
Australian Canoeing

Safety Guidelines December 1 2004

Minimum standards for the conduct of safe
non-competitive canoeing & kayaking activities



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DISCLAIMER

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 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.

PREFACE

These Guidelines were prepared by a Special Purpose Safety Working Party of Australian Canoeing ("AC") and adopted by its Board of Directors on the 1st of December 2004.

The members of the working party were drawn from a wide cross-section of the canoeing industry and other qualified individuals. The party included sports administrators, canoeing instructors, Olympic standard athletes, legal experts, insurance industry representatives, representatives from government regulatory bodies, representatives from peak outdoor recreation organisations, etc.

Information on the members of the Working Party are contained in appendix I.

The Guidelines specify the minimum requirements for the safe conduct of Recreational (non-competitive) Canoeing and Kayaking activities.

Version 4 Changes in this version

Units of competence covered by AC awards has been updated to reflect the Outdoor Recreation Training Package SRO 03

Sea Kayak Equipment, pages 13 and 33 have been updated to reflect current requirements for bailing systems in sea kayaks

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PART I – ABOUT AUSTRALIAN CANOEING AND THE AWARD SCHEME

Since 1949 Australian Canoeing (AC) has been the Peak Industry Body for canoeing and its qualifications have been regarded as 'best industry practice' since their implementation in 1976.

Over the past few years competency based Vocational Education and Training has replaced many traditional types of training in industries nationally. Canoeing forms part of the Outdoor Recreation Industry, where competency based qualifications have been introduced in many key areas, such as climbing, abseiling and canoeing by the Australian National Training Authority.

In 1999 Australian Canoeing conducted a major review of its award scheme and as part of the process aligned it to the Outdoor Recreation Industry Training Package. When a candidate qualifies for an Australian Canoeing Award they have met or exceeded the requirements of a cluster of competency units from the Outdoor Recreation Training Package (SRO99 or SRO03)

Sport and Recreation Training Australia (SRTA) currently manage, on behalf of the Australian National Training Authority (ANTA), the National Outdoor Recreation Industry Training Package (SRO99 and SRO03). This package aims to develop realistic work practices and skills in a structured and relevant manner.

Each Australian Canoeing Award has been carefully developed and reviewed so that it covers the skills and knowledge required to operate at the level of the Award definition. Australian Canoeing has mapped the various units of competence from the National Outdoor Recreation Industry Training Package into groups of units (clusters) that are covered by each award.

The Australian Canoeing Instructional and Guide Awards have been devised to give a leader the minimum level of competence to operate as a canoeing specialist in the outdoor recreation industry. This level of competence is Australian Canoeing's recommended level for operation in the Award context.

Courses for the conduct of AC Instructor and Guide Awards are facilitated and delivered by National Training Providers approved by AC. These National Training Providers undergo an Audit process to ensure that the training they delivery meets minimum industry standards.

1. INTRODUCTION

1.1 Scope

These guidelines provide the minimum requirements for the safe conduct of Recreational Canoeing and Kayaking activities. The guidelines do not specify the requirements for every conceivable activity or environmental condition. The onus is on all Instructors and Guides to ensure that they undertake a thorough Risk Assessment prior to activities to ensure that additional requirements are considered and if required undertaken.

These guidelines do not apply to competitive canoeing and kayaking such as Flatwater Racing, Marathon Racing, Slalom Racing, Freestyle, Wildwater Racing, and Canoe Polo. Requirements for the safe conduct of these activities are detailed in the applicable competition rules and other relevant policies issued from time to time by the ICF and AC.

The guidelines do not address the many varied requirements of State and Federal Legislation, much of which applies to general boating activities and not just canoeing and kayaking. The requirements of some of this legislation are not necessarily suited to Canoeing and Kayaking activities, such as requirements to carry anchors. However, AC does not endorse the ignoring of various legislative requirements. Organisers of Canoeing

and Kayaking activities should consider such requirements in the planning of their activities.

1.2 Purpose

- (a) All on-water activity involves risks and hazards, most of which can be eliminated by thorough planning, good Instructor or Guide skills and effective management. Well run activities will:
- (i) Contribute to the safety of participants and the public,
 - (ii) Assist in the smooth running of the activity and
 - (iii) Add to the enjoyment of the participants.
- (b) The purpose of these guidelines is to promote safe, well run and enjoyable canoeing and kayaking activities. These guidelines play an important role in fulfilling Australian Canoeing's goal to pursue high standards of safety, education and training in all aspects of the sport. The Guidelines:
- (i) Provide information from which government regulators (e.g. land managers, waterways departments, educational authorities, etc), organisations conducting canoeing activities (eg tour operators, canoe club's, schools, community groups, etc.), Guides and Instructors can establish appropriate policies and standards for their canoeing and kayaking activities
 - (ii) Provide details on managing participants before, during and after activities
 - (iii) Establish minimum standards for different grade activities for the qualifications of Instructor or Guides, participants, boats and equipment, communications and the management of emergencies.

1.3 Definitions

"AC" means Australian Canoeing Inc.

"Guide" A person who leads or guides a group without the intention of imparting skills or knowledge beyond that which is necessary to participate safely and adequately in the activity. At the end of a session or program with a guide, the intent is not for the participant to have acquired the skills to independently participate in the activity.

"ICF" means the International Canoe Federation.

"Instructor" A person who facilitates skill transfer or development to participants in order that they may act independently or with minimal supervision. This requires the instructor to be able to critique technique, apply a variety of appropriate instructional strategies and may require them to assess participant's skill acquisition at the end of a program or session.

"Leader" A person giving direction to a group, this includes Instructors, Guides, trip leaders, peer leaders, Scout leaders, group leaders, etc.

"Participant" A person who has the necessary competencies to participate independently or under supervision in an outdoor activity. The ability to demonstrate participatory skills to the appropriate standard is a pre-requisite to performing as a Guide or Instructor in outdoor recreation.

“Peer Activity” A paddling activity where no instructional or guiding structure exists and it is the responsibility of each member of the group to ensure the suitability of their equipment and themselves for the activity.

2. PLANNING

2.1 Risk Management

The risk management process should be directly applied to the management of safety risks associated with planning organised canoeing and kayaking activities and should be undertaken prior to each organized activity occurring.

AC Instructors and Guides are educated in Risk Management processes and as part of their qualification they are assessed against SRX RIK 001A Undertake Risk Analysis of an Activity. This unit of competence is from the National Outdoor Recreation Industry Training Package.

AC recommends that all personnel or organisations conducting canoeing or kayaking activities develop an emergency management plan that allows them to establish a programmed response to incidents that reduce the consequences should such incidents occur.

An Emergency Management Plan should consider:

(a) Chain of Command

The persons or positions with which a leader should communicate or report to, in the event of an emergency response.

(b) Communication Systems and Technology

Emergency responses in outdoor environments can be assisted by various technological modes of communication. These may include mobile phones, radios and satellite phones, etc. While all can assist in the activation of an emergency response, consideration should always be given to their limitations (e.g. mobile telephone network coverage, battery failure).

When activating an emergency response requiring external assistance, the following information should be accurately provided to the recipient of such calls for assistance:

- (i) Communication and contact details
- (ii) Escape route and location information
- (iii) Participant lists
- (iv) Medical forms and patient details
- (v) Transport details

- (c) Emergency Procedures
- (i) Emergency procedures should be documented before embarking on an activity and will be implemented in the event of:
- Serious injury or fatality
 - Serious threats to personal safety from high risk environmental conditions (e.g. bushfire)
 - Lost participants
 - Behavioural management problems
- (ii) Such procedures should include:
- Priority of tasks: immediate, second, third
 - Roles and responsibilities
 - Exit routes, emergency and evacuation procedures
 - Injury
 - Lost persons
 - Contact details for base camp, and program administrators as required
 - Contact details for police, rescue and medical services in the area
 - Communication modes and protocols
 - Location management
 - Vehicular access
 - Boat access
 - Helicopter access
 - Identification of nearest medical facilities
 - Identification of natural hazards and appropriate response
 - Bushfire
 - Lightning
 - Flooding
 - Post incident management: contact of insurer, legal procedures post incident trauma counselling

2.2 Float Plan

- (a) AC recommends that for every trip that leaves the immediate launch area, details of the participants and the trip should be lodged with a responsible person or authority so that in the event of an emergency, a detailed description of the group and its activity is freely available. Australian Canoeing refers to these details as a Float Plan.
- (b) For trips, full details of the route and any contingency plans should be noted.
- (c) A float plan template is included in appendix F.

3. PEOPLE

3.1 Responsibilities of the Leader

Leaders have the following minimum responsibilities:

- (a) Research likely hazards
- (b) Confirm group experience/capabilities (where possible)
- (c) Adhere to these guidelines
- (d) Ensure a full briefing of participants is clearly carried out and understood
- (e) Check river levels and weather reports
- (f) Ensure that all group equipment is stored correctly
- (g) Confirm head count before departure and throughout trip
- (h) Be alert for physical and psychological condition of the group
- (i) Control the pace of the group
- (j) Rest group if necessary
- (k) Ensure, to the best of their ability, that participants do not get into situations beyond their capabilities.
- (l) Designate responsibility to other leaders
- (m) Confirm headcount after trip
- (n) Notify appropriate persons of safe completion
- (o) Check all equipment on return

Before commencing the trip, it is the Leader's responsibility to ensure to the best of their ability that each party member has the knowledge, ability, skill and equipment to participate safely.

3.2 Competency and Qualifications of Instructors and/or Guides

Australian Canoeing Instructors and Guides are trained to conduct Canoeing and/or Kayaking activities. All AC Instructors and Guides have been assessed acting to the full capacity of their award in the award context and have achieved competence in the relevant units of competence from the National Outdoor Recreation Industry Training Package. Details of the requirements for each of AC's qualifications are detailed below.

In addition to achieving the minimum level of competence, Australian Canoeing Instructors and Guides must re-register with Australian Canoeing. Accreditation re-registration is a policy that requires Australian Canoeing Instructors and Guides to undertake a prescribed amount of continuing education. Re-registration is required to retain any rights as an Australian Canoeing Instructor or Guide.

Re-registration is part of the continuing education of Canoeing instructors and Guides. Its purpose is:

- To extend the knowledge and skills of Instructors and Guides.
- To provide an avenue for post accreditation servicing.
- To ensure that Instructors and Guides are up to date with the latest techniques, teaching methods, safety issues, legal responsibilities and risk management information.

All Australian Canoeing Instructor and Guide awards are valid for three years from the date of accreditation registration or re-registration.

Instructors and Guides are also required to comply with and observe the constitution, by-laws, regulations of AC including the AC member protection Bylaw and this Safety Guideline.

Leaders of Canoeing Activities must hold appropriate Instructor or Guide Qualifications. A Statement of Attainment, listing the achievement of units of competence under the National Outdoor Recreation Industry Training Package, is not regarded by AC as satisfactory evidence that the holder is appropriately qualified to lead Canoeing activities.

A summary AC Instructor and Guide Awards are as follows. Please see Appendix D for a listing of the National Outdoor Recreation Industry Training Package Competencies that are required for each Award:

(a) Flatwater Instructor and Guide (Level 1) (SRO99)

And

Inland Instructor and Guide (Level 1) (SRO03)

Holders of the Flatwater Instructor and Guide (SRO99) and Inland Instructor and Guide (SRO03) (Level 1) Award have been assessed at and are qualified to operate on inland waters such as open lakes and rivers (but not on Whitewater or at sea) in controlled conditions for inland kayaking and canoeing which include:

- sheltered and calm waters
- minimal wind
- ease of access to shore
- minimal flow of water

This award specifically excludes dangerous or exposed areas.

(b) Sea Instructor and Guide (Level 2) (SRO99 and SRO03)

Holders of the Sea Instructor and Guide (Level 2) Awards have been assessed at and are qualified to operate in moderate sea conditions, defined as;

Areas where the coastline may be simple, not involving overfalls, tidal races, difficult landings or open crossings and

- (i) Minimum winds of 7-10 knots (12-19 km/h)
- (ii) Breaking waves (up to 1.0 m)
- (iii) Small surf (0.5 to 1.0 m)

(c) Sea Instructor and Guide (Level 3) (SRO99 and SRO03)

Holders of the Sea Instructor and Guide (Level 3) Award have been assessed at and are qualified to operate in difficult sea conditions, defined as;

- (i) Open crossings with wind speeds of 7-21 knots (12-38 km/hr)
- (ii) Wave heights of at least 1.0 m
- (iii) Surf up to 2.0m

(d) Whitewater Instructor and Guide (Level 2) (SRO99 and SRO03)

Holders of the Whitewater Instructor and Guide (Level 2) Awards have been assessed at and are qualified to operate in Grade 2 Whitewater conditions

A Whitewater Instructor (Level 2) may instruct on Grade 2 and guide on Grade 3

(e) Whitewater Instructor and Guide (Level 3) (SRO99 and SRO03)

Holders of the Whitewater Instructor and Guide (Level 3) Awards have been assessed at and are qualified to operate in Grade 3-4 Whitewater conditions

3.3 First Aid Qualifications of Instructors and Guides

First aid qualifications, personnel requirements and equipment/kit requirements are regulated at the State level by the workcover or OH&S government regulatory body.

All Instructors and Guides must have a current state government regulating body approved first aid qualification to maintain the currency of their AC qualification. Qualifications must contain a course approval number.

All Guides/Instructors should carry their state government authority's designated first aid kit as a minimum.

AC also recommends that trip Instructors or Guides should hold a current remote first aid certificate, in addition to their first aid qualification, for any trip, which is, at any point, more than two hours from medical attention.

3.4 Communication and authority

Leaders and Participants should use an agreed and understood system of communication. AC recommends that the National Standard Signals be understood and used by all paddlers. Details of the National Standard Signals can be found in Appendix A.

The leader should ensure that the participants are given clear and concise instructions on the following matters:

- (a) The National Standard Signals
- (b) The correct and safe handling and navigation of any canoe or kayak
- (c) The correct fitting and wearing of appropriate Personal Flotation Devices (PFDs) which are to be worn at all times
- (d) The whereabouts of all group and safety equipment
- (e) The correct and safe operation of any (including safety) equipment
- (f) In sea programs, the group spacing and average speed as well as the signals to be used by the trip leader and participants
- (g) The group's capsize procedure
- (h) Sun and or environmental protection
- (i) Group medical concerns
- (j) The program for the day
- (k) The role of each participant
- (l) The expectations on each participant

3.5 Ratios and group size

Appendix C, recommendations for leader/participant ratios as recommended by Australian Canoeing.

Note: where a group has to pass a crux point, travel a rapid, launch or recover through surf or perform any activity that increases the level of risk; only one participant shall be in the danger zone at any time AND a dedicated leader will be attendant to the participant in the danger zone.

3.6 Skills of Participants

The leader should take all reasonable steps to ensure that participants are competent to participate in the proposed activity. In this regard the leader should conduct an on-water familiarisation session to demonstrate and practise relevant skills and procedures including, but not limited to, rescue, self rescue and capsize drills. If the leader judges that a person is not sufficiently capable or responsible (eg by virtue of their age) to participate in the activity, then that person should not be permitted to.

As a minimum AC recommends that an individual should comply with the AC Safety Code. A copy of the Safety Code can be found in Appendix H.

4. EQUIPMENT

Equipment requirements vary with the objectives of the trip plan and the environmental conditions likely to be endured. When planning equipment requirements for a canoeing trip it is important that leaders consider all possible eventualities.

It is the responsibility of leaders to ensure that all participants carry with them all necessary equipment for the activity. They will also ensure that they have adequate emergency supplies to handle any likely contingency. In some situations such as Canoe and Kayak Lifeguards operating on very small bodies of water it is sufficient for much of the equipment to be available on shore and not carried in boats.

Detailed design and construction requirements of equipment can be found in Appendix E.

4.1 Boats and associated equipment

Kayaks and canoes used in all activities shall be of a type that is suitable for the nature and duration of the activity, the conditions expected during the activity, and the skill levels of all participants

Craft should:

- (a) Provide a stable platform allowing strokes to be performed effectively
- (b) Possess the strength to withstand all foreseeable forces
- (c) Not sink, but remain horizontal when swamped and be useable as buoyancy for its crew
- (d) Be capable of being towed by rope and grasped by hand
- (e) Allow for easy exit in the event of capsize
- (f) Not be designed, made of a material or finished in a way that could cause injury or impede exit

- (g) Be fitted with end loops or toggles
- (h) Be fitted with a footrest that will not allow feet to become entrapped and that will not break in the event of foreseeable paddling forces or impacts
- (i) Be of a colour that is clearly visible to other water users or rescue authorities
- (j) Positive buoyancy at each end which may consist of:
 - (i) Sturdy, waterproof bulkheads, fore and aft, with water tight hatch covers or
 - (ii) Integrated cockpits with watertight hatch covers or
 - (iii) Fixed flotation bags or
 - (iv) Being a 'sit on top' self-draining kayak.

Kayak paddlers are to wear spray decks on white water and the sea. Decked canoe paddlers are to wear spray decks on white water: they are optional on open canoes.

Rudders, skegs or retractable fins are recommended for use on sea kayaks, but paddlers should not be reliant on them for directional control of their craft.

Pump or self-bailer

The ability to remove water from a sea kayak cockpit is essential since the addition of water;

- Inhibits stability
- Increases the possibility of hypothermia
- Decreases endurance
- Increases the possibility of water and salt related problems such as blisters, infection, etc.

Personal vessels

To help ensure your safety;

- you should have a "bomb proof" method of re-entering your kayak after capsize (the preferred method is re-entry and roll)
- you should be able to paddle your boat, with a fully flooded cockpit, away from a dangerous situation in offshore conditions and then be able to completely evacuate the water from the cockpit in the same conditions
- It is recommended that a pump or self-bailer system is fitted. Choice of pump needs to give careful consideration to the skills of the paddler, the vessel and expected operational use (expert advice in this regard is recommended). NO pump system is fail safe and all pump systems require regular inspection and maintenance.

Vessels used for clients under supervision

- The kayak needs to be configured in a manner that a competent paddler can guide and assist the novice paddler back into the kayak in a safe and efficient manner.

- A method of evacuating any water from within the cockpit that can be accessed effectively by either the competent guide or novice paddler.

4.2 Paddles

Paddles are to be appropriate for the type of craft and the build and skill levels of the participants. One or more spare paddle(s) shall be carried by the group as appropriate for the activity, notably at sea and in remote areas.

Paddle parks are recommended for all participants while sea kayaking or in other exposed conditions such as large lakes.

4.3 Personal Flotation Devices

All participants are to wear an appropriate personal flotation device (PFD) whose construction complies with Australian Standards for Type 2, or Type 3 at all times while on the water.

PFDs should be the correct size for the wearer and be adjusted correctly whilst on the water.

A whistle attached to the buoyancy aid for emergency use is recommended to enable a person to attract attention.

Rescue PFDs should comply with the previously mentioned standards for type 3 PFDs. Towing cowtails must be quick release. The PFD must not contain any pocket or other component that may impede paddling, normal rescue practices or exit from craft. It is highly recommended that all PFDs be of a bright colour.

4.4 Helmets

AC recommends that helmets should:

- (a) Be made of strong, lightweight material, e.g. plastic or carbon fibre
- (b) Cover the head to provide ample protection to the forehead, temple and back of the head
- (c) Have enough positive buoyancy to float
- (d) Be a good fit so as not to move, but not to be so tight as to be uncomfortable
- (e) Have an effective fastener to fix the helmet securely in place
- (f) Have a good system to absorb the shock from impacts and to provide a separation distance between the outside of the helmet and the paddler's head.

A canoeing helmet which meets these requirements must be worn while paddling water Grade 2 and above and while surfing, paddling among rocks or in sea caves, and during rescue practice, and are optional for other canoeing activities. The helmet should be securely fixed whenever it is worn.

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4.5 Navigation Equipment

Maps and/or marine charts, compasses, and GPS receivers shall be carried as deemed appropriate for the navigational requirements of the activity, and shall be treated and/or stored in such a way as to make them water resistant.

No single navigation system should be relied upon. Where an electronic system such as a GPS is used, spare batteries and another position fixing method should be available.

4.6 Communication Equipment

The following communication equipment should be carried as appropriate for the activity and area of operation. Electronic and other equipment that can be damaged by water is to be carried in water resistant containers. Leaders are responsible to determine the equipment to be carried by all participants.

- (a) Marine whistle
- (b) Mobile phone
- (c) Signalling mirror
- (d) Marine VHF radio (operators should hold the VHF Certificate of Proficiency)
- (e) Flares (red, smoke, parachute)
- (f) Marine 27MHz radio
- (g) Torch
- (h) Strobe light
- (i) UHF radio
- (j) V-sheet
- (k) Satellite phone
- (l) Chemical light stick (or electronic equivalent)
- (m) EPIRB

4.7 Safety and Rescue Equipment

- (a) Basic rescue equipment should be carried where it is quickly and easily accessible.
- (b) All leaders are to have an appropriate towing system easily accessible so that it can be deployed quickly when needed. Other participants should also carry towlines, as appropriate for the activity and at the discretion of the leader. All towing systems must be quick-release, and should be set up so that they do not restrict the manoeuvrability of the towing boat.
- (c) Throw bags must be carried by all leaders on any activity involving moving water. They may also be carried by some other participants at the discretion of the leader. All participants should be trained in their use.
- (d) It is recommended that a rescue knife (safety knife) should be carried by all leaders on Whitewater. Knives should be quickly and easily accessible, but it is generally not considered appropriate to carry them on the outside of a PFD.
- (e) A basic repair kit should be carried by all leaders and by other participants at the leaders discretion. A roll of duct tape is considered a minimum requirement. A comprehensive group repair kit appropriate for the boats that are being used should be carried on all expeditions, particularly in remote areas.

4.8 Maintenance, Replacement and Storage of Equipment

All equipment used in canoeing activities should be used, maintained and stored according to manufacturers specifications where applicable

5. INCIDENT REPORTING

The reporting of accidents and incidents with the maintenance of an incident database allows all paddlers to benefit from the experiences of others.

Australian Canoeing maintains records of canoeing incidents and accidents that resulted in injury or had the potential to result in injury.

Australian Canoeing Instructors and Guides are encouraged to complete an incident report form and forward directly to AC for processing. These records are stored centrally and regularly reviewed to identify trends. Incident and accident reporting is a valuable risk management tool that assists Australian Canoeing in identifying injury trends. The timely and accurate recording of incident or accident-related information can also help Australian Canoeing and its insurer to defend possible liability claims resulting from injuries that may have occurred during an organised activity under Australian Canoeing's control.

An Incident Report Form is found in Appendix G and can be obtained of the AC website www.canoe.org.au or by contacting the AC office on (02) 9552 4500.

6. OTHER REQUIREMENTS

6.1 Clothing

The outer layer, whether PFD, cag or other should be of a colour that makes it easily visible for other water users or rescue services.

Clothing is to be of a material and design that give adequate protection from the weather conditions that are expected during the activity. The protective qualities of the clothing shall not be significantly reduced when the material is wet.

Suitable clothing includes but is not limited to wetsuits, dry suits, thermal underwear, synthetic fleece, and paddling jackets for cold weather, and Lycra® rash shirts, stinger suits, and synthetic water-sports shirts in hot conditions.

Footwear is to be worn at all times while paddling. It is to provide adequate protection when the wearer is in the boat, and while walking both in and out of the water. The design should be such that the footwear cannot come off easily, especially while walking in water or mud. Heavy boots of any style shall not be worn. Footwear must also not be of a design that may become caught on foot pegs (some sandal types are dangerous when worn with some foot peg systems).

Hats should be worn at all times while on the water, and should provide adequate sun protection and/or warmth as required. Broad brimmed and legionnaire style hats provide suitable sun protection. Baseball caps do not and should not be worn without additional sun protection.

Sunglasses and prescription spectacles should be secured with a suitable restraint.

leaders should carry extra dry clothing, as appropriate, for the participants, the paddling conditions and the duration of the activity.

6.2 Sun Protection

Leaders should adhere to and promote best practice sun protection behaviour. In the case of UV protection, best practice includes:

- (a) Regular use of high protection factor sunscreen on all exposed areas. Reapplication at least every 2 hours (more often when sweating or in spray/wet environments)
- (b) Regular use of a high protection factor lip balm
- (c) Use of a wide brim hat or a style that gives 360 degrees protection. The hat should be tied on. Where helmets are used, liberal, regular use of sunscreen is required. Helmets with visors should be used if available
- (d) Long sleeve shirts with a collar, appropriate to the conditions (rash vests, thermal tops, cags, etc.) should be worn
- (e) In the event that legs are exposed for prolonged periods then liberal, regular use of sunscreen is a minimum. A full length pant, of a fit and material that is safe and comfortable for swimming, is preferable
- (f) Eye protection from solar UV radiation is recommended, particularly in highly reflective environments (the paddling environment). Sunglasses should be chosen for their UV protection

6.3 Food and drink

Adequate food and drink supplies as appropriate for the nature and duration of the activity for all participants should be carried. It is recommended that high-energy foods should be carried, particularly in colder weather.

Guides/Instructors are not qualified by virtue of their AC qualifications to determine the suitability of lake or river water for human consumption. The condition of water should be checked with the relevant body and if any concerns exist; water should be carried or an acceptable water purification method should be used.

7. FURTHER INFORMATION

Australian Canoeing ("AC") is the Peak National Sporting Organisation responsible for the management, coordination, development and promotion of paddle sports in Australia. One of its primary responsibilities is the promotion of safe canoeing practices.

AC is governed by a Board of Directors who are elected by the seven State Association Members of AC.

The Board is advised by an Education and Safety Technical Committee whose powers and authorities are delegated by the Board of Directors. It is the responsibility of all committee members to act within the parameters of these delegated powers and authorities. The Committee was previously known as the Australian Board of Canoe Education. In summary the role of the Committee is as follows:

- (a) A forum for consideration of practical issues and resolution of problems
- (b) A source of expert advice and assistance to the Board of Directors and Australian Canoeing
- (c) A review body and commentator (in relation to discussion papers, reports, etc)
- (d) A source of policy proposals and reform initiatives

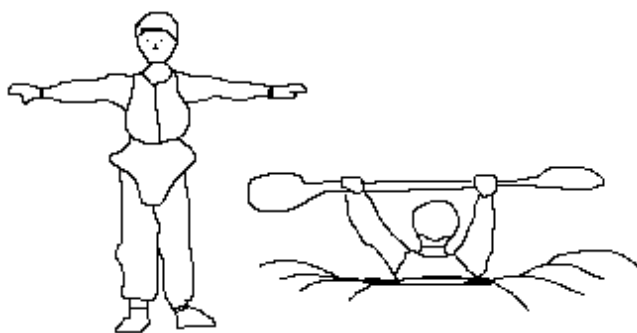
- (e) A monitor of practice standards and advocate of ongoing training and skills development
- (f) A liaison body

For further information on this standard or other information on Australian Canoeing, contact:

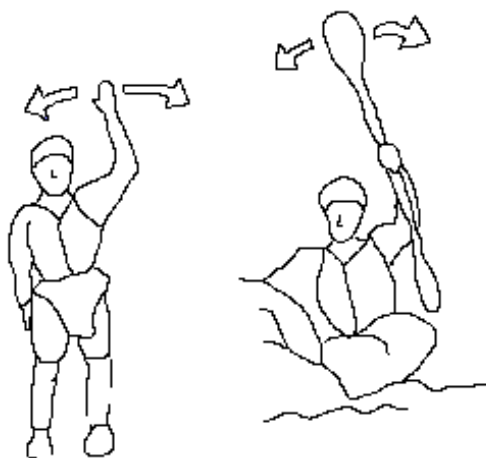
Australian Canoeing
PO Box 666
Glebe NSW 2037
Tel: (02) 9552 4500
Fax: (02) 9552 4457
Email: info@canoe.org.au,
Internet: www.canoe.org.au

APPENDIX A – NATIONAL STANDARD SIGNALS

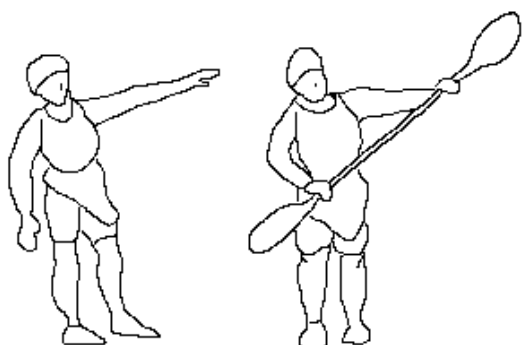
River Signals



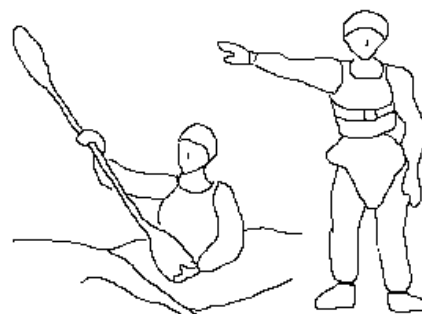
STOP



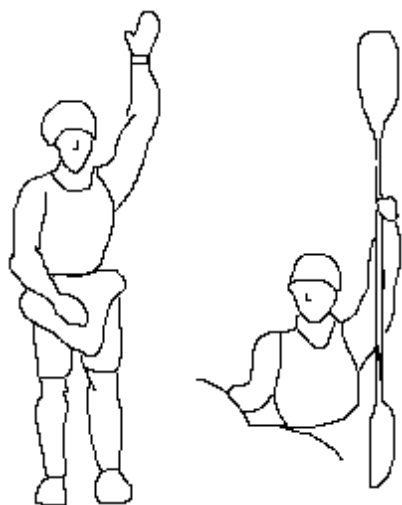
HELP/EMERGENCY



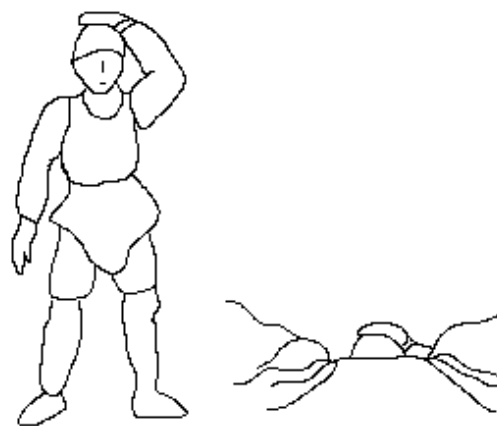
GO RIGHT



GO LEFT



ALL CLEAR



OK

Sea Signals

Leaders of sea kayaking activities must adopt a series of signals appropriate to the context that is simple and allows communication amongst their group in sea conditions. It is recommended that these signals be adapted from the international river signals.

APPENDIX B – SEA AND RIVER GRADINGS

International River Grading System

The International River Grading System has been designed to provide an indication of the degree of difficulty of a rapid and/or river. It is not an absolute scale and should be used with the understanding that the scale does not indicate the full extent of hazards that may be encountered on a river.

- (a) The degree of remoteness, overhanging trees and other elements that add risk to the trip that aren't actually part of the river, are not accounted for in this system.
- (b) Rivers tend to be graded by the grade of the majority of the rapids they contain, but there may be one or two much harder rapids on the river.
- (c) The skills needed to paddle, for example, technical Grade 4 Rivers are very different from the skills needed to paddle big volume Grade 4 Rivers.
- (d) It should be remembered that the higher the grading the greater the risks involved in swimming.
- (e) Paddling one very difficult rapid, say Grade 4, presents a different level of risk than paddling an entire river of continuous Grade 4 rapids.
- (f) The degree of difficulty of rivers can change significantly at different water levels.
- (g) Slight variations in the interpretation of the grading will exist in each local region according to the nature of the rivers found there

Experienced local paddlers are the best source of information about rivers

The following descriptions are a basic guide to each grade.

Grade 1: Easy

Slow to medium flowing water with very small, regular waves or riffles. Relatively few obstacles, with an easy path to find and follow. Suitable for novices.

Grade 2: Medium

Rapids are straightforward with medium sized, regular waves. The path through rapids can be clearly seen from the water and is often indicated by well-defined chutes or 'V's of water. There are some obstacles that require manoeuvring around, but paddlers with a good command of basic strokes can easily miss them.

Grade 3: Difficult

Rapids have moderate, irregular waves and strong currents. Manoeuvring is required to follow the preferred route. Small to medium sized stoppers may have to be negotiated. The route is difficult for inexperienced paddlers to see and scouting is advisable. Suitable for experienced Whitewater paddlers, with the ability to roll an advantage.

Grade 4: Advanced

Rapids have large waves and powerful confused, currents. Drops are big and stoppers can be large and unavoidable. Fast manoeuvres may need to be made. The route is not clear, and scouting may be needed. Suitable only for very experienced Whitewater paddlers with consistent skills and reliable rolls.

Grade 5: Expert

Extremely long, obstructed or powerful rapids. Rapids may contain very large unavoidable drops, waves, and stoppers and turbulent, unpredictable currents. Fast and accurate manoeuvring is necessary. Eddies may be very small, turbulent and scarce. The route is complex and scouting is highly recommended.

Suitable only for expert paddlers, who are willing to accept the higher level of risk. Rolling in adverse conditions is essential. Swimming is very dangerous.

Grade 6: Extreme

Rapids are extremely technically difficult, powerful and unpredictable. They are rarely paddled, and if they are paddled successfully they are usually downgraded to Grade 5 plus.

The river cannot be paddled without severe risk to life.

Sea Conditions Grading

Sea conditions vary depending many factors including the following:

- (a) Beaufort number
- (b) Duration the wind has been blowing
- (c) Fetch – distance over which the wind has blow
- (d) Depth
- (e) Bottom type and shape
- (f) Presence and type of shore lines
- (g) Currents
- (h) Air and sea temperature
- (i) Tide

APPENDIX C – LEADER TO PARTICIPANT RATIOS

Ratios for flatwater / inland kayaking/canoeing

In adverse weather, the conditions on a large body of inland water can approach those found at sea. And water temperatures, even in summer, may be much lower than equivalent sea temperatures.

Control of a group can be rapidly lost as conditions deteriorate, and capsizes occur. Under such conditions, as at sea, it can be difficult to keep the group together unless they are able to respond skilfully and effectively to instructions – the larger the group, the more so.

The acceptable ratio of leader/guides to participants for conducting group kayaking or canoeing activities on inland water is **1:6 or 1:8** in double canoes or kayaks.

Supervision should be increased towards a ratio of **1:4** under the following conditions;

- Participants have special needs, including behavioural, physical or mental disability.
- Participants are primarily younger children.
- Weather conditions are poor (existing or forecast), with white horses, wind and/or cold water.
- Any planned trip is along a committing shoreline with few safe egress points
- The area is remote from observation/rescue.
- The body of water is subject to unpredictable winds, common in mountainous areas.

Supervision should be increased towards a ratio of **1:12** under the following conditions;

- All participants are 17 years of age or older.
- All participants are competent, both individually and as a group, to deal with likely problems, which may be encountered.
- Good weather forecast with light/favourable winds, flat and warm water which present little risk to participants.
- Area is in a non-remote where assistance from other groups or craft might be available.
- Planned trip will stay close to an easily accessible shoreline.

Ratios for white water kayaking/canoeing on moving rivers up to Grade 3

Communication problems caused by water noise, helmets covering ears, and a shortage of safe, 'assembly points', will always make the management of a large group extremely difficult. The value of a qualified assistant (to bring up the rear, or pre-shoot a rapid, or deal with individual problems) cannot be over-emphasised when paddling on moving water.

The acceptable ratio for conducting group kayaking or canoeing activities in moving water up to grade four is **1:6**.

Supervision should be increased towards a ratio of **1:4** under the following conditions;

- Participants have special needs, including behavioural, physical or mental disability
- Participants are primarily younger children
- The river being paddled is in flood
- The water temperature is cold and may affect participant's capabilities
- The river is in a remote area
- The river is known to have few large breakouts
- The river has continuous sections of technical water
- The river has frequent 'pinning' hazards (rocks, trees, etc)
- Egress is required above more hazardous sections

Supervision may be relaxed towards a ratio of **1:10** under the following conditions;

- All participants are 17 years of age or older
- All participants are competent white water paddlers for the river grade expected
- All participants are reliable rollers
- River levels are moderate and known well by the leader
- Water temperatures are warm and present little risk to participants
- The river section is known well by leader
- The river section has regular access/egress points with good, regular break-outs
- The river section is readily accessible to external assistance
- The leader holds a higher qualification than required for the river grade

Ratios for Sea Kayaking

The effect (not always obvious) of winds and currents on novice paddling groups at apparently benign-looking beaches, can be dramatic. Local knowledge, and experience in this type of environment is vital for leaders.

Control of a group at sea can be rapidly lost as conditions deteriorate, and capsizes occur. Under such conditions, it can be impossible to keep the group together unless they are able to respond skilfully and effectively to instructions – the larger the group, the more so.

Some tidal estuaries, whilst sheltered at times, at other times, can present severe open sea hazards.

The acceptable ratio of leader/guides to participants for conducting group kayaking or canoeing activities at sea is **1:6** or **1:8** if using double kayaks.

Supervision should be increased towards a ratio of **1:2** considering the following conditions/variables:

- Participants have special needs, including behavioural, physical or mental disability
- Participants are primarily children
- Foreseeable conditions are poor including swell, breaking waves, spring tides and/or wind (especially if against tide)
- The water temperature is cold and may affect participants' capabilities
- A trip is being undertaken which;
 - Is along a committing shoreline
 - Is remote from observation
 - Involves unavoidable tide races or overfalls
- Access or egress will foresee involve surf > 1 metre

Supervision may be relaxed towards a ratio of **1:10** under the following conditions:

- All participants are adults
- All participants are competent, both individually and as a group, to deal with likely problems, which may be encountered
- All participants are reliable rollers
- Good weather forecast for a stable sea state with no spring tides or tidal stream
- Water temperatures are warm and present little risk to participants
- The location/route is in not remote and assistance from other groups or craft is available
- The location/route is always close to an easily accessible shoreline
- The leader holds a higher qualification than required for the activity

APPENDIX D – UNITS OF COMPETENCE COVERED BY AC AWARDS

Each individual Award of the Australian Canoeing Award Scheme meets or exceeds the requirements of a cluster of units of competency. To find out exactly what is covered in each unit of competency either look up the unit at www.ntis.gov.au or purchase the National Outdoor Recreation Industry training package SRO 99 / SRO 03. Links from the Australian Canoeing website (Canoe Education Zone) have been established to each individual Unit Code.

When a person has been assessed as competent for an Australian Canoeing Award, the candidate can register that award with Australian Canoeing through the National Training Provider who presented the course. To be considered for an Australian Canoeing Award:

- (a) The award has to be assessed by an Australian Canoeing Assessor with the appropriate award they are assessing (this includes claims for RPL)
- (b) The assessment process must be conducted through an Australian Canoeing National Training Provider.
- (c) The candidate must demonstrate the ability to operate in the full capacity of the award, in context, under the assessment guidelines in the award definition. Award definitions can be found at www.canoe.org.au/canoe-education/Awards/complete.html

More information on the Australian Canoeing Award Scheme is available on the AC website www.canoe.org.au

First Aid Certification Requirements

All Instructor, Guide and Rescue Awards are valid only when a current first aid qualification is held. Qualifications must be accredited by the respective state's OH&S governing body

Units of competency – SRO 03**Skill Awards****Flatwater Canoe Skills Award**

Unit Code	Description
SRO CNE 001A	Demonstrate simple canoeing skills
SRO NAV 001B	Navigate in tracked or easy untracked areas.
SRO ODR 001A	Apply basic outdoor recreation logistics
SRO OPS 001B	Implement minimal environmental impact practices
SRO OPS 003B	Apply weather information

Flatwater Kayak Skills Award

Unit Code	Description
SRO KYK 001A	Demonstrate simple kayaking skills
SRO NAV 001B	Navigate in tracked or easy untracked areas.
SRO ODR 001A	Apply basic outdoor recreation logistics
SRO OPS 001B	Implement minimal environmental impact practices
SRO OPS 003B	Apply weather information

Introduction to Sea Kayak Skills Award

Unit Code	Description
SRO KYS 001A	Demonstrate simple sea kayaking skills
SRO NAV 001B	Navigate in tracked or easy untracked areas
SRO OPS 001B	Implement minimal environmental impact practices
SRO OPS 003B	Apply weather information
SRO ODR 001A	Apply basic outdoor recreation logistics

Introduction to Whitewater Canoe Skills Award

Unit Code	Description
SROCNE 001A	Demonstrate simple canoeing skills
SRX OPS 001B	Implement minimal environmental impact practices
SRO OPS 003B	Apply weather information
SRO NAV 001B	Navigate in tracked or easy untracked areas
SRO WWR 001B	Apply self rescue skills in white water
SRO ODR 001A	Apply basic outdoor recreation logistics

Introduction to Whitewater Kayak Skills Award

Unit Code	Description
SRO KYK 001B	Demonstrate simple kayaking skills
SRX OPS 001B	Implement minimal environmental impact practices
SRO OPS 003B	Apply weather information
SRO NAV 001B	Navigate in tracked or easy untracked areas
SRO WWR 001B	Apply self rescue skills in white water
SRO ODR 001A	Apply basic outdoor recreation logistics

Sea Kayak Skills Award

Unit Code	Description
SRO KYS 002A	Demonstrate simple sea kayaking skills to a high standard
SRO KYS 003A	Apply sea kayaking skills in moderate conditions
SRO KYS 005A	Plan and navigate a sea kayaking inshore passage
SRO OPS 004B	Interpret weather conditions in the field
SRO OPS 007B	Interpret weather for a marine environment
SRO CNE 003A	Perform deep water rescues
SRO NAV 002B	Navigate in difficult or trackless areas

Whitewater Canoe Skills Award

Unit Code	Description
SRO CNE 002A	Demonstrate simple canoeing a high standard
SRO CNE 003A	Perform deep water rescues
SRO CNE 004A	Apply complex inland canoeing skills on Grade 2 water
SRO OPS 004B	Interpret weather conditions in the field
SRO WWR 002B	Perform white water rescues and recoveries

Whitewater Kayak Skills Award

Unit Code	Description
SRO KYK 002A	Demonstrate simple kayaking a high standard
SRO CNE 003A	Perform deep water rescues
SRO KYK 003A	Apply complex inland kayaking skills on Grade 2 water
SRO OPS 004B	Interpret weather conditions in the field
SRO WWR 002B	Perform white water rescues and recoveries

Advanced Sea Kayak Skills Award

Unit Code	Description
SRO KYS 004A	Apply sea kayaking skills in difficult conditions
SRO NAV 003B	Navigate in unmodified landscapes in extreme environmental conditions

Advanced Whitewater Canoe Skills Award

Unit Code	Description
SRO CNE 005A	Apply inland canoeing skills on Grade 3 water
SRO WWR 003B	Perform a comprehensive range of white water rescues and recoveries

Advanced Whitewater Kayak Skills Award

Unit Code	Description
SRO KYK 004A	Apply inland kayaking skills on Grade 3 water
SRO WWR 003B	Perform a comprehensive range of white water rescues and recoveries

Rescue Awards**River Rescue Award**

Unit Code	Description
SRO CNE 003A	Perform deep water rescues
SRX OHS 001B	Follow defined Occupational Health and Safety policy and procedures
SRO WWR 001B	Apply self rescue skills in white water
SRO WWR 002B	Perform white water rescues and recoveries
SRO WWR 003B	Perform a comprehensive range of white water rescues and recoveries
SRX INU 002A	Apply sport and recreation law
SRX RIK 001A	Undertake risk analysis of activities

Leader**Sea Leader Award**

Unit Code	Description
SRO ODR 006A	Manage risk in an outdoor activity
SRX GRO 003A	Provide leadership to groups
SRX OHS 001B	Follow defined Occupational Health and Safety policy and procedures
SRX RIK 001A	Undertake risk analysis of activities

Lifeguard**Canoe Lifeguard**

Unit Code	Description
SRO CNE 001A	Demonstrate simple canoeing skills
SRO CNE 003A	Perform deep water rescues
SRO OPS 001B	Implement minimal environmental impact practices
SRO ODR 002A	Plan outdoor recreation activity
SRX OHS 001B	Follow defined Occupational Health and Safety policy and procedures
SRX RIK 001A	Undertake risk analysis of activities
SRO ODR 006A	Manage risk in an outdoor activity

Kayak Lifeguard

Unit Code	Description
SRO KYK 001A	Demonstrate simple kayaking skills
SRO CNE 003A	Perform deep water rescues
SRO OPS 001B	Implement minimal environmental impact practices
SRO ODR 002A	Plan outdoor recreation activity
SRX OHS 001B	Follow defined Occupational Health and Safety policy and procedures
SRX RIK 001A	Undertake risk analysis of activities
SRO ODR 006A	Manage risk in an outdoor activity

Guide Awards

Guide Flatwater Canoe (Level 1) Award

Unit Code	Description
SRO CNE 002A	Demonstrate simple canoeing skills to a high standard
SRO CNE 003A	Perform deep water rescues
SRO ODR 002A	Plan outdoor recreation activities
SRO ODR 003A	Plan outdoor recreation activities (advanced)
SRO ODR 006A	Manage risk in an outdoor activity
SRO OPS 006A	Use and maintain a temporary or overnight site
SRX OHS 001B	Followed define Occupational Health and Safety policy and procedures
SRX GRO 003A	Provide leadership to groups
SRO CNE 006A	Guide canoeing trips on flat and undemanding water
SRX RIK 001A	Undertake risk analysis of activities

Guide Flatwater Kayak (Level 1) Award

Unit Code	Description
SRO KYK 002A	Demonstrate simple kayaking skills to a high standard
SRO CNE 003A	Perform deep water rescues
SRO ODR 002A	Plan outdoor recreation activities
SRO ODR 003A	Plan outdoor recreation activities (advanced)
SRO ODR 006A	Manage risk in an outdoor activity
SRX OHS 001B	Followed define Occupational Health and Safety policy and procedures
SRX GRO 003A	Provide leadership to groups
SRO CNE 006A	Guide canoeing trips on flat and undemanding water
SRX RIK 001A	Undertake risk analysis of activities

Guide Sea Kayak (Level 2) Award

Unit Code	Description
PUA OPE 002A	Operate communications systems and equipment
SRO OPS 006A	Use and maintain an temporary or overnight site
SRO ODR 002A	Plan outdoor recreation activities
SRO ODR 003A	Plan outdoor recreation activities (advanced)
SRO ODR 005A	Guide outdoor recreation sessions
SRO KYS 006 A	Guide sea kayaking trips (easy to moderate conditions)

Guide Whitewater Canoe (Level 2) Award

Unit Code	Description
SRX CAI 006B	Organise a sport and recreation program
SRX CAI 007B	Conduct a sport and recreation program
SRO CNE 008A	Guide canoeing trips on Grade 2 water
SRO WWR 004A	Instruct whitewater rescues

Guide Whitewater Kayak (Level 2) Award

Unit Code	Description
SRX CAI 006B	Organise a sport and recreation program
SRX CAI 007B	Conduct a sport and recreation program
SRO KYK 007A	Guide kayaking trips on Grade 2 water
SRO WWR 004A	Instruct whitewater rescues

Adv Guide Sea Kayak (Level 3) Award

Unit Code	Description
SRO OPS 005A	Apply search and rescue skills
SRX EMR 001A	Respond to emergency situations
SRX EMR 002A	Coordinate emergency response
SRX RIK 001A	Undertake risk analysis of activities
SRO ODR 006A	Manage risk in an outdoor activity
SRX OHS 001B	Follow defined Occupational Health and Safety procedures and practices
SRO KYS 008A	Guide sea kayaking trips (moderate to difficult conditions)
SRX GRO 003A	Provide leadership to groups

Adv Guide Whitewater Canoe (Level 3) Award

Unit Code	Description
SRO CNE 010A	Guide canoeing trips on Grade 3 water
SRX GRO 003A	Provide leadership to groups

Adv Guide Whitewater Kayak (Level 3) Award

Unit Code	Description
SRO KYK 009A	Guide kayaking trips on Grade 3 water
SRX GRO 003A	Provide leadership to groups

Instructor Awards**Instructor Flatwater Canoe (Level 1) Award**

Unit Code	Description
SRO CNE 002A	Demonstrate simple canoeing skills to a high standard
SRO CNE 003A	Perform deep water rescues
SRO ODR 002A	Plan outdoor recreational activities
SRO ODR 003A	Plan outdoor recreational activities (advanced)
SRO ODR 006A	Manage risk in an outdoor activity
SRO OPS 006A	Use and maintain an temporary or overnight site
SRX OHS 001B	Follow defined Occupational Health and Safety procedures and practices
SRX GRO 003A	Provide leadership to groups
SRO CNE 006A	Guide canoeing trips on flat and undemanding water
SRO CNE 006A	Instruct canoeing trips on flat and undemanding water
BSZ 404A	Train small groups
SRX RIK 001A	Undertake risk analysis of activities

Instructor Flatwater Kayak (Level 1) Award

Unit Code	Description
SRO KYK 002A	Demonstrate simple kayaking skills to a high standard
SRO CNE 003A	Perform deep water rescues
SRO ODR 002A	Plan outdoor recreational activities
SRO ODR 003A	Plan outdoor recreational activities (advanced)
SRO ODR 006A	Manage risk in an outdoor activity
SRO OPS 006A	Use and maintain an temporary or overnight site
SRX OHS 001B	Follow defined Occupational Health and Safety procedures and practices
SRX GRO 003A	Provide leadership to groups
SRO KYK 006A	Guide kayaking trips on flat and undemanding water
SRO CNE 006A	Instruct kayaking trips on flat and undemanding water
BSZ 404A	Train small groups
SRX RIK 001A	Undertake risk analysis of activities

Instructor Sea Kayak (Level 2) Award

Unit Code	Description
PUA OPE 002A	Operate communications systems and equipment
SRO OPS 006A	Use and maintain an temporary or overnight site
SRO ODR 002A	Plan outdoor recreation activities
SRO ODR 003A	Plan outdoor recreation activities (advanced)
SRO ODR 005A	Guide outdoor recreation sessions
SRO KYS 006 A	Guide sea kayaking trips (easy to moderate conditions)
SRO KYS 007A	Instruct sea kayaking trips (easy to moderate conditions)
BSZ 404A	Train small groups

Instructor Whitewater Canoe (Level 2) Award

Unit Code	Description
SRO WWR 004A	Instruct white water rescues
SRX CAI 006A	Organise a sport and recreation program
SRX CAI 007A	Conduct a sport and recreation program
SRO CNE 008A	Guide canoeing trips on Grade 2 water
SRO CNE 009A	Instruct canoeing trips on Grade 2 water
BSZ 404A	Train small groups

Instructor Whitewater Canoe (Level 2) Award

Unit Code	Description
SRO WWR 004A	Instruct white water rescues
SRX CAI 006A	Organise a sport and recreation program
SRX CAI 007A	Conduct a sport and recreation program
SRO KYK 007A	Guide kayaking trips on Grade 2 water
SRO KYK 008A	Instruct kayaking trips on Grade 2 water
BSZ 404A	Train small groups

Adv Instructor Sea Kayak (Level 3) Award

Unit Code	Description
SRO OPS 005A	Apply search and rescue skills
SRX EMR 001A	Respond to emergency situations
SRX EMR 002A	Coordinate emergency response
SRX RIK 001A	Undertake risk analysis of activities
SRO ODR 006A	Manage risk in an outdoor activity
SRX OHS 001B	Follow defined Occupational Health and Safety procedures and practices
SRO KYS 008A	Guide sea kayaking trips (moderate to difficult conditions)
SRX GRO 003A	Provide leadership to groups
SRO KYK 009A	Instruct sea kayaking trips (moderate to difficult conditions)
BSZ 406 A	Plan a series of training sessions
BSZ 407A	Deliver training sessions
BSZ 408A	Review training

Adv Instructor Whitewater Canoe (Level 3) Award

Unit Code	Description
SRO CNE 010A	Guide canoeing trips on Grade 3 water
SRO CNE 011A	Instruct canoeing trips on Grade 3 water
SRX GRO 003A	Provide leadership to groups
SRO WWR 004A	Instruct white water rescue
BSZ 406 A	Plan a series of training sessions
BSZ 407A	Deliver training sessions
BSZ 408A	Review training

Adv Instructor Whitewater Kayak (Level 3) Award

Unit Code	Description
SRO KYK 009A	Guide kayaking trips on Grade 3 water
SRO KYK 010A	Instruct kayaking trips on Grade 3 water
SRX GRO 003A	Provide leadership to groups
SRO WWR 004A	Instruct white water rescue
BSZ 406 A	Plan a series of training sessions
BSZ 407A	Deliver training sessions
BSZ 408A	Review training

APPENDIX E – EQUIPMENT

Whitewater Equipment Standards**Kayaks and Canoes**

The kayak or canoe must be constructed specifically to reduce the risk of bending, folding or entrapment. Specifically craft should be fitted with internal supports to resist folding. The cockpit set up should be such that the vessel grips the occupant firmly for maximum control AND so that the occupant can exit the vessel easily.

- (a) Craft should not collapse onto the paddler's legs
- (b) Depth of the cockpit, height of cockpit rim and any seat strapping must not impede exit
- (c) Any restraining device must be single handed, single action, quick release
- (d) Bow and stern must be rounded
- (e) Apart from the cockpit, the boat should be filled with buoyant material, excluding as much water as possible
- (f) Craft shall not sink when swamped, should remain horizontal and should support its occupant in the water.
- (g) End loops or toggles should be fitted within 30 cm of the bow and stern, minimum diameter of 10mm with a breaking strain of 8000N. The loops must not allow the full insertion of a hand
- (h) Footrests should be constructed so that feet will not become jammed.

Paddle

- (a) Paddle should allow the full range of strokes, braces and rescues and be strong enough to withstand the forces involved in all aspects of whitewater paddling including impacts with rocks.

Spraycover

- (a) Spraycover must correctly fit the craft and stay fitted during all aspects of Whitewater paddling.

PFD

- (a) PFD must confirm to Australian Canoeing safety policy standards for PFDs.

Sea Kayak Equipment Standards

Kayak

When used in sea conditions, the kayak must be a recognised sea kayak with;

- (a) **Minimum volume cockpit** (bulkheads or integrated cockpit) so that the kayak is controllable in sea conditions with the cockpit flooded.
- (b) **Positive buoyancy** made up of compartments or fixed floatation. It is recommended that empty compartments be filled with buoyancy material (inflated wine/spring water/fruit juice cask bladders, etc.) that will minimise the amount of water that enters a compartment in the event that its integrity is compromised.
- (c) **Deckline system** of at least 6mm in diameter that is secured to the deck with fastenings that will not fail under normal sea conditions and that are sufficiently spaced to keep the deckline controlled. The deckline system plus cockpit surrounds should provide handholds for the complete length of the kayak.
- (d) **Toggles or other safe handholds** as near as practical to the bow and stern. If used, hand loops must not allow the full insertion of a hand.
- (e) **Pump or self-bailer**

The ability to remove water from a sea kayak cockpit is essential since the addition of water;

- Inhibits stability
- Increases the possibility of hypothermia
- Decreases endurance
- Increases the possibility of water and salt related problems such as blisters, infection, etc.

Personal vessels

To help ensure your safety;

- you should have a “bomb proof” method of re-entering your kayak after capsize (the preferred method is re-entry and roll)
- you should be able to paddle your boat, with a fully flooded cockpit, away from a dangerous situation in offshore conditions and then be able to completely evacuate the water from the cockpit in the same conditions
- It is recommended that a pump or self-bailer system is fitted. Choice of pump needs to give careful consideration to the skills of the paddler, the vessel and expected operational use (expert advice in this regard is recommended). NO pump system is fail safe and all pump systems require regular inspection and maintenance.

Vessels used for clients under supervision

- The kayak needs to be configured in a manner that a competent paddler can guide and assist the novice paddler back into the kayak in a safe and efficient manner.
- A method of evacuating any water from within the cockpit that can be accessed effectively by either the competent guide or novice paddler.

Paddle

- (a) Paddle should allow the full range of strokes, braces and rescues and be strong enough to withstand the forces involved in all aspects of sea kayaking including surf launches and landings.

Spraydeck, cover or skirt

- (a) Spraydeck must correctly fit the craft and stay fitted during all aspects of sea kayaking.

PFDs

- (a) PFD must conform to Australian Canoeing safety policy standards for PFDs.

Spare paddle system

- (a) A spare paddle must be available for immediate use, number to be determined by the activity and group size and skill level.

Towline

- (a) A quick release towline of at least 15 metres long with a float that will support the system including any clips/karabiners if unclipped. Waist tow systems are not recommended for use at sea because of the forces involved. Consideration needs to be given to the thickness and stretch characteristics of the rope in terms of safety, ease of deployment and recovery/repacking.

Paddle park or leash

- (b) A Paddle leash system allowing the paddle to be restrained whilst used should be available. Consideration needs to be given to the safety aspects of tethering the paddle to the person or kayak.

APPENDIX F – SAMPLE FLOAT PLAN

Prepared by _____ Date ____/____/____

If the group has not reported by;

Time _____ Date ____/____/____

Call Emergency Contact _____ at _____

Search and Rescue Agency

Phone

Group Contact / Agent / Safety Person / Logistics Person

Name _____ Phone _____

Availability (time, hours per day) _____

Location and Vehicle details _____

Group Instructors/Guides

Name	Age	M/F	Phone	Boat Colours	Skill Level	Medical Info

Group Members

Name	Age	M/F	Emergency Phone	Boat Colours	Skill Level	Medical Info

If insufficient space attach list

Total number in Party _____

Departure Point

Location _____ Time _____ Date ____/____/____

Vehicles at site

Make/Model	Year	Colour	Registration

Destination

Location _____ Time _____ Date ____/____/____

Vehicles at site

Make/Model	Year	Colour	Registration

Planned Route

Maps/charts used _____

Day/s	Destination	Location <small>(Grid reference/latitude and longitude)</small>	Initial track on departure

Alternates

Day/s	Location/Route

Equipment

Tents N^o _____ Colours _____
 First Aid Kits N^o _____
 Fire starting materials _____

Food and Water

Water Supplies _____ days
 Food supplies _____ days
 Resupply points _____

Communications

		Hours Monitored
Mobile Phone	<input type="checkbox"/> Number/s _____	_____
VHF	<input type="checkbox"/> Callsign _____	_____
27 MHz	<input type="checkbox"/> Callsign _____	_____
Other _____	<input type="checkbox"/> _____	_____

Signalling Devices

EPIRB <input type="checkbox"/>	Signal Mirror <input type="checkbox"/>	Flares: Smoke <input type="checkbox"/>
Strobe <input type="checkbox"/>	Chem light sticks <input type="checkbox"/>	Handheld red <input type="checkbox"/>
Flashlights <input type="checkbox"/>		Parachute <input type="checkbox"/>

Notes

APPENDIX G – INCIDENT REPORT

Introduction

This form is to enable the collection and compilation of information and statistics about incidents involving canoes and kayaks which result in death, injury, and damage, or which have the potential to do so.

Please complete the form to the best of your ability, making enquiries and investigations if necessary. Include more information in writing, with maps and diagrams and a covering letter outlining the event.

Please send in this form even if you know someone else is filling one out for the same incident. The more information, from as many sources, the better the understanding of the incident, and the better the measures that can be put into place to reduce further incidents.

Instructions

- Please note that all measurements are to be in SI units only: metres, kilometres, kilograms, etc.
- Where only one person or boat is involved, tick the appropriate boxes. If two or more, use letters (A, B, C, etc) to distinguish the individuals.

1 Information on Injured Party

First Name Postal Address

Last Name

Canoe Club Member Yes No Suburb/Town

Canoe Club State Postcode

Age Sex Height _____ cm Weight _____ kg

Physical Condition Fit Unfit

Swimming Ability Nil Poor Fair Good

Paddling Experience nil Basic Skills Proficient Advanced

Previous Experience of Area Yes No Name of Partner

Clothing	Yes	No	Type	Comments
PFD	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Helmet	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Wet Suit	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Wool / Synthetic Garments	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Anorak	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Footwear	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Spraycover	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

7 Declaration

I declare that all information contained in this Incident Report for Australian Canoeing to be true and accurate at the time of submission and that I shall notify Australian Canoeing in the event of change of information.

First Name Postal Address

Last Name

Phone Suburb/Town

Mobile State Postcode

Email

Qualifications 1 2

Your Involvement

Signature

2 Details of the Incident		Tick all the appropriate boxes	
Date	<input style="width: 100px;" type="text"/> / <input style="width: 100px;" type="text"/> / <input style="width: 100px;" type="text"/> <small>DD / MM / YY</small>	Time	<input style="width: 150px;" type="text"/> am / pm
Outcome:			
Death	<input type="checkbox"/>	Serious Injury	<input type="checkbox"/>
Minor Injury	<input type="checkbox"/>	CPR Used	<input type="checkbox"/>
Hospitalisation	<input type="checkbox"/>		
Damage to craft:			
Total Loss	<input type="checkbox"/>	Substantial	<input type="checkbox"/>
Minor	<input type="checkbox"/>		
Organisations involved:			
Police	<input type="checkbox"/>	Ambulance	<input type="checkbox"/>
Fire	<input type="checkbox"/>	Other	<input style="width: 150px;" type="text"/>
<small>eg. State emergency services, volunteer coastguard, media</small>			
Name of Leader of Group	<input style="width: 200px;" type="text"/>	Number in Party	<input style="width: 100px;" type="text"/>

Nature of the trip		
<input type="checkbox"/> Private	<input type="checkbox"/> Club	<input type="checkbox"/> School
<input type="checkbox"/> Commercial	<input type="checkbox"/> Training	
<input type="checkbox"/> Day	<input type="checkbox"/> Overnight	<input type="checkbox"/> Expedition

Perceived contributing factors		
<input type="checkbox"/> Poor planning	<input type="checkbox"/> Poor judgment	<input type="checkbox"/> Inexperience
<input type="checkbox"/> Inadequate skills	<input type="checkbox"/> Inadequate equipment	<input type="checkbox"/> Inadequate group rescue skills
<input type="checkbox"/> Lack of self-rescue skills	<input type="checkbox"/> Lack of rescue equipment	<input type="checkbox"/> Lack of rescue knowledge
<input type="checkbox"/> Group size too small	<input type="checkbox"/> Group size too large	<input type="checkbox"/> Alcohol abuse
<input type="checkbox"/> Other substance abuse	<input type="checkbox"/> Health problem	<input type="checkbox"/> Paddling alone
<input type="checkbox"/> PFD not worn	<input type="checkbox"/> Helmet not worn	<input type="checkbox"/> Hypothermia
<input type="checkbox"/> Other equipment missing	<input type="checkbox"/> Overloaded boat	<input type="checkbox"/> Unsuitable boat
<input type="checkbox"/> Conditions	<input type="checkbox"/> Other	<input style="width: 150px;" type="text"/>

Your comments on contributing factors

Nature of the incident		
<input type="checkbox"/> Capsize	<input type="checkbox"/> Collision with fixed object	<input type="checkbox"/> Collision with other boat
<input type="checkbox"/> Trapped in weir	<input type="checkbox"/> Trapped in stopper	<input type="checkbox"/> Trapped in hole
<input type="checkbox"/> Washed on to rocks	<input type="checkbox"/> Pinned on trees	<input type="checkbox"/> Pinned on boat
<input type="checkbox"/> Foot entrapment	<input type="checkbox"/> Capsized on snag	<input type="checkbox"/> Trapped under rock
<input type="checkbox"/> Equipment failure	<input type="checkbox"/> Broken paddle	<input type="checkbox"/> Hand caught in end loop
<input type="checkbox"/> Victim panicked	<input type="checkbox"/> Other	<input style="width: 150px;" type="text"/>

Rescue Attempt		
<input type="checkbox"/> Successful	<input type="checkbox"/> Unsuccessful	<input type="checkbox"/> Injury result of attempt

Your comments on the rescue process

4 Information on the Boat

Items	Yes	No	Type	Comments
Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Manufacturer <input type="text"/>
Model	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Materials <input type="text"/>
Cockpit/s	<input type="checkbox"/>	<input type="checkbox"/>	Bulkheads	<input type="checkbox"/>
			Integrated Cockpit	
Buoyancy Materials	<input type="checkbox"/>	<input type="checkbox"/>	Polystyrene	<input type="checkbox"/>
			Other Expanded Plastics	<input type="checkbox"/>
			Inflatable	<input type="checkbox"/>
			Other	<input type="checkbox"/>
			Adequacy	<input type="checkbox"/>
			Sufficient	<input type="checkbox"/>
			Insufficient	<input type="checkbox"/>
Footrests/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Handholds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Decklines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Rudder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Retractable Fin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Spare Paddle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Compass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Pump	<input type="checkbox"/>	<input type="checkbox"/>	None	<input type="checkbox"/>
			Manual	<input type="checkbox"/>
			Electric	<input type="checkbox"/>
			Foot	<input type="checkbox"/>
General Condition	<input type="checkbox"/>	<input type="checkbox"/>	Good	<input type="checkbox"/>
			Fair	<input type="checkbox"/>
			Poor	<input type="checkbox"/>
Ownership	<input type="checkbox"/>	<input type="checkbox"/>	Own	<input type="checkbox"/>
			Borrowed	<input type="checkbox"/>
			Rented	<input type="checkbox"/>
			Stolen	<input type="checkbox"/>
Paddle/s Type	<input type="text"/>			
			Adequacy	<input type="checkbox"/>
			Sufficient	<input type="checkbox"/>
			Insufficient	<input type="checkbox"/>

5 Information on the Area

Name Location

Nearest Landmark (Grid reference/latitude and longitude)

Distance of Landmark Upstream Downstream

Distance from nearest safe landing Km

Distance from Assistance Time Distance

River Level Low Medium High Flood

Gauge Measurement m at gauge

Grade of Rapid Sea State Smooth Choppy Heavy

Wave Height m Swell m Surf m Lines m

Dumping Yes No Shore Beach Steep Beach Rocks Cliff

Any tide or current Tide Race Yes No

Weather Conditions

Wind Light Moderate Strong Gale Force

Sky Sunshine Cloud Overcast

Precipitation None Light Rain Heavy Rain Hail Snow

Air Temperature Very Cold Cold Medium Warm Hot

Water Temperature Very Cold Cold Medium Warm Hot

Forecast Warnings

Did the Group have forecast Yes No

Had Plans and Instructions been submitted as appropriate (Float Plan) prior to departure:

APPENDIX H – AUSTRALIAN CANOEING SAFETY CODE

This Safety Code is for any current or prospective paddler written by Australian Canoeing Inc.

Purchasers of Kayaks, Sit On Tops or Canoes

- (a) Decide what you want to do with your canoe or kayak. You may want to
 - paddle in lakes and lagoons
 - paddle in the sea
 - paddle in white water
 - buy a craft for your children.
- (b) Seek advice about which craft you will best do what you want from endorsed canoeing experts. Any canoe club or its members will be eager to assist.
- (c) Check the craft for fixed buoyancy, comfort when sitting, strength and quality.
- (d) Don't expect to do more with your craft than the purpose you bought it for. Kayaks and canoes are quite specialised.

The Paddler

- (a) Be able to swim confidently and be confident in water, even with the clothing you will wear paddling.
- (b) Always wear a Personal Flotation Device (either Type 2 or 3).
- (c) Be honest with yourself about your ability. Paddling a canoe on quiet water doesn't qualify you for more difficult trips or conditions.
- (d) The waters of rivers, lakes and oceans are all very different, they demand knowledge and skill. Develop your paddling incrementally, preferably with people more skilled than yourself. Clubs are wonderful.
- (e) Beware of cold water and weather extremes. Swimming ability and PFDs cannot counteract for long the effects of very cold water. Wetsuits may sometimes be essential for safety.
- (f) Be equipped for the conditions that could occur. Secure your spectacles, have appropriate footwear, allow for protection against the sun, wind, and rain.
- (g) Learn how to capsize, to rescue yourself and others and learn first aid, so that you are prepared for an emergency.
- (h) Seek training. We recommend the AC Basic Skills Award as a minimum. AC Instructors are available through many canoeing clubs and other bodies.
- (i) Before accepting an invitation to undertake a trip, enquire about
 - the group organising it
 - the leader
 - the trip itself

If you accept, give the leader a frank assessment of your skill and experience and your full cooperation.

Equipment

- 1 Make certain you have the right craft for the trip!
- 2 Test new and unfamiliar equipment before undertaking hazardous assignments. This includes alterations to gear.
- 3 The craft must be in good condition before starting a trip.

- 4 If Sea kayaking, carry a spare paddle in a position where you can get at it quickly.
- 5 The craft, when filled with water, must be able to support its crew and sodden gear in deep water. Use expanded plastics or buoyancy bags or sealed airtight compartments.
- 6 Use spray covers whenever there is any possibility that water may come into the craft in quantity. The cover release must be immediate and function perfectly.
- 7 Carry appropriate repair equipment, torch, map, compass and survival kit on wilderness trips. Leave a plan of your trip with a responsible person and an expected time of arrival at your destination.

The Leader

- (a) The leader should describe the conditions that could be experienced to prospective participants, prior to acceptance of invitations.
- (b) The leader should not allow persons to participate beyond their proven ability, nor allow inappropriate craft to start.
- (c) The leader must know the range of weather conditions which may occur and their influence on the water conditions.
- (d) Before starting and at any appropriate time, the leader should make it clear that his or her decisions in the interest of safety are final.
- (e) The leader nominates the functions of other group members and the formation on the water.
- (f) By example the leader should impart knowledge, skill and confidence.

On Rivers

- 2 Each participant should be aware of group plans, formations, the general nature of the river ahead, the location of any special gear and the signals to be used.
- 3 The lead boat crew scouts all doubtful parts of the river, sets the course, and is never passed.
- 4 The rear boat is equipped and trained for rescue.
- 5 Each craft has a responsibility to the craft behind. It should not lose visual contact. It passes on signals, points out obstacles and tries to prevent its own errors being repeated.
- 6 The party needs to be compact. Large formations should sub-divided into independent groups with an overall plan.

On Lakes or the Sea

- (a) Do not travel beyond a returnable distance from shore under the worst conditions possible.
- (b) Know the weather range. Have a current forecast. Conditions can change within minutes. Beware of off-shore winds.
- (c) Have a sound knowledge of the effects of tides.

- (d) Formation positions should be nominated to prevent craft from being dangerously dispersed.
- (e) Kayak paddlers, prior to an ocean expedition, should practise rolling and all canoeists should perfect team rescue drill so that a capsized craft can be righted, emptied and the crew re-embark.

In the Event of a Capsize

- (a) Keep calm but very much alert.
- (b) Stay on the upstream side of your craft.
- (c) Be aware of your responsibility to assist your partner (in the case of pairs).
- (d) Follow your rescuers' instructions.
- (e) Leave your craft only if this improves your safety. If rescue is not close at hand and the water is dangerously cold or worse rapids follow, then swim in the appropriate direction for the nearest point of personal safety. The loss of the finest craft is not worth even the risk of personal safety.
- (f) If swept into a rapid, then swim feet first on your back. Keep your head clear of the water for good visibility

As a Rescuer

- (a) Go after the crew. The craft can wait until the crew and you are safe.

The Australian Canoeing Safety Committee (2004) (revised)