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## **SAFETY GUIDELINES AND OPERATING PROCEDURES**

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**NOTE:** Sunshine Coast Kayaking follows all protocols set out in the **Sea Kayaking COVID-19 Best Practices British Columbia** manual. Copies of the manual are available in the Gibsons Marina Store and may be downloaded from our website.

## DISCLAIMER

The information in this document 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 paddlers to known, unknown or unanticipated hazards and risks that could result in physical or emotional 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.

Sunshine Coast Kayaking provides and coordinates a variety of sea kayaking activities with emphasis on safety and minimization of the hazards and risks discussed above. Those taking part in tours or renting equipment for private use in accordance with the Terms and Conditions set out in the Rental Agreement do so at their own risk.

Tour Group Leaders, Instructors and rental staff will give an indication of the expected conditions and risks associated with each activity and the skills, experience and equipment required of a participating paddler. 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.

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 paddlers – and 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 Tour Leaders, Instructors and experienced peer paddlers when necessary.

Tour Group Leaders, Instructors or rental staff 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, or may cancel or modify an activity at their discretion 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 or if they believe permitting the participant's attendance could raise the risks involved to an unacceptable level. The participant must accept that this action is taken in his/her own best interests and/or in the best interests of the tour or instruction group.

**There is no such thing as a completely safe kayaking activity**, even trips on protected waters 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.** Very strong wind gusts in Howe Sound and larger than average waves can occur without warning. Conditions can be misjudged. Members must take these factors into consideration.

## TRIP CLASSIFICATIONS

Trip classifications are determined in accordance with Sea Kayaking Guides Alliance of BC (SKGABC) protocols, using the most challenging portion of the trip as the benchmark.

Class 1: Gentle tours in non-challenging protected waters with limited wind effect, little or no current, easy landings, and ready access to land based assistance.

Class 2: Tours in lightly populated areas with short crossings, moderate potential wind effects, gentle to moderate non-turbulent currents, easy to moderate landings and light surf beaches.

Class 3: Exposed water, sparsely populated areas with more committing crossings, moderate to strong currents with turbulence, moderate to strong wind effects, ocean swells, difficult landings, surf-beaches.

Class 4: Long committing crossings, uninhabited, rugged and exposed coast, strong turbulent currents, strong wind effects, large swells, difficult landings, exposed surf beaches.

## SKGABC GUIDE TO CLIENT RATIOS AND GROUP SIZE LIMITS

TRIP CLASSIFICATION	DOUBLES ONLY*	SINGLES ONLY	SINGLES & DOUBLES**	MAX. GROUP SIZE
CLASS 1 & 2	1:6 OR 2:7-12	1:4 OR 2:5-8	1:5 OR 2:6-10	14
CLASS 3	1:5 OR 2:6-10	1:4 OR 2:5-8	1:5 OR 2:6-10	12
CLASS 4	1:4 OR 2:8	1:2 OR 2:4	1:3 OR 2:6	10

\*All guests must use double kayak at all times, guides may be in single kayaks. If a guest is ever in a single kayak then “Singles & Doubles” ratios and group size limits apply.

\*\*A minimum of 1 double kayak for trips of 5 or less guests and a minimum of 2 double kayaks with 6 to 10. If fewer double kayaks are used then the “Singles Only” ratio and group size limits apply.

NOTE: Sunshine Coast Kayaking standard is to assign one guide for each 4 paddlers, with group size restricted to 10 including guides.

## **INTRODUCTION**

Sunshine Coast Kayaking provides and coordinates a variety of recreational sea kayaking activities with emphasis on safety and minimization of the hazards and risks that are to some extent inherent in this adventure pastime.

These Safety Guidelines and Operating Procedures define the terms and risks associated with on-water activities in the expected sea and weather conditions, enable paddlers to make informed personal decisions when assessing their ability to participate and thus 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 paddlers accepting responsibility for their own actions.

## **EQUIPMENT**

Sunshine Coast Kayaking rents single or duo sea kayaks and Stand-up Paddleboards (SUPs). All kayaks meet Canadian Coast Guard Small Vessel Regulations standards. The fleet is renewed annually with the latest innovative models from top manufacturers (see our website at [www.sunshinecoastkayaking.ca](http://www.sunshinecoastkayaking.ca) for details). Safety equipment is included with the rental. Personal Floatation Devices (PFDs, or "life-jackets") MUST be worn at all times when on the water, and by children when on the Gibsons Marina floats.

All kayaks are fitted with deck-lines and/or grab handles. When paddling in unprotected waters or on longer trips, a bilge pump or bailer, flares and Personal Locator Beacon are required equipment.

Tour Leaders, Instructors and staff will use their own judgment when assessing the suitability of craft for each participant or renter.

The "Personal And Safety Equipment Guidelines" tables list the minimum equipment required for participation day trips at various paddler grades. Paddlers must comply and ensure that he or she is properly and completely equipped to undertake trips at their paddler grade.

## **RECOMMENDED PADDLING CLOTHES**

Methods of dress for paddling vary widely according to individual needs and preference, usually established through experience in varying conditions. The Sunshine Coast enjoys a temperate climate but Squamish winds blowing down (or up) Howe Sound can be chilly and present challenges. Wet suits are generally only worn for winter training exercises by those with less tolerance for cold and dry suits are seldom seen in this area. Paddling clothes tend to be worn in combinations and layers with "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 fibres such as cotton are not suitable for paddling wear as they are cold when wet and do not wick-off water or dry quickly.

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?

## **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.

## **SUNGLASSES**

Close fitting, wrap around style sun glasses with UV protection are recommended to be worn at all times when paddling on bright sunlit days to prevent eye damage from direct sunlight or glare off the water. 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.

## **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. 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, and the Tour Leader or Instructor must be informed.

## **PERSONAL ELECTRONIC EQUIPMENT**

Any electrical or electronic equipment carried on a kayak must be protected against contact with sea water. Waterproof VHS radios and GPSs are available and are recommended, cell phones must be stored in a waterproof bag.

## **DRY BAGS**

All spare clothing, food and electronic equipment should be put into Dry Bags before the trip starts. Hatch covers may 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.

## **STANDARD RENTAL EQUIPMENT**

### **PERSONAL FLOATATION DEVICE (PFD)**

Sunshine Coast Kayaking safety regulations require that all paddlers wear a regulation PFD at all times while on the water and children must wear a PFD at all times when on the Gibsons Marina floats. Appropriate PFDs are provided with the equipment rental. Children's PFDs are available at the entrance gate.

### **PADDLE**

Tour Leaders, Instructors and/or rental staff will assist in matching the paddle's overall weight, length, blade size, type and pitch with the paddler's physical strength and endurance. Tour leaders will carry a spare paddle.

**PADDLE LEASH**

A paddle leash is standard with each rental. The leash secures the paddle to the kayak so that in the event of the paddler having to let go of the paddle for any reason it will not be swept away. NOTE: 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 capsized in surf or high seas.

**SPARE PADDLE**

A spare paddle will be supplied for longer-term kayak rentals or tours and must be kept 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.

**KAYAK SPRAY SKIRT**

Tour Leaders, Instructors and/or rental staff will assist paddlers to ensure the spray 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 will have a grab loop for pulling it away from the coaming during an exit.

**WHISTLE**

A non-corroding, pea-less marine-type whistle is standard safety equipment and issued to all kayak and SUP renters. It must be carried by all paddlers for the purpose of attracting attention, raising an alarm or identifying their position. It must be secured to the front of their PFD by a short lanyard.

**BILGE PUMP**

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. The paddler must be able to evacuate the cockpit of water while maintaining control of the craft. 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.

**TOW LINE**

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.

**HELMET**

A well fitting canoeing helmet 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 any conditions do so at their own risk.

**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 Tour Leaders, Instructors and other paddlers with a first aid qualification, and during extended trips.

## **ADDITIONAL EQUIPMENT**

The following equipment is carried by guides on all tours, and strongly recommended for independent paddlers embarking on longer self-directed trips.

### **ANCHOR AND LINE**

If an anchor is carried, a 1.5kg folding sand anchor with a 2.0m leader of 3.0mm stainless wire with swaged end eyes will suffice for this purpose. Fifteen metres of 4.0mm nylon cord stored in a small bag will suffice as an anchor line. An anchor and line must not be stowed in the cockpit because it presents a serious risk of entanglement. Note: Please check area charts for restricted areas where protected glass sponge reefs or identified groundfish protection areas prohibit anchoring.

### **PADDLE FLOAT**

Paddlers unable to perform a kayak roll will be assigned a paddle float and instructed how to self rescue with it. Commercially made inflatable paddle floats are available from Gibsons Marina store.

### **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 affixed 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.

### **STANDARD TOW LINE**

15 meters 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 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 2-3mm 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.

### **CHARTS, MAPS AND NAVIGATION DATA SHEETS**

Marine charts, topographical maps and navigation data sheets recording all details of the route to be paddled. Printed weather forecasts and tide tables are usually carried on extended trips, but not normally on day trips. Reference materials secured on deck, in waterproof map case (unless they are plasticized) 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.

## **COMMUNICATION AND EMERGENCY SIGNALLING EQUIPMENT**

It is vital that all paddlers 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, and Tour Leaders and Instructors will ensure all equipment is available for group activities; rental staff will ensure appropriate equipment is present and renter is aware of its use. Individuals are responsible for ensuring they fully understand the purpose of, and can competently use, any of the following equipment that may be required according to their proposed trip:

- Whistle - suitable pea-less marine emergency whistle attached to the PFD with a lanyard.
- Flares - to comply with DFO boating standards.
- Smoke signals - to comply with DFO boating standards. **Note** - hand held flares and smoke signals can sometimes be obtained at a lower cost if purchased as a "flare kit" from marine equipment outlets.
- Waterproof VHF marine radios
- Mobile phones sealed in watertight bag with floatation capability.
- An Emergency Position Indicating Radio Beacon or **EPIRB** is used to alert search and rescue services in the event of an emergency. **EPIRBs** also transmit a homing signal via 121.5 MHz to help rescue services to pinpoint the beacons location.

## **ADDITIONAL SAFETY AND RESCUE EQUIPMENT**

**THE FOLLOWING EQUIPMENT IS CARRIED BY TOUR LEADERS AND INSTRUCTORS AND RECOMMENDED FOR PADDLERS EMBARKING ON LONGER JOURNEYS:**

### **RESCUE KNIFE**

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 50mm 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.

### **FLARES**

2 parachute flares and one hand held orange smoke signals, as these combinations meet the requirements for all offshore waters. These can be purchased separately or as an "offshore flare kit" from the Gibsons Marina store.

### **RESCUE SLINGS**

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

## **TRIP / PADDLER GUIDELINES**

The Trip / Paddler Guidelines have been established to: -

- Assist Tour 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 Paddlers 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 paddlers 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.

Paddling on the ocean is 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. Paddlers must be able and prepared to honestly assess their own abilities and not expect others to do this for them. Paddlers may have '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.

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 paddlers 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 paddlers.

Sunshine Coast Kayaking								
PERSONAL AND SAFETY EQUIPMENT GUIDELINES								
LEGEND	Protected Waters	Open Waters	Open Waters	Open Waters	Open Waters	Additional - Paddling in a surf zone	Additional – Paddling near reefs or rocks	Additional - Paddling after dark
NR not required R required								
D desirable O optional								
Distance from mainland shore †	0	<400m	400m-2nm	2-5nm	>5nm	All	All	All
Level 100 lifejacket (AS 4758, former Type 1)	NR	NR	NR	NR	NR			
Level 50 or 50S ( AS 4758, former Types 2 and 3) lifejacket	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	NR	NR	NR	NR			
2 x Red flares - hand held	NR	NR	R*	R*	O			
2 x Orange smoke signals hand held	NR	NR	R**	R**	R**			
1 x Orange smoke canister	NR	NR	O	O	O			
2 x Red parachute flares	NR	NR	O	O	R			
15m x 6mm tow rope	NR	R	R	R	R			
Marine weather forecast & tide table	NR	O	O	O	D			
Charts and maps	NR	D	D	D	D			
Rescue slings	NR	D	D	R	R			
VHF Marine band radio	NR	O	D	D	R			
EPIRB or Personal Locator Beacon (PLB)	NR	O	D	R	R			
Paddle float	D	D	D	D	D			

\* Not required if 2 red parachute flares are carried; not required if EPIRB or PLB carried within 5nm

\*\* Not required if 1 orange smoke canister is carried; not required if EPIRB or PLB carried within 5nm

† 2nm = 3.7km; 5nm = 9.3km

PERSONAL AND SAFETY EQUIPMENT GUIDELINES								
LEGEND NR not required R required D desirable O optional	Protected Waters	Open Waters	Open Waters	Open Waters	Open Waters	Add'l - Paddling in surf zone	Add'l - Paddling near reefs or rocks	Add'l - Paddling after dark
Distance from mainland shore †	0	<400m	400m-2nm	2-5nm	>5nm	All	All	All
Signal mirror / Strobe Light	NR	D	D	R	R			
Compass	NR	D	R	R	R			
Space blanket	NR	D	D	D	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			
Sun block cream & lip salve	R	R	R	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			
Paddle jacket / Cag	R	R	R	R	R			
Personal medications	R	R	R	R	R			
Dry bags	D	D	D	D	D			
Additional warm, dry clothing	D	R	R	R	R			

† 2nm = 3.7km; 5nm = 9.3km

## **POLICIES AND PROCEDURES**

### **PRE LAUNCH BRIEFING - REF APPENDIX "A"**

The standard briefing notes are a guideline for Tour Leaders and Instructors carrying out a pre-launch briefing prior to commencement of a programmed on water activity and cover all important aspects of that activity. The Briefing Notes are also provided by rental staff to individual kayakers pre-launch.

### **PRE LAUNCH WAIVER - REF APPENDIX "B"**

### **FLOAT PLAN – REF APPENDIX "C"**

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.

### **CONSUMPTION OF ALCOHOLIC BEVERAGES**

Consumption of alcoholic beverages before or during on water activities 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.

### **RECREATIONAL USE OF DRUGS**

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

### **ACCIDENT OR INCIDENT REPORTS**

An incident on a Sunshine Coast Kayaking paddle is defined as one that has involved external assistance.

A completed Incident Report Form is to be completed by the trip leader and submitted immediately to Manager. Relevant maps, trip plans, navigation data sheets etc. must be attached to the report.

The scope of the report should include:

- Date and time of incident,
- trip paddlers,
- name and paddling experience of injured person,
- location and description of the incident,
- description of actions taken after the incident,
- information on weather and sea state,
- any damage to equipment, and
- concluding notes on the root cause and key learning points from the event.

## SKGABC COMPLAINT PROCESS

If a member is alleged to have displayed unethical, illegal, unprofessional, unsafe, or unfair practice, in violation of the SKGABC Operating Standards, By-Laws, or Code of Ethics, a written complaint may be made to the SKGABC. Complaints may be authored by SKGABC members, employers, or members of the public.

Complaints will be addressed as follows:

- Only written and signed complaints will be considered and recorded.
- A copy of the complaint will be sent to the member involved for response.
- The member receiving the complaint must present their case in written form to a jury of appeal consisting of three experienced SKGABC members in good standing, as appointed by the SKGABC Board of Directors.
  - *If the member does not respond, the SKGABC Board of Directors may discipline, suspend, or expel the member, by Board resolution, based on their judgement.*
- The member's response will be considered by the jury of appeal.
- The jury of appeal will make a recommendation to the Board of Directors regarding the discipline, suspension, or expulsion of the member; or the dismissal of the complaint.
  - *The Board of Directors has authority to discipline, suspend, or expel the member from the SKGABC, based on the alleged offence and on the recommendation of the jury of appeal. In cases where the jury recommends suspension or expulsion, this may be enacted immediately by the Board of Directors.*
  - *In cases where the jury recommends disciplinary methods or suspension, the member may be required to complete an educational, re-training, reflective, or restorative justice process as a condition of their continued SKGABC membership.*
    - *If the member's response is acceptable, the complaint may be withdrawn, and/or a note may be stored with the Member's SKGABC file.*
    - *If the response is not acceptable, a Letter of Warning will be sent including conduct expectations, with a copy sent to the aggrieved party.*
- A repeat offence may result in a second Letter of Warning following a repeat of the disciplinary process.
- A third offence following the disciplinary process may result in the expulsion of the member from the SKGABC.

## ANTI HARASSMENT POLICY

The Sunshine Coast Kayaking 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 staff member who breaches that policy.

For the purposes of the Sunshine Coast Kayaking, harassment consists of offensive, abusive, belittling or threatening behaviour directed at a person or persons because of a particular characteristic of that person or persons. The behaviour must be unwelcome and the sort of behaviour a reasonable person would recognise as unwelcome.

## 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 (SPF 30+), 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 360° protection, should be worn.
- Regular use of a high protection factor (SPF 30+) lip balm is also recommended.
- 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.
- 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 paddler's 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. Closely woven and darker coloured fabrics offer the best protection. Stretching a fabric may decrease its 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.

## MINIMUM IMPACT CAMPING POLICY

- 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.
- 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 and below the high tide line. 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 license.
- 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.

## HIKING

- 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.

## **TOUR GROUP LEADERS**

All Sunshine Coast Kayaking tour leaders are SKGABC members and certified. There are three basic trip leadership categories which may be defined as follows.

1. 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 Skills level.

These activities will typically take place on safe waters or a safe, hazard free shoreline not involving reefs, rock gardens or strong tidal flows. Forecast light winds to 12 knots, swell to 1.0m and low waves or surf to 0.5 metres. May involve open water crossings of not more than 2km and uncomplicated launchings and landings.

Activities in this category will be led by a Level One Tour Leader or Instructor. During these activities Instructors may provide sea skills and knowledge to paddlers within or beyond the requirements of the activity. It is not however intended that Tour Leaders will impart skills or knowledge to the paddlers beyond that necessary to complete the activity safely. All decisions relevant to group and individual safety will be made by the Tour Leader or Instructor.

2. Activities involving paddlers with proficient paddle skills, sea skills and experience will have a range of more challenging paddles available to them than Basic Skills Award paddlers.

Activities in this category will be led by a Level 2 Tour Leader or Instructor who may provide sea skills and knowledge to paddlers within or beyond the requirements of the activity. It is not intended however that Tour Leaders will impart skills or knowledge to the paddlers beyond that necessary to complete the activity safely. Paddlers 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 Tour Leader or Instructor.

3. Activities involving paddlers with proficient paddle skills, sea skills and that may typically involve open water crossings of up to 20km, moderately difficult landings, moderate tidal flows and rock gardens but not include tidal rips or overfalls. Forecast moderate weather and sea conditions not to exceed - winds to 20 knots (38 km/hr), swell to 3.0 metres, seas to 1.5 metres, surf to 1.0 metres.

Activities in this category will be led by a Level 3 Tour Leader or Instructor who may provide sea skills and knowledge to paddlers within or beyond the requirements of the activity. It is not intended however that Tour Leaders will impart skills or knowledge to the paddlers beyond that necessary to complete the activity safely. Paddlers 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 Tour Leader or 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 Sunshine Coast Kayaking programmed activities.

Such activities can generally be categorized as Peer Activities. Paddlers 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 organizer rather than a leader and most matters relating to group safety would be a responsibility shared by all paddlers and not the responsibility of Sunshine Coast Kayaking.

## **TOUR LEADER'S 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.
- Check for paddlers' 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 paddlers are fit and able to take part in the chosen activity. If doubts exist about any paddlers ability to complete the trip the leader may either advise them to withdraw from the trip or refuse to allow them to participate.
- The Tour Leader may at his/her 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 paddlers sign the Disclaimer form.
- Complete a float plan for the day using the Float Plan form.
- ***If considered necessary***, 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 paddlers while on the water.
- Make appropriate decisions and take into account safety and the assessment of risk where those decisions or options may affect group and individual safety while on the water.

## **PARTICIPANT'S RESPONSIBILITIES**

- Paddlers must have completed, signed and returned a Sunshine Coast Kayaking Equipment Rental form and waiver.
- Paddlers must comply with the requirements of these Safety Guidelines and Operating Procedures and with all reasonable suggestions and instructions given to them by a Tour Leader

- Paddlers must attend a pre-launch briefing before commencing an on water activity.
- Paddlers under the age of eighteen years must be accompanied by a responsible adult.
- It is the participant's responsibility to advise the Tour Leader or Instructor of any short or long-term medical condition that could affect that person's ability to safely participate in the 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 participant's duty to advise the Tour Leader or Instructor accordingly and to carry suitable medication with them at all times.
- It is the participant's 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 advice if they are unsure.
- The Risk Assessment charts list the hazards and risks most likely to be encountered during 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.
- Paddlers 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, 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 in that group will be informed of the situation and must accept that the paddle will be aborted if the conditions are deemed too difficult for that participant.
- 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.
- 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 Tour Leader or Instructor, on the day, relevant to their ability to safely participate in the day's activity. Paddlers must give careful consideration to the answers they give to and heed any advice given by the Tour Leader or Instructor.
- If the Tour Leader or Instructor is not completely satisfied that any 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.

## 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 prearranged radio schedule.
3. Whistle signals                Usually used to **attract attention with one long blast**.  
TWO blasts means "come to me".  
THREE or more blasts means "emergency".  
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 signalling.

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 signaller :-

1. **Has the attention of the person or group being signalled.**

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

2. **The signals can be seen clearly by the recipients of the signal.**

In a large swell, for example, the signaller needs to be aware that he/she may not be visible to some of a group.

During beach landing and launching operations the signaller on the beach needs to ensure that he/she can be seen by those offshore by seeking an elevated position and contrasting background. 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.



- Group Together on me
  - Are you OK?
  - I'm OK



OR



- Go in the agreed direction
  - Come to me



OR



- Stop paddling
- Hold your position



OR



PADDLE IN THIS DIRECTION



OR



BACK PADDLE



OR



**EMERGENCY**  
Help required

## VHF RADIO COMMUNICATIONS

The following radio procedures are those likely to concern sea kayakers. No one will ever criticize you for using incorrect radio procedures, however it is important when in a 'situation' that you are able to communicate in a way that a Sea Rescue Radio Operator can clearly understand your message.

The scenario: you're sitting in your boat, 7 km offshore, paddle in one hand, radio in the other.

### 'MAYDAY'

Mayday is the international distress call. It says that you or someone in your group is threatened by grave and imminent danger and requests immediate assistance. The distress call can only be authorised by the skipper, master or person in charge of the safety of the vessel - that's you. There are no 'ifs and buts', it is a life threatening situation.

All stations hearing the distress signal must immediately cease all transmissions capable of interfering and listen. The obligation to accept distress calls is absolute.

The Distress Call is transmitted on VHF Channel 16, which is monitored by every Royal Canadian Marine Search and Rescue station, and by area marinas. However, be aware that some RCM-SAR stations can and do operate at differing times during the year. Before launching, always contact the nearest station to confirm their times of operation and channels monitored.

### THE DISTRESS CALL

**"MAYDAY" spoken 3 times.**

- "This is: name and call sign of distress vessel" spoken 3 times.
- "MAYDAY"
- "Name and call sign of vessel in distress"

The 3 Ps (Position, Problem and Particulars) then follow (eg):

- "7 km WSW of Gospel Rock" (can include Lat & Long from GPS or map)
- "Sinking after striking submerged reef", or "Paddler with broken leg, possible internal injuries, unable to proceed"
- "Group of 5 sea kayaks, weather rapidly deteriorating, maintaining position".

If Location beacon activated, say "Location Beacon Activated".

The distress call may be repeated as often as necessary, especially during silence periods, until an acknowledgement is received. Radio silence periods are observed for three minutes past every hour and half hour.

### NO ACKNOWLEDGEMENT RECEIVED

- No acknowledgement on Emergency Channel 16
- Try VHF Channel 67. This is the supplementary emergency channel to 16
- Try local VHF Working Channel. Usually 72 or 73.
- Still no acknowledgement - **Activate your EPIRB**

## **IF YOU HEAR A DISTRESS CALL**

1. If the distress is, beyond any doubt in your vicinity, you should immediately acknowledge.
2. However, if in the area of a RCM-SAR Station, you should defer your acknowledgement for a short interval to allow that RCM-SAR Station to acknowledge.
3. If the distress is not in your area, listen for an acknowledgement from a ship / station closer to the distress scene.
4. No acknowledgement heard. You must now acknowledge receiving the distress call. From this point all subsequent distress traffic must be prefixed with the word "MAYDAY"
5. You must decide what action you will take.
  - How can I, or this group, assist?
  - Should I/we paddle to the distress scene?
  - How long will it take to arrive at the scene?
  - Upon arrival, what can I/we actually do?
  - Further questions you may ask yourself and/or your group will depend on other factors.

As soon as possible after acknowledging receiving the distress, you must tell the distress caller what it is you're going to do.

## **ACKNOWLEDGE RECEIVING DISTRESS CALL**

- Say- "MAYDAY" spoken once
- Say- "The name & call sign of the distress vessel" spoken 3 times.
- Say- "This is" your call sign. eg "MH290, Gibsons" spoken 3 times.
- Say- "Received Mayday". In position 2 km from you. At your position in 20 minutes. Have alerted Gibsons Marine Rescue.

**OR** say-

- "Received Mayday. Have alerted Gibsons Marine Rescue"

**To alert Gibsons RCM-SAR Rescue you must now 'relay the distress call'.**

- Say- "MAYDAY RELAY" spoken 3 times.
- Say- "This is" your call sign spoken 3 times.
- Say- "Mayday & name and call sign of vessel in distress"
- Say- "Position 7 km WSW Gospel Rock, On Fire and abandoning to life raft, 3 Persons on board.

When a distress message is transmitted by a station (sea kayak) not in distress, it is essential that this fact be made clear. Failure to follow this procedure could cause confusion and delays.

Never acknowledge receipt of a Mayday Relay message transmitted by a RCM-SAR Station unless you are definitely in a position to provide assistance.

## THE URGENCY SIGNAL

The urgency signal is spoken as “PAN PAN”.

It has priority over all other communications except those concerned with distress. A “Pan Pan” signal indicates a very urgent message concerning the safety of a vessel or person that is urgent but not life threatening.

The urgency Signal is usually sent on Distress Channel 16 and can be addressed to a ‘particular station’ or to ‘all stations’. If addressed to ‘all stations’, the message must be cancelled once the situation has ended.

- Say - “PAN PAN” spoken 3 times.
- Say - “Hello all Stations” **OR** “Rockingham Sea Rescue” spoken 3 times.
- Say - “This is” your call sign spoken 3 times.
- Say “7 km WSW Gospel Rock, sea kayak lost paddle, require tow urgently, drifting ENE @ 3.7 nautical miles per hour.”

**\*\* Note\*\*:** If the ‘urgency message’ is likely to be lengthy or it concerns an urgent medical case, the station receiving the call may request you switch to a working channel eg: Channel 73.

## THE SAFETY SIGNAL

The safety Signal is **SECURITE** and spoken as “SAY-CURE-E-TAY”.

It indicates a station is about to transmit a message concerning an important navigational or weather warning.

1. This signal **is not** used to precede routine weather forecasts.
2. You should continue to listen until you are satisfied that it does not concern you.
3. The initial Safety Signal will be transmitted on Emergency Channel 16 and the actual message content on a working channel.

You will hear:

- “SAY-CURE-E-TAY” spoken 3 times.
- “Hello all Stations” spoken 3 times.
- “This is” call sign of station making the call spoken 3 times.
- “Navigational Warning, Listen on 73 (Pronounced “seven- three”). You now switch to channel 73 and listen.

You will hear:

- “SAY-CURE-E-TAY” spoken 3 times.
- “Hello all Stations” spoken once.
- “This is” call sign station making call spoken once.
- “Position 7 km WSW Mersey Point; shipping container floating just below surface; danger to navigation.”

#### **RANDOM POINTS:**

- There is no such thing as “Over and Out”. You can only be one or the other.
- VHF Radio range is the combined line of sight of both stations.
- Did you know that limestone absorbs radio waves? Watch for limestone cliffs.
- Every paddler should consider carrying 4 AA batteries in their day hatch. Those batteries may be needed to power a dying radio or GPS in a distress situation.
- In a distress situation with low battery power, don’t worry about procedure, just say “MAYDAY” and get your position out.
- Always listen before transmitting.
- Unless in a distress or urgency situation never transmit during the mandatory periods of silence.
- If your vessel (sea kayak) is not registered, use your car registration number and name of boat ramp where your car is parked as your call sign. This will help identify you in an emergency. Eg; launched from Gibsons Marina, then my call sign will be: “MH290, Gibsons”.

# ON WATER ACTIVITY GROUP DYNAMICS

## GROUP SIZE

The ideal group size for Sunshine Coast Kayaking activities is five (5) paddlers. 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 its own sub group leader who will report to the Tour Leader. The Tour 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 Tour Leader or Instructor deems otherwise, for special reasons, paddlers should paddle within a fifty-meter radius of the Tour Leader or Instructor. It is the paddler's responsibility to ensure that he/she is paddling within the nominated radius.

## PADDLERS WHO ABANDON A PADDLE GROUP

Any paddler who leaves the group during a tour or instruction or other group 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 activity. In this event Sunshine Coast Kayaking will take no responsibility for the actions or safety of that paddler.

## GROUP SPEED

The Tour Leader, with the assistance of the Lead Paddler and Tail End Charlies, will ensure that the group proceeds at the speed of the slowest paddler so that all paddlers 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 may be nominated by the Tour 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.

### TAIL END CHARLIES

Two experienced paddlers may be nominated by the Tour Leader or sub group leader as Tail End Charlies for the group or sub group. The nominated paddlers stay at the rear of the group or sub group and ensure that nobody is left behind for any reason. As they are in the best position to monitor the whole group they should regularly 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 Tour 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. If the nominated rescuer is not close by, the nearest paddler should commence rescue operations.

### 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 nominate who will launch first and coordinate the group as it assembles beyond the surf line while a nominated experienced paddler will act as Beach Master and launch last to assist others off the beach. When landing, a nominated 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 the appropriate standard specification must be worn and correctly fastened.

### GROUP DECISION MAKING

Although the Tour Leader can consult with the other paddlers, in the interest of group safety he/she is responsible for making the final decisions. 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 process follows which would not put less able paddlers into situations with which they are not comfortable. When making group decisions Peer Group paddlers may use any process that arrives at a final decision that is acceptable to those participating.

## **GUIDELINE UPON SIGHTING OF ORCAS OR WHALES**

An individual paddler upon sighting of individual whales or pods of orcas, whales, dolphins or porpoises headed towards the group should signal to fellow paddlers immediately, using two whistle blasts and the come-to-me signal.

DFO guidelines state that all marine craft must maintain a distance of at least 200m from any marine mammals (whales, orcas, dolphins, porpoises).

Group paddlers should respond by:

- Rafting up (joining kayaks together to form a large mass) as quickly as possible to support the paddler who has seen the whale;
- Remaining still until the whale or pod has passed, is more than 200m distant and is headed away from the group;
- Keeping limbs and paddles well out of the water.

Following a sighting, do not make splashing noises on the water, such as hitting paddle blades on the surface.

# TOWING PROCEDURES

## INTRODUCTION

The procedures outlined in this document are recommendations only and circumstances and sea conditions may require adaption and innovation to achieve the desired outcome. They outline a procedure that can take place in most conditions, which has been proven to be effective.

## PRIORITY

The priority in any towing situation is the safety and welfare of the paddler and the paddling group. Boats are an important, but secondary consideration.

## TITLES AND ROLE DESCRIPTION

Tower..... the person towing the boat.

Tower's friend..... the person paddling alongside the tower.

Communicator..... the paddler located between the tower and the boat being towed. Patient  
..... the person in the boat being towed.

Patient's friend ..... the paddler alongside the patient.

Reserve paddlers ..... the remaining group members not immediately involved in the tow. Reserve manager..... the person who manages the reserve paddlers.

Tow manager..... the paddler who has overall responsibility for the tow.

## RECOMMENDED EQUIPMENT FOR THE TOW

- 15m tow rope fitted with carabiners (snap links) on each end .
- 5m tow rope, similarly fitted with carabiners .
- Quick release towing belt or a PFD fitted with a rescue harness .
- Towing cleat on the tower's boat .
- Towing point on the patient's boat.
- An attaching strap .

The equipment list above included a tow belt or rescue harness PFD and a towing cleat.

- All rescue belts and towing harnesses should be fitted with a quick release mechanism to enable the tower to separate tower and patient in emergency situations. This follows the theory that it is better to have one boat in trouble than two.
- The towing cleat when fitted to the tower's boat serves the purpose of transferring the towing load lower and to the boat, rather than the paddler, allowing the tower to paddle freely.
- The cow tail on the rescue harness PFD achieves a similar result, although the load is now on the paddler, and also higher.

## PROTOCOLS OF THE TOW

This description presumes there is a group of paddlers and one gets into trouble and needs a tow.

*NOTE: It has proven to be effective to conduct this activity on land as a training activity to familiarize all paddlers with the procedure prior to taking to the water.*

### **EMERGENCY TOW**

As a first priority the safety of the paddler is paramount. The paddler must be safely extracted from any dangerous situation. If a paddler needs a tow in order to get the boat away from immediate danger, a short 5 metre tow line is the preferred option. By attaching the short towline the towed boat can respond effectively and be quickly towed away from the danger area. In these circumstances, the first capable and equipped person should commence the tow, moving the towed boat to a safer position. Once away from the immediate problem area a more comprehensive tow can take place.

### **COMPREHENSIVE TOW**

Once the paddler is safely away from the immediate danger and is back in his/her boat, it is time for the comprehensive towing protocols to begin. The tow is controlled by the tow manager who has overall responsibility and authority to conduct the activity. This person may be the paddle leader or a more suitably qualified or experienced paddler from within the group. However this responsibility lies with the paddle leader until otherwise delegated.

Several things will need to be considered in a small period of time.

- Is the paddler capable of being towed or is external support or assistance needed.
- Assuming that the paddler can be towed, a direction of paddle needs to be decided upon.
- Can the group continue to the initial destination or is it necessary to get to land ASAP or to seek help?
- A patient's friend should be appointed to monitor the patient. This may require close proximity paddling or direct contact monitoring.
- At the same time, a suitably equipped tower should be nominated, allowing him/her time to get organised and into position. The tower will need to prepare his/her tow rope and move to the front of the patient's boat and attach the tow rope. He/she can then commence to paddle away from the patient's boat into a position in front where he/she can commence the tow. It is recommended that a 15m tow line be used as this allows for a margin of safety for the tower in the event of a large or following sea.

At this early stage the essentials of the tow have been put in place and the tow has commenced. It is now time to appoint the remaining roles between the group. The tower's friend will paddle alongside the tower monitoring his/her condition and providing any assistance necessary.

The communicator will position him/herself approximately halfway between the tower and the patient in a position that won't foul the towline. This position will vary with the sea conditions at the time. His/her role is to pass any messages between the two groups as sea conditions and boat location can inhibit effective communications over this distance.

The patient's friend's role is to monitor the patient looking for signs that may indicate that he/she is not in a position to remain upright in their boat. If this situation occurs, the friend should take the initiative early and attach themselves to the patient's boat and hold the patient in his/her boat. The attaching strap (or similar) should be used to attach the two boats together allowing the friend to effectively support the paddler.

A reserve manager to manage the reserve group of paddlers should be appointed to ensure that this group stays in close proximity to the tow and is responsive to the needs of the tow. The distance from the tow will depend on the conditions, but a distance of no more than 30m from the patient is recommended. Two paddlers from this group should be nominated to take over the role of tower in turn. The first of these will be informed of the next changeover time by the tow manager and he/she should be in position alongside the communicator when required. The nomination of subsequent reserve paddlers from this group can now be managed by the reserve manager.

Now that the tow is underway, the tow manager should consider the following issues -

- Is the tow operating smoothly?
- Are all the paddlers aware of their role?
- What is the condition of the patient?
- What time intervals should be used to change the paddlers from their current roles?
- Is the current plan still effective?
- Do we need to make land fall ASAP or can we continue with the direction we are currently taking?
- Are communications amongst the group proving effective, with all paddlers within the group aware of the ongoing situation?

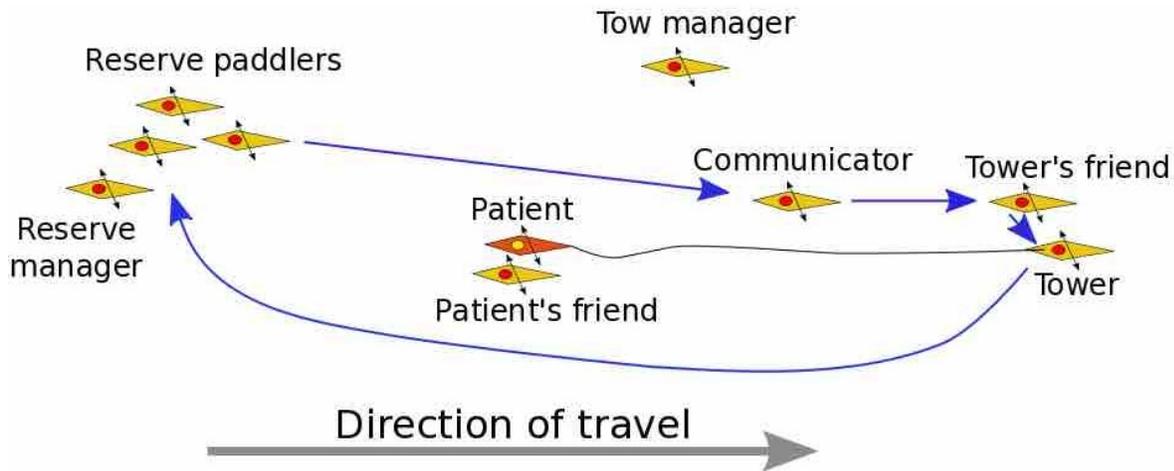
Having taken time to consider the above, the tow manager should check on the condition of all of the paddlers immediately involved in the tow. This can be done verbally or by close proximity paddling.

The tow manager should then paddle along the tow and advising all members when the next changeover will take place and ensuring that the paddlers are aware of the changeover protocols. Depending on sea conditions and the makeup of the group, the tower should be changed every 5 minutes. Factors that may influence this are the numbers of paddlers, their ability to continue to tow and the expected distance of the tow.

The actual changeover protocol is as follows:-

- The patient's friend should stay with the patient at this stage as he/she is in the best position to monitor any changes in their condition. This position can be taken by a paddler who may not be as strong as other paddlers within the group and may not be in a position to undertake the tower's role.
- The next nominated tower from the reserve group will move to the communicator's position,
- The communicator then moves to the tower's friend position
- The tower's friend becomes the tower.
- The tower and friend hand over the tow rope by unclipping the carabiner. The "new" tower attaches the tow rope to his/her towing system (tow belt or cow tail), allowing the 'old' tower to keep his/her system.

- The “old” tower then moves back to the reserve paddlers where he/she has time to recuperate.
- In this way the changeover of the roles happens smoothly and in a forward direction. Once underway, discussions can be held as to how the changeover was conducted and any improvements that could be made for the next changeover.



The tow should continue with the tow manager monitoring all members of the group, assessing their condition and deciding if it can continue the way it is at the moment.

- The condition of the patient is of prime concern.
- Is he/she getting better or worse?
- Is it time to change direction and head for a landing?
- Is it time to call for outside assistance?

Similarly, the condition of the group as a whole in their role as the tower should be assessed.

- Is the time span between changeovers still appropriate, should it be changed to a lesser time?
- What is the cutoff between effective towing time and too much changeover activity?
- How are the group members handling the extra task of towing?
- Is the group maintaining its cohesiveness?

Having reached the destination, the next phase of the tow is to get the paddler and his/her boat safely to land. If the conditions do not allow for a safe landing the following could be considered:

- Take the paddler out of his/her boat and with a helper(s) swim them to shore, leaving the paddler's boat for a separate landing. Once the swimmers and patient are safely onshore the rest of the group and the patient's boat can be landed. The most effective method of landing the boat is to ensure that there are no swimmers or other boats in the landing/surf zone and then push it into the wave zone. The boat must then make its way to shore through the surf.
- If it is considered that the patient cannot make it through the surf, then consideration must be taken to call in external assistance where the patient can be taken out of his/her boat onto a rescue craft.

Having completed the tow, the tow manager should conduct a debrief of the event within the group and at a later, but appropriate time complete a Sunshine Coast Kayaking Incident Report and forward it to the Manager.

# **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 a 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 paddlers, 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.

## **SCOPE OF RISK MANAGEMENT PLAN**

Risk management in is addressed on both organisation and individual levels. The objective is to ensure that participants/renters have the skills, knowledge and information necessary to safely participate.

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.

Participants are responsible for ensuring that they understand the Plan and for implementing it when participating in Sunshine Coast Kayaking 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, checklists, procedures and policies, brainstorming, trip accounts, records, forecasts, observations, scenario analysis and accident reports.

## RISK EVALUATION CRITERIA

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

### 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		<u>CONSEQUENCES</u>					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 REGISTER

The tables on the following pages seek to identify, assess and provide control actions for risks that may arise during the normal course of an Sunshine Coast Kayaking 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.

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.
Lost or broken paddle.	Moderate	Moderate	Significant	Fear. Unable to proceed or manoeuvre. 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 kayak. Able and equipped to raise the alarm and identify position.

HAZARD	Likelihood	Assessment	RISKS	CONTROL ACTIONS
	Consequences			
Unable to handle the expected environmental conditions.	Moderate	Major High	Exhaustion. Fear. Partial or total incapacity. Unable to proceed or manoeuvre. 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 manoeuvre. 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 carry out 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.
Unforeseen medical emergency.	Moderate	Moderate Significant	Partial or total incapacity. Unable to proceed or manoeuvre. Possible capsizes. 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, PLB. Know emergency contact numbers. Have a qualified first aider in the group.
Seasickness	Moderate	Major 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.

HAZARD	Likelihood	Assessment Consequences	RISKS	CONTROL ACTIONS
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 capsizes. 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	Significant High	Disorientation leading to capsizes. 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.
Exposure to hazardous wildlife.	Rare	Major Significant	Injected poisons. Injury. Septicaemia. Allergic reaction. Extreme pain.  Disorientation and capsizes 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.

## APPENDIX A: PRE-LAUNCH BRIEFING NOTES

Trip Details \_\_\_\_\_

Tour Leader \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

TOUR LEADER / INSTRUCTOR - Check the following points

- Is anyone younger than eighteen years of age? If so, do they have a parent, who is also a current Sunshine Coast Kayaking member, on the trip to act as their guardian?
- Has everyone received, read and understood the 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, shipping 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 paddlers honestly assessed their equipment and personal ability and are confident that they can safely complete today's activity in the expected conditions?
- Are all paddlers 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 paddlers?
- How many marine radios are present?
- That everyone has sufficient water, food, sun block 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 paddlers, 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 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 paddlers 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 paddlers 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 Manager as soon as possible after the trip for filing.

## **EMERGENCY PHONE NUMBERS & CALL SIGNS.**

**RCMP - 911**

**RCM-SAR Gibsons -**

**Coast Guard**

## **APPENDIX B: PRE-LAUNCH DISCLAIMER SHEET**

### **RISK WARNING**

Sea kayaking is a high risk recreational activity exposing paddlers to significant risks, both known and unknown, and hazardous events that often cannot be anticipated and which could result in paddlers 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 Sunshine Coast Kayaking on water activity, bear witness that :-

### **AGREEMENT OF RESPONSIBILITY**

The Trip Leader has, to the satisfaction of all paddlers 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 paddlers satisfaction. The paddlers 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 paddlers acknowledge that they participate in this activity on condition that they have confirmed that they understand the pre launch briefing, 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 are accompanied by a responsible adult, they can swim a minimum of fifty meters in paddling attire, they are responsible for operating their equipment in a safe manner to avoid damage, that they have undertaken a personal self assessment 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 Sunshine Coast Kayaking permitting my/our participation in today's activity, on the above conditions:- I/We release and forever discharge Sunshine Coast Kayaking, 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 Sunshine Coast Kayaking 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 Sunshine Coast Kayaking 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 any employee of Sunshine Coast Kayaking.



# APPENDIX C: FLOAT PLAN

## TOUR LEADER

Name \_\_\_\_\_ Signature \_\_\_\_\_

## INSTRUCTORS(S).

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

## ACTIVITY DETAILS

Departure Date / \_\_\_\_ / \_\_\_\_ \_\_\_\_ am / pm PDT

Return Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ \_\_\_\_ am / pm PDT

Route Details - \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Navigation / Data Sheet No. \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_

Charts and Maps In Use \_\_\_\_\_

\_\_\_\_\_

## COMMUNICATIONS AND SAFETY EQUIPMENT CARRIED

Radios Carried  VHF Call sign \_\_\_\_\_  Other Frequency: \_\_\_\_\_ Call sign \_\_\_\_\_

Mobile Phones No.: \_\_\_\_\_ No.: \_\_\_\_\_

EPIRB  Signal Mirror  Flashlight Strobe Light  PLB

Red Handheld Flare  Red Parachute Flare  Orange Smoke Flare  Orange Smoke Can.

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

## **APPENDIX D: CODE OF PERSONAL CONDUCT**

All participants in Sunshine Coast Kayaking 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 the activities, other members of the boating fraternity or to the general public and that it does not reflect adversely on the sport of sea kayaking generally.

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

- Use of uncouth language.
- Humour 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 participants 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 Manager.

## **APPENDIX E - BASIC PERSONAL FIRST AID KIT**

- triangular bandage 110 x 110 cm.
- wound closure (pkt 5).
- 1 - UV Tripleguard cream 15+ 50 ml.
- 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**

- disposable probe. 1 - Acraflavin 50ml.
- 1 - hypo allergic tape.
- forceps s/s fine point.
- 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.

## APPENDIX F: REPAIR KIT ITEM LIST

- 10m roll of 50mm wide plastic, cloth reinforced, duct tape.
- Plumbers “Mastic” sealing tape. ( short pieces sealed in plastic)
- Epoxy plastic cement (57g 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 litre 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.

## APPENDIX G: BEAUFORT WIND SCALE

Scale No.	Description	Wind Speed (km/hr)	Wind Speed (knots)	Mean Wave Height (m)	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.