group.

The club committee is responsible for formulating and maintaining the Risk Assessment And Management Plan. The club members are responsible for ensuring that they understand the Plan and for implementing it when participating in club activities.

IDENTIFICATION OF RISKS AND HAZARDS.

Risk identification is the process of determining what potential harm can happen, what can cause it to happen and how it can occur. Risks and hazards arising from sea kayaking can generally be categorised under four headings i.e. environmental factors, human factors, equipment and procedures. Information sources for identifying risks and hazards include - personal experience, check-lists, procedures and policies, brainstorming, trip accounts, records, forecasts, observations, scenario analysis and accident reports.

(risk assessment and management cont.)

Risk Evaluation Criteria.

Risk is evaluated on an escalating scale in tables of **likelihood** and **consequence** to establish an **overall level of risk**.

Likelihood

- Rare - The event may only occur in exceptional circumstances
- Unlikely - There is a slight chance that the event could occur at some time.
- Moderate - There is a reasonable probably the event will occur at some time
- Likely - The event will probably occur in most circumstances
- Almost certain - Very possible, the event is almost certain to occur.

Consequences

- Insignificant - No injuries
- Minor - First aid treatment, minor stress, damage or disruption.
- Moderate - Medical treatment required, equipment damage or loss possible, event will be disrupted.
- Major - Extensive injuries, major equipment damage or loss probable, event will be terminated and outside assistance needed, probable outside investigation.
- Catastrophic - Death, total equipment loss, event will be terminated, outside intervention and investigation guaranteed.

Overall Level of Risk.

- H** High Risk - Requires detailed management planning at all times.
- S** Significant Risk - Management required to control risks.
- M** Moderate Risk - Can be managed by specific response procedures.
- L** Low Risk - The risk can be managed by routine procedures.

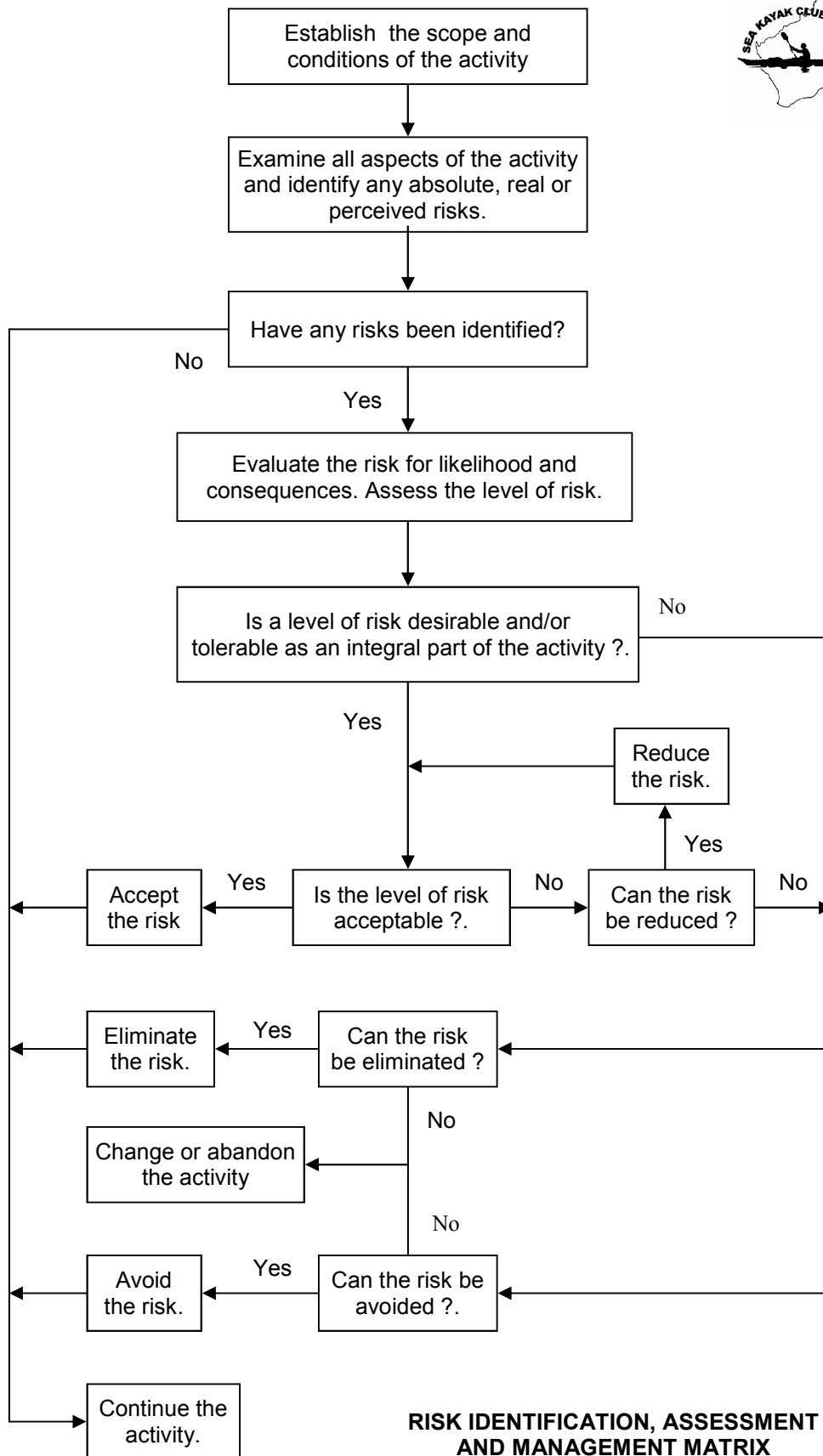
Risk Assessment Table		CONSEQUENCES					OVERALL RISK LEVEL
		Insignificant	Minor	Moderate	Major	Catastrophic	
LIKELIHOOD	Rare	L	L	M	S	S	
	Unlikely	L	L	M	S	H	
	Moderate	L	M	S	H	H	
	Likely	M	S	S	H	H	
	Almost certain	M	S	H	H	H	

Risk Identification, Assessment and Management Process.

The flow chart on page 36 provides a process for the identification, assessment and management of risks.

Risk Identification, Assessment and Management Register.

The tables on pages 37 - 39 seek to identify, assess and provide control actions for risks that may arise during the normal course of an SKCWA programmed or scheduled activity. They do not attempt to identify and deal with the wide range of risk scenarios that may occur due to unusual situations or combinations of occurrences and conditions that cannot reasonably be foreseen.



RISK IDENTIFICATION, ASSESSMENT AND MANAGEMENT MATRIX

HAZARD	Likelihood	Consequences	Assessment	RISKS	CONTROL ACTIONS
Capsize at sea	Likely	Minor	Significant	Panic, Risk to rescuers, Trapped in cockpit, Water inspiration, Drowning, Hypothermia, Swept into danger (rocks or surf)	Ability to handle expected sea conditions. Proficiency in low and high bracing and surfing. Able to wet exit from kayak. Able and equipped to raise the alarm. Able to self-rescue. Able to make assisted re-entry to kayak.
Capsize in surf	Likely	Moderate	Significant	Panic, Risk to rescuers, Trapped in cockpit, Water inspiration, Drowning, Hypothermia, Swept into danger (rocks, rips etc), Head, neck, spine or limb injuries.	Ability to handle expected surf conditions. Understand the need to launch and land one kayak at a time on surf beaches. Proficiency in low and high bracing and surfing. Able to wet exit from kayak. Able to self-rescue in surf.
Surf launching and landing.	Likely	Moderate	Significant	Capsize. Contact with bottom, rocks, reef etc. Head, neck, spine or limb injuries. Risk to rescuers. Damage to kayak and equipment	Ability to handle expected surf conditions. Know, understand and practice correct surf launching and landing techniques. Proficiency in low and high bracing and surfing. Able to wet exit from kayak. Able to self-rescue in surf.
Become separated from kayak	Moderate	Moderate	Significant	Panic, Risk to rescuers, Water inspiration, Hypothermia, Swept into danger (rocks or surf), Injury, death.	Able and equipped to raise the alarm and pinpoint position in prevailing conditions. Able to swim to kayak and self rescue or able to make assisted return and re-entry to kayak if necessary.
Become separated from a group	Moderate	Moderate	Significant	Unable to communicate with group. No assistance if emergency arises. Exhaustion as slow paddlers try to keep up. Fear and frustration.	Preparedness and ability to maintain nominated group speed and spread. Continuously monitor position relative to group. Raise the alarm if falling behind. Discuss any decision to leave group with trip leader. Be aware of emergency plans.
Debilitating fatigue or fear	Moderate	Moderate	Significant	Disorientation and capsize potential. Exhaustion. Partial or total incapacity. Shock. Hyperthermia.	Able to assess the conditions and demands of the trip and own physical and mental ability to handle same.

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HAZARD	Likelihood	Consequences	Assessment	RISKS	CONTROL ACTIONS
Lost or broken paddle	Moderate	Moderate	Significant	Fear, Unable to proceed or maneuver, Capsize, Swept into hazard or out to sea, Hypothermia, Injury, Death.	Ensure paddle is attached to kayak by a leash. Carry a spare paddle on the kayak. Able and equipped to raise the alarm and identify position.
Unable to handle the expected environmental conditions	Moderate	Major	High	Exhaustion. Fear. Partial or total incapacity. Unable to proceed or maneuver. Swept into danger. Capsize. Drowning. Kayak or equipment lost or damaged. Increased risk to other paddlers	Able to assess the expected conditions. Able to honestly assess own ability to handle the expected conditions. Ask for and accept advice if unsure. Withdraw from paddle if necessary.
Adverse change in weather conditions.	Moderate	Major	High	Split / scatter group. Increased risk to others in group. Blown out to sea or driven onto hazards. Exhaustion. Fear. Partial or total incapacity. Capsize. Drowning. Kayak or equipment lost or damaged. Unable to land.	Winds can be 40 percent stronger and waves twice as high as forecast !. Able to honestly assess own physical and mental reserves and ability to handle an unexpected adverse change in the weather or sea conditions.
Equipment failure.	Moderate	Moderate	Significant	Boat cannot make forward progress or maneuver. Swept into danger or out to sea. Capsize. Flooding. Risk of sinking. Injury to paddler or others. Compounds other problems.	Regularly inspect all equipment for damage or weak points and repair without delay. Carry a repair kit of vital items and basic tools. Know how to carryout repairs if necessary.
Reefs and rocks on the trip route.	Moderate	Major	High	Driven onto reef. Capsize. Contact with bottom, rocks, reef etc. Head, neck, spine or limb injuries. Possible death. Risk to rescuers. Damage to kayak and equipment	Able to recognise and avoid the risk of being driven onto submerged or awash reefs or rocks particularly in difficult paddling conditions due to high winds, surf, swells or tidal currents..
Crossing busy shipping channels	Likely	Major	High	Capsize in shipping channel. Unable to get clear of vessels path. Disruption to shipping. Run over by vessel. Serious injury. Death.	Able to assess the risks from shipping in the sea lanes. Accept the need to give way and keep well clear of shipping in the lanes. Prepared to group up and cross shipping lanes by the shortest route when clear.
Unforeseen medical emergency	Moderate	Moderate	Significant	Partial or total incapacity. Unable to proceed or maneuver. Possible capsize. Drowning. Fear. Non availability of urgent medical assistance or evacuation Increased risk to other paddlers.	Ensure that prescription medications are at hand and that others in the group know how to administer if necessary. Carry a comprehensive first aid kit. Have an emergency plan for every event. Identify escape and evacuation routes. Carry radio, phone, EPIRB. Know emergency contact numbers. Have a qualified first aider in the group.

HAZARD	Likelihood	Consequences	Assessment	RISKS	CONTROL ACTIONS
Seasickness	Moderate	Minor	Medium	Disorientation. Partial or total incapacity. Exhaustion. Dehydration. Capsize potential. Increased risk to group.	Able to assess the likelihood of experiencing debilitating seasickness in the expected trip conditions and ability to cope. Take medication before and during trip if necessary.
Dehydration	Moderate	Major	High	Disorientation. Partial or total incapacity. Exhaustion. Capsize potential. Increased risk to group. Shock. Coma. Death in extreme cases.	Able to assess own requirements for water dependent on the conditions and demands of the trip. Recognise symptoms.
Hyperthermia	Moderate	Major	High	Dehydration. Disorientation leading to possible capsize. Partial or total incapacity. Exhaustion. Sunstroke. Shock. Coma. Death in extreme cases. Increased risk to group.	Able to assess and provide for own requirements for water dependent on the conditions and demands of the trip. Able to assess and provide for own needs for sun protection. Recognise symptoms.
Hypothermia	Moderate	Major	High	Disorientation leading to capsize. Partial or total incapacity. Shock. Coma. Death in extreme cases. Increased risk to group.	Able to assess and provide personal needs for protective paddling clothing and extra emergency clothing requirements, food, hot drinks and shelter in the expected trip conditions.
Excessive alcohol consumption.	Rare	Moderate	Medium	Dehydration. Sea sickness. Disorientation leading to possible capsize. Partial or total incapacity. Exhaustion. Disruption to trip. Increased risk to group.	Avoid excessive consumption of alcoholic drinks before or during paddles.
Exposure to hazardous wildlife.	Rare	Major	Significant	Injected poisons. Injury. Septicemia. Allergic reaction. Extreme pain. Disorientation and capsize potential at sea. Nausea. Shock. Coma. Death in extreme cases.	Able to recognise dangerous wildlife and assess the risk of coming into contact with same. Able to apply effective first aid when necessary.

PRE LAUNCH BRIEFING NOTES



Trip Details _____

 _____ Date ____ / ____ / ____

WARNING - SEA KAYAKING IS A HIGH RISK RECREATIONAL ACTIVITY !.

TRIP LEADER / INSTRUCTOR - Check the following points.

- Is anyone not a current financial club member?
- Is anyone younger than eighteen years of age? If so, do they have a parent, who is also a current SKCWA member, on the trip to act as their guardian?
- Has everyone received, read and understood the club's Safety Guidelines?
- Does anyone have a short or long term medical condition or illness that could affect their ability to complete the days activity safely?
- Can everyone currently swim a minimum of 50 meters in his or her paddling attire and PFD?
- Is anyone prone to seasickness and will it be a problem today?

Advise the group of the details of today's paddle activity.

- Route to be followed.
- Weather report and assessment.
- Expected sea conditions.

WARNING - Wind strength can be 40% stronger and waves double the height of the forecast.

- Expected duration of the paddle taking into account expected sea and weather conditions.
- Location and duration of expected rest, meal, exploration or sightseeing stops.
- Detail any special procedures for open water crossings.
- Detail any foreseen hazards eg reef, rocks, surf, strong currents, surf landing and launching, ship-ping hazards etc. and relevant safety procedures to be followed.
- Check for understanding of surf zone launch and landing techniques, particularly the "one at a time" rule, if appropriate.

Check the following points.

- Have all participants honestly assessed their equipment and personal ability and are confident that they can safely complete today's activity in the expected conditions?
- Are all participants qualified to a relevant paddling grade for today's activity?
- Does anyone not have all of the necessary equipment for today's activity?
- Is there at least one first aid kit per group?
- Is there at least one set of spare paddles per five participants?
- How many marine radios are present?
- That everyone has sufficient water, food, sunblock for the day's activity.
- That everyone has sufficient warm and spare dry clothing.

Establish group dynamics for the trip.

- If there are more than eight to ten participants, split into sub groups of not more than five people.
- Nominate sub group leaders.
- Nominate a maximum of four other people to each sub group.
- Determine and state the rules for group spread for the day (normally 50 metre radius from the group leader but may be less depending on weather and sea conditions). It is the participant's responsibility to ensure that they are close enough to the group to raise an alarm and pinpoint their position if assistance is required and to receive advice or warnings from the group.

Advise the group -

- That any participant who chooses to paddle outside the nominated group spread or who leaves the group to paddle alone will be assumed to have abandoned the club activity and should no longer assume that the group will be able to come to their aid if necessary.
- Appoint Lead Paddlers and Tail- End -Charlie (s) as necessary.
- Appoint emergency first response rescuer and set up towing arrangements as necessary.
- Check that participants are familiar with the standard sound and visual signals.
- Appoint a mentor or "buddy" for anyone needing one.
- Review the search procedure for a missing person.
- Arrange for a short debrief immediately after the paddle finishes.

Other Safety Procedures.

- **All participants are required to sign the "On Water Disclaimer" form before paddling.**
- Contact sea rescue authorities by radio and log the trip with them.
- Arrange contact with sea rescue at nominated way points during the day if necessary.
- Fill in all trip details on a float plan form and leave it with a responsible person or where it can be seen in an emergency, e.g. inside a car windscreen.
- Log off with sea rescue at the conclusion of the trip.
- Send the float plan and disclaimer to the club secretary as soon as possible after the trip for filing.

Trip Leader / Instructor - Name _____ **Signature** _____

Emergency Phone Numbers & Call Signs.

Water police	-	9442 8600	
Boating Forecast	-	1900 155 350	
Two Rocks Sea Rescue	-	9561 5777	VMR677
Whitford Sea Rescue	-	9401 3757	VJ6LQ
Fremantle Sea Rescue	-	9335 1332	VN6DI
Cockburn Sea Rescue	-	9410 1544	VH6CL
Rockingham Sea Rescue	-	9528 2222	VN6KI
Mandurah Sea Rescue	-	9535 4789	VMR611

ON WATER ACTIVITY – DISCLAIMER



Trip Leader / Instructor - Name _____

Activity Details _____

_____ Date ____ / ____ / ____

RISK WARNING

Sea Kayak Club WA Inc is a recreational club which enables like-minded people, as members, to participate in a variety of coordinated, sea kayaking activities where the emphasis is on safety, risk minimisation and risk management.

Sea kayaking is a high risk recreational activity exposing participants to significant risks, both known and unknown, and hazardous events that often cannot be anticipated and which could result in participants experiencing emotional or physical injury, death and damage to or loss of equipment. Such risks cannot, in most instances, be eliminated due to the nature of this activity, taking place as it does in an unpredictable and sometimes hostile environment.

I / we whose names and signatures appear overleaf, participant (s) in a scheduled SKCWA on water activity, bear witness that :-

AGREEMENT OF RESPONSIBILITY

The Trip Leader has, to the satisfaction of all participants given a clear and complete briefing of the expected conditions relevant to today's on water activity and has answered any questions arising from the briefing to the participants satisfaction. The participants acknowledge that they understand and accept that **SEA KAYAKING IS A HIGH RISK RECREATIONAL ACTIVITY** and that they are aware of and have individually assessed the risks that may arise from today's activity and have personally and individually made their own decisions to participate in those activities.

The participants acknowledge that the Club agrees to allow them to participate in this activity on condition that they have confirmed that they are current financial members of the club, they are insured by Australian Canoeing Inc, that they have read and understand the club safety standard and pre launch briefing notes, that they are medically and physically fit and able to complete the day's activity safely, that they are eighteen years of age or older or where this is not so are accompanied by a parent who is also currently an SKCWA Inc. member, they can swim a minimum of fifty meters in paddling attire, they are responsible for the adequacy and seaworthiness of any and all equipment they may use, that they have undertaken a personal self assessment as prescribed by the club and consider that they meet equipment, fitness and skill level requirements for this activity and are participating at their own risk.

RELEASE AND INDEMNITY

In consideration of SKCWA permitting my/our participation in today's activity, on the above conditions:- I/We release and forever discharge SKCWA, its members, officers, volunteers, servants and agents from all claims that I/We may have had but for this release arising from or in connection with my/our participation in this SKCWA activity.

For myself, my dependents, my heirs, executors or administrators. I voluntarily and completely assume all risks arising from this activity and waive, release and discharge SKCWA Inc. and its members, officers, volunteers, servants and agents from and against any claims or actions which I (or persons claiming through or under me) may have against them or any of them with respect to death, injury or loss of any kind whatsoever suffered or incurred by me even if such death, injury or loss was caused by or contributed to by the act, default or omission (amounting to negligence or otherwise) of the club and any of its respective members, officers, volunteers, servants or agents.

I/We understand that this document cannot be amended and that if I/We do amend or refuse to sign it I/We are automatically barred from participating in today's club activity.

PARTICIPANT LIST OVERLEAF

Page 1 / 2

ON WATER ACTIVITY - FLOAT PLAN



Trip Leader.

Name _____ Signature _____

Instructors (s).

Name _____ Signature _____

Name _____ Signature _____

Activity Details.

Departure Point _____

Departure Date / / ETD am / pm

Return Point _____

Return Date / / ETR am / pm

Route Details - _____

Navigation / Data Sheet No. _____ **Title** _____

Charts and Maps In Use. _____

Communications and safety equipment carried.

Radios Carried

VHF – Call signs _____

27MHz – Call signs _____

Mobile Phones Carried -. No's. _____

Other signaling devices - tick if carried.

EPIRB	Red Handheld Flare	Orange Smoke Flare	Signal mirror
Dye marker	Red Parachute Flare	Flashlight	Strobe Light

Other group safety equipment - tick if carried.

Spare Paddles	First Aid Kit	Weather Shelter - Tent / Tarp	Anchor / Rope
---------------	---------------	-------------------------------	---------------

First aid / medical - tick if present.

Qualified First Aider In The Group	Doctor In The Group
------------------------------------	---------------------

Onshore emergency contact.

Name _____ Phone No. _____

Name _____ Phone No. _____

CODE OF PERSONAL CONDUCT.

Participants in Sea Kayak Club WA Inc. activities are responsible for their personal conduct, both on and off the water. They are expected to act in a socially acceptable manner according to the norms of behavior usually expected from adults in public places and to ensure that their personal behavior is not offensive to others participating in club activities, other members of the boating fraternity or to the general public and that it does not reflect adversely on the club or the sport of sea kayaking generally.

The following behaviors are of special concern in any situation where they may be offensive to others.

- Use of uncouth language.
- Humor with sexual, religious or racial overtones.
- Personal verbal abuse.
- Personal physical abuse.
- Immodest behavior.
- Harassment of any type.
- Excessive consumption of alcohol.
- Drug use for recreational purposes.
- Aggressive behavior when faced with conflicting points of view.
- Loudness or rowdiness.
- Discrimination on sexual, religious or racial grounds.

It is to be hoped that members will, in the first instance, attempt to settle any differences arising from offensive or unacceptable personal behavior between themselves through a reasonable exchange of views at a suitable place and time.

Where mutual agreement cannot be reached on a one to one basis the complainant should refer to the club Complaints Procedure policy for guidance as to how to proceed should they still seek a resolution to the issue.

BASIC PERSONAL FIRST AID KIT.

- 1 - triangular bandage 110 x 110 cm.
- 2 - wound closure (pkt 5).
- 1 - UV Tripleguard cream 15+ 50 ml.
- 5 - 7.5 x 5 cm non adhesive dressing.
- 1 - disposable gloves (bag of 4).
- 1 - Betadine antiseptic solution 100ml.
- 2 - cotton balls.
- 1 - safety pins (pkt 5).
- 1 - adhesive plastic strips (pkt 25).
- 2 - heavy crepe bandage 7.5cm.
- 1 - universal scissors 19.5cm.
- 2 - Paracetamol tablets (pkt 24)
- 1 - first aid quick reference guide.

The above list is based on St. John Ambulance - Coastal Marine kit No 1227.

ADDITIONAL FIRST AID ITEMS FOR MULTI DAY TRIPS.

- 5 - disposable probe.
- 1 - Acraflavin 50ml.
- 1 - hypo allergic tape.
- 1 - forceps s/s fine point.
- 2 - gauze swabs 10cm x 10 cm.
- 2 - large eye pads.
- 1 - combined pad 9cm x 10cm.
- 1 - Savlon antiseptic cream 50g.
- 1 - adhesive plastic shapes (pkt 50).
- 2 - conforming bandage 10cm.
- 1 - calamine lotion 100ml.
- 1 - cotton wool 50g.
- 1 - leatherette finger stall.

Additional items list based on St. John Ambulance - Coastal Marine Special kit No 1235.

REPAIR KIT ITEM LIST.

- 10 mtr roll of 50mm wide plastic, cloth reinforced, duct tape.
- Plumbers "Mastic" sealing tape. (short pieces sealed in plastic)
- Epoxy plastic cement (57 gm stick)
- Selection of replacement screws, bolts, nuts and washers to suit individuals equipment.
- Selection of replacement shackles, split rings, pins etc. to suit individuals kayak.
- Replacement rudder components.
- Replacement electrical pump switch.
- 2.0mm diameter Spectra cord sufficient to replace steering cables on both sides of an individuals kayak.
- Short length of 2.0mm Spectra cord for general purpose use.
- Short lengths of 2 - 5mm dia. cord for general purpose use.
- Selection of plastic electrical wire ties.
- Patching materials for kayak, tent, air mattress, clothing, dry bags, spray decks etc.
- Strong sewing needles and thread.
- Adhesives such as superglue, epoxy and contact cement to suit repair materials carried.
- Set of stubby, flat blade and Phillips head screwdrivers (can be purchased as a common handle with interchangeable blades)
- Bradawl.
- 100mm adjustable spanner.
- Leatherman type s/s multi tool.
- Small pair of pliers and/or vice grips.
- 100mm box cutter with replacement blades.
- Short length of fine tooth hacksaw blade and handle.
- Piece of emery tape.
- Short length of 1 - 2mm dia. s/s wire.

All or most of the foregoing items will fit into a watertight 0.5 - 1.0 liter plastic container.

It is recognised that it may not be necessary to carry all of the items on the above list for, e.g., a short day trip or training exercise, the actual composition of the kit is at the owners discretion and will depend on their own equipment requirements and the sort of trips being undertaken.

BEAUFORT WIND SCALE						
Scale No.	Description	Wind Speed km/hr	Wind Speed knots	Mean Wave Height mtrs	Typical Sea Conditions.	Typical Land Conditions.
0	Calm	0	0	0	Sea like a mirror.	Calm. Smoke rises vertically.
1	Light Air	1-6	1-3	0.1	Ripples without foam crests.	Smoke drift indicates wind direction.
2	Light Breeze	7-11	4-6	0.2	Small wavelets. Crests of glassy appearance, not breaking.	Wind felt on exposed skin; leaves rustle.
3	Gentle Breeze	12-19	7-10	0.6	Large wavelets. Crests begin to break. Scattered whitecaps.	Leaves, smaller twigs in constant motion.
4	Moderate Breeze	20-29	11-16	1.0	Small waves becoming larger. Numerous whitecaps	Raises dust and loose paper; small branches are moved.
5	Fresh Breeze	30-39	17-21	2.0	Moderate waves taking longer form; many whitecaps; some spray.	Small trees in leaf begin to sway.
6	Strong Breeze	40-50	22-27	3.0	Larger waves forming; whitecaps everywhere; more spray.	Large branches of trees in motion; whistling heard in wires.
7	Near Gale	51-62	28-33	4.0	Sea heaps up; white foam from breaking waves begins to be blown in streaks.	Whole trees in motion; resistance felt in walking against wind.
8	Gale	63-75	34-40	5.5	Moderately high waves of greater length; edges of crests begin to break into spindrift; foam is blown in well marked streaks.	Twigs and small branches broken off trees; progress generally impeded.
9	Strong Gale	76-87	41-47	7.0	High waves; dense streaks of foam; waves begin to topple and roll over; spray may effect visibility	Slight structural damage occurs; slate blown from roof.
10	Storm	88-102	48-55	9.0	Very high waves with long overhanging crests; resulting foam is blown in dense white streaks; sea has a white appearance; rolling is heavy and visibility reduced.	Seldom experienced on land; considerable structural damage occurs.
11	Violent Storm	103-117	56-63	11.5	Exceptionally high waves; sea is completely covered in long white patches of foam; edges of wave crests blown into froth.	Very rarely experienced on land; widespread damage.