

Canoe / Kayaking

Adventure Activity Standards (AAS)

for
Organisations, Guides & Leaders
Conducting Adventurous
Activities for Participants
(Commercial or Non-Commercial)

Supported by



Government of South Australia
Office for Recreation and Sport



Introduction to AAS

The South Australian Adventure Activity Standards (AAS) have been developed to assist organisations, guides and leaders to plan and undertake outdoor adventure activities with dependent participants. This document should be used as part of your organisation's risk management program.

Participants undertaking adventure activities may already have a degree of skill and experience in a particular adventure activity, and as such may be less dependent upon the group leader for guidance and instruction. In these situations, the AAS should be adapted to reflect the experience of group members and the particular situation of the adventure activity.

Regardless of the extent to which the AAS is adopted, each organisation, guide and leader has a duty of care to its participants to have completed a risk analysis of the activity, and developed a risk management approach to address potential and unexpected situations.

The AAS have been prepared with the involvement of a wide cross-section of South Australia's and Victoria's outdoor industry, and reflects minimal acceptable standards of behavior expected when planning and undertaking outdoor adventure activities with inexperienced and dependent participants.

Acknowledgement

In the development and implementation of AAS in South Australia, Recreation SA acknowledges the work of the Outdoor Recreation Centre Inc. in initiating, coordinating and developing AAS through many outdoor recreation groups within Victoria.

These AAS can now be adapted nationally across a number of outdoor adventure activities, and Recreation SA has reviewed and amended the content, in consultation with South Australian outdoor industry representatives, to reflect South Australia's legal, government, environmental, social, education and industry conditions.

The implementation of the AAS in South Australia is recognition of the State's commitment to national minimum industry standards for outdoor adventure activities.

Important disclaimer

The information contained in this publication has been gathered through widespread industry consultation. All reasonable attempts have been made to ensure that it is accurate, relevant and current at the date of publication. Nevertheless, the Adventure Activity Standards (AAS) are only advisory and general in nature and should not be relied upon to meet individual or specific requirements. They are recommendations for voluntary application to adventure activity providers and participants. They are not binding on any person or organisation and have no legal force.

The AAS will not cover each and every circumstance of an adventure activity. Nor can they, when adhered to, entirely eliminate the risk or possibility of loss or injury. Consequently they should be used as a guide only. Whenever using the information contained in this publication or any AAS, all adventure activity providers should carefully evaluate the specific requirements of the intended adventure activity and the persons participating in it. If necessary, advice should be obtained from a suitably experienced and qualified professional person.

This publication and the information and the AAS it contains are made available on the express condition that the Government of South Australia (Office for Recreation and Sport) and Recreation SA, together with the authors, consultants and advisors who have assisted in compiling and drafting this publication and the AAS are not rendering professional advice to any person or organisation and make no warranties with respect thereto and to the maximum extent permitted by law disclaim all liability and responsibility for any direct or indirect loss, damage or liability which may be suffered or incurred by any person as a consequence of reliance upon anything contained in or omitted from this publication.

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- Venture Corporate Recharge
- BCS Adventure Services
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- The Association for Horsemanship Safety and Education
- Rock Solid Adventure
- With Good Company
- TAFE SA, Adelaide North

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- Department of Education and Children's Services
- Department for Environment and Heritage
- Department for Families and Communities—Office for Youth
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- Office for Recreation and Sport
- Recreation SA
- TAFE SA, Adelaide North
- Wilderness Escape Outdoor Adventures
- Venture Corporate Recharge
- South Australian Rock Climbing Education Association (SAREA)

Content provided by and endorsed by:

- Australian Canoeing
- Canoe South Australia

Adventure Activity Standards: why have standards?

AAS are voluntary guidelines for undertaking adventure activities in a manner designed to promote:

1. **Safety** for both participants and providers
2. **Information** for providers against legal liability claims and criminal penalties
3. **Assistance** in obtaining insurance cover.

These AAS are **not** statutory standards imposed by law.

Basis of legal liability

Legal liability for personal injuries or property damage is primarily governed by the law of:

1. Contract
2. Negligence.

Although provisions of statutes such as the *Trade Practices Act 1974 (Cth)* and the *Recreational Services (Limitation of Liability) Act 2002* are also relevant.

Claims in contract

For there to be a claim in contract there must be a legally enforceable agreement (i.e. a contract) between the person who has suffered injury or loss and the provider against whom the claim is being made. For example, there is a contract between a provider and a client, where the provider agrees to provide services for payment. The contract can be in writing or oral, or both. The claim in contract can only be made by one party to the contract against the other party, unlike a claim in negligence, which is not so limited.

Apart from the express terms of the contract, the law will usually imply certain terms into a contract that require a service provider to do a number of things when providing that service. Those implied terms might include a requirement to provide competent guides and instruction, safe equipment, and a general requirement to exercise the degree of reasonable skill and care which is to be expected of a competent provider. Some of these terms will be implied by sections of the *Trade Practices Act 1974 (Cth)* and the *Recreational Services (Limitation of Liability) Act 2002*.

If injury or damage occurs because the provider did not exercise reasonable care in the provision of the service, a Court can find there was a breach of the contract entitling a party to claim compensation (damages) for the loss or injury suffered.

Claims in negligence

Over recent years the law of negligence has undergone substantial legislative change in South Australia. These changes are set out in the *Civil Liability Act 1936 (SA)*.

The essential elements of a claim in negligence are:

1. a duty of care being owed by the provider to take reasonable measures for the safety of their clients/participants

2. a breach of this duty of care
3. the breach of the duty of care being a cause of the harm suffered by the participant.

A successful claim in negligence against a provider will result in an award of damages against that provider to compensate for the loss or injury thereby suffered.

Although the law does not automatically impose a duty of care, it is likely such a duty will be imposed when one party (the provider) assumes responsibility for another in the provision of adventure activities.

The duty of care is a legal requirement imposed by the courts on a provider to take reasonable care to protect a client or participant from foreseeable harm or loss.

If a claim is made and a court finds that a duty of care is owed, the court must then decide what is the appropriate level or standard of that duty of care, to determine if the provider has acted reasonably or alternatively has breached the duty of care. The standard of care is determined by all the relevant circumstances and the particular facts of each case. A court will have regard to the experience of the providers and the clients, the conditions at the time, and ultimately may seek the guidance from experts in the field. A court will find that the standard of care has not been met, (i.e. there has been a breach of the duty of care) if the evidence, on the balance of probabilities, establishes that the provider has not acted reasonably in the circumstances. If that conduct has caused loss and damage the provider will be liable to pay damages to compensate the party who has been injured or has suffered a loss.

For example, in an outdoor recreation activity some participants could find themselves in a situation suited to more advanced participants. There may be persons in the group who have been lead to believe by the provider that a certain skill level was not required and enrolled to join a group mis-described as being for 'beginners'.

If an accident occurred due to their inexperience, and these 'novice' participants were injured, it is possible that a legal action to recover damages might be based as follows:

- in the law of contract, against the provider, if it can be demonstrated that the provider incorrectly described the group as being for 'beginners'
- in the law of negligence, against the leader and guide, as well as the provider because of a failure to adequately instruct, advise and perhaps supervise the group.

The duty of care of the provider is higher than that placed on the ordinary citizen because the provider has agreed to provide services for a reward or assumed a responsibility of care for others, e.g. by holding him/herself out as experts or specialists who have agreed to take participants into potentially dangerous or remote situations.

Whilst not an exclusive list the following is a guide to the standards that should be addressed by any provider, guide, instructor, teacher or staff member:

- ensure the activity is appropriate for the skills and experience of the intended participants
- ensure the intended activity is appropriate given the known, expected and forecast conditions

- provide adequate staff/leader supervision
- provide competent and appropriately trained staff/leaders
- provide safe and properly functioning and adjusted equipment
- provide reasonable food and safe shelter (if relevant to the activity)
- provide reasonable guidance, instruction and direction to participants
- depending on the activity, have an adequate knowledge of the area in which it is to take place and be able to provide reasonable first aid, emergency backup and rescue.

The law will require the provider to protect participants from known hazards, but also from those risks that could arise (that is, those that the provider, instructor, teacher or staff member guide should reasonably have foreseen) against which reasonable preventative measures could be taken.

In these circumstances, in order to limit potential for legal liability and to minimise the risk of injury, each organisation needs to implement risk and safety management processes, which have identified foreseeable risks and put in place measures to control such hazards. For the same reasons, all providers, leaders or guides ought, as a minimum, to have completed appropriate first aid and activity specific training.

This is particularly so where the activity is a specialised one. In these circumstances, as a participant will be seen as relying on the expertise of the provider, leader or guide, a high duty of care will be imposed because they will be considered as having a responsibility for the control, guidance and protection of the participant.

Defences against claims by participants

No Negligence

The most obvious defence to a claim in negligence is for the operator to establish that he/she acted with all reasonable care in the circumstances: that is, was not negligent.

In attempting to do so the following questions must be considered:

- was the risk of harm foreseeable?
- was the risk not insignificant?
- would a reasonable operator have taken additional precautions that would have prevented the harm?

In determining whether a reasonable operator would have taken additional precautions a court will consider the following (amongst other relevant things):

- the probability that harm would occur if care were not taken
- the likely seriousness of the harm
- the burden of taking precautions to avoid the risk of harm
- the social utility of the activity that creates the risk of harm.

Voluntary Assumption of Risk

If it can be proved, on the balance of probabilities, that a participant was fully aware of and freely accepted the risk of suffering injury in an activity then this will be a defence to a claim in negligence. It will not be a defence, however, if the injury was caused by the inexperience or incompetence of the provider, defective equipment, inadequate supervision or instruction as it is highly unlikely that any participant would have consented to accept such risks.

If the risk of harm was an obvious one then there is a rebuttable presumption that the person who suffered the harm was aware of the risk.

Duty to Warn

A person who owes a duty of care to another person to give a warning, or other information in respect of a risk, satisfies that duty if reasonable care is taken to give that warning, or other information. This is potentially very important in the context of an Adventure Activity where it may be prudent for the provider to give all participants printed instructions and warnings (where appropriate) and obtain signed acknowledgements.

However, section 38 of the *Civil Liability Act 1936 (SA)* prescribes that there is no duty to warn of an 'obvious risk', or if there is an applicable code of practice in force under the *Recreational Services (Limitation of Liability) Act 2002*. Further to this, the section does not apply if the plaintiff has requested advice or information about the risk from the defendant or if the defendant is required to warn the plaintiff of the risk either by law or pursuant to the code in force under the *Recreational Services (Limitation of Liability) Act 2002*.

Contributory Negligence

If the accident was caused or contributed to by lack of reasonable care on the part of the participant then this will be a partial defence, according to the apportionment of responsibility made by the court between the provider and the participant. In cases of extreme acts of negligence by the participant, contributory negligence can be very high (e.g. 80–90%) and sometimes a complete defence.

Inherent Risks

A person is not liable in negligence for harm suffered by another person as a result of an inherent risk. An inherent risk is a risk of something occurring that cannot be avoided by the exercise of reasonable care.

Waiver to Sue/Exclusion of Liability Agreements

Amendments to the *Recreational Services (Limitation of Liability) Act 2002*, and the *Trade Practices Act 1974 (Cth)* enables providers of 'recreational services' to modify or exclude a duty of care owed to a consumer by the use of a waiver or limitation of liability. This will only apply where there is no registered code in relation to the recreational service. The amendment will only apply until 1 August 2007, after which time the only manner in which liability will be able to be modified with respect to a recreational service will be in accordance with a registered code.

Good Samaritans, Volunteers, Apologies

Good Samaritans

Under the *Civil Liability Act 1936 (SA)* (as amended) an individual who provides assistance, advice or care to another person in an emergency, where there is no expectation of payment by money or other means, will not be able to be sued for any injury or harm he/she causes if acting in good faith without recklessness (provided the good Samaritan's ability was not significantly impaired by alcohol or drugs).

Volunteers

Pursuant to the *Volunteers Protection Act 2001 (SA)* volunteers are protected from liability for injury to another when they are acting in good faith and without recklessness in the course of carrying out community work for a community organisation. This immunity does not operate if the volunteer's ability to carry out the work properly was impaired by drugs or the volunteer was acting outside the scope of activities authorised by the community organisation or contrary to instructions given by the community organisation.

Expressions of Regret

The *Civil Liability Act 1936 (SA)* provides that no admission of liability or fault is to be inferred from the fact that a person expressed regret in respect of the incident relating to the injury.

Limitation on claims for personal injury damages

Pursuant to the *Civil Liability Act 1936* (as amended) an injured person cannot obtain damages for pain and suffering unless the injured person's ability to lead a normal life was significantly impaired by the injury for a period of at least seven days or medical expenses of at least the prescribed minimum have been reasonably incurred in connection with the injury. The assessment of pain and suffering is assigned a scale value on a scale running from zero to sixty, sixty being the most severe form of injury.

The Act also imposes a cap on damages for pain and suffering of a maximum of \$241,500 (indexed annually) together with other limitations in respect of damages for mental harm, and claims for both past and future economic loss.

Applying the Adventure Activity Standards

Having suitable risk management programs and strategies in place, and ensuring the AAS are met, will minimise the likelihood of injury or loss. Evidence of compliance with such programs and the AAS may also assist in the legal defence of claims and in helping to establish that a provider and its leaders have acted reasonably in the circumstances (i.e. were not negligent). It is also likely such programs will assist providers in obtaining more favourable insurance arrangements.

Disclaimer

The above comments on legal liability in Contract and Negligence and defences and limitations thereto, including recent legislative changes, do not purport to be a complete and accurate description of the law on these topics. The State Government of South Australia (Office for Recreation and Sport) and Recreation SA, its servants and agents are not by these comments providing legal advice to any person, company or organisation and make no warranties with respect thereto and to the maximum extent permitted by law disclaim all liability and responsibility for any direct or indirect loss, damage or liability which may be suffered or incurred by any person, company or organisation as a consequence of or in reliance upon anything contained in, implied by, or admitted in this document.

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Activity description

These adventure activity standards are intended to describe the expected requirements for conducting any recreational group canoeing/kayaking activity (they do not consider accepted practices for organised competitive events).

The details within all AAS are to be interpreted with specific consideration for each individual activity session and group. Groups paddling on international Grade 4 and above are not considered to involve dependent participants and require different and specific safety measures. For this reason this AAS should not be relied upon, and makes no mention of such additional measures.

Definition of terms

Activity Provider: The provider of the activity. This may refer to an organisation (Commercial or non-commercial) and/or a trip leader (commercial or non-commercial).

Organisation: A group of persons organised for a particular purpose and assuming the role of providing a canoeing/kayaking activity (Activity provider) being commercial (for profit) or non-commercial (not for profit/community group).

Participant: A person whose welfare is the responsibility of a trip leader (guide or instructor). (NOLRS 'Client')

Leader: The leader may be a competent guide or instructor but the term applies to the individual(s) running/supervising the activity session.

Guide: A person who assumes responsibility for a group of participants on an adventure activity with the intention to offer the experience of the activity and to satisfy the objectives of the trip (commercial or not).

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

International river grading: Accepted worldwide, this is the system that grades the technical difficulty of navigating the most challenging rapids on a river. Grade 1 is gently flowing water and Grade 6 is generally considered to be un-runnable or present a likely chance of death or serious injury.

Emergency medical attention: Definitive medical attention being that of a medically qualified person (paramedic, doctor). This may be getting definitive medical attention to the injured participant/s or by getting the injured participant/s to definitive medical attention.

Summary of abbreviations

AAS	Adventure Activity Standards
DEST	Department of Education, Science and Training
NTIS	National Training Information Service

ITAB	Industry Training Advisory Board
SRTA	Sport and Recreation Training Australia
NOLRS	National Outdoor Leaders Registration Scheme

1 Planning

The planning section of the activity standards contains the documented protocol, administration and pre activity aspects of AAS that must be completed before undertaking any activity plan.

1.1 Considerations for developing an activity plan

Organisations and leaders must develop activity plans to ensure that the sessions are conducted safely and in a manner appropriate for the needs of specific groups or participants. The following are the minimum variables to be considered:

- Desired outcomes of session
- Available time/duration of trip/session
- Total size of group and prescribed ratios (2.5)
- Skill and experience of available leader(s)
- Client profile (physical and mental ability, skill level, experience, etc.)
- Foreseeable weather conditions (include forecast)
- Access and egress
- Transport requirements
- Accessibility and remoteness of trip/site
- Available equipment and resources (suitability, condition, communication, safety)
- Land managers requirements
- Potential location and environmental considerations (river grade/sea state, etc.)
- Emergency response plan.

When selecting the leader(s) for a canoeing or kayaking session it is essential to consider the following:

- That the leader(s) have the required competency to conduct the session, effectively manage incidents and to satisfy the planned objectives
- The selected activity leader must be familiar with the specific body of water being visited
- Competencies must be commensurate to the activity environment (swell, river grade remoteness, etc.)

1.2 Pre-trip documentation

Documentation is often seen as a chore and not a minimum requirement. However, there are certain details which a leader and/or organisation must be aware of to

maximise safety. The following documentation is suggested for a canoeing or kayaking session:

- Emergency strategy (See 1.4)
- Participants' name, address and emergency contact details
- It is recommended that all participants' medical conditions and appropriate treatment plans be documented (for example: Asthma (details of management plan required), diabetes, epilepsy, fainting/dizziness, specific allergic reactions, blood conditions which may effect bleeding/clotting, conditions effecting balance, recent or longstanding injuries, disability, illness or other relevant medical conditions (e.g. heart condition, migraines and/or pregnancy) and any relevant medication)
- Following a full explanatory brief, participants must provide signatures to acknowledge inherent risks and to authorise any relevant emergency treatment by a medical officer if required
- Participants under the age of 18 must have the signature of a parent/guardian.

All documentation must be readily accessible to the leader and a non-participating contact in the event of an incident/emergency. This is known in paddling as a float plan and all individual participants' requirements must be appropriately accounted for throughout the session. (The Australian Canoeing float plan form can be downloaded from <www.canoe.org.au>.)

A float plan for every trip that leaves the immediate launch area should include details of the participants and the trip and should be lodged with a responsible person or authority so that in the event of an emergency, a detailed description of the group and its activity is freely available.

1.3 Risk assessment and management

Prior to any session being conducted, risks should be identified through a risk assessment. The leader(s) must be familiar with any measures documented in the risk assessment and as a minimum, these should include:

- Weather and foreseeable conditions
- Environment (suitability and foreseeable changes)
- Participants (requirements/ability)
- Equipment (suitability and condition).

Risk assessments should be conducted in line with the national training package unit SRORIK001A which will comply with the Australian Standard AS/NZS 4360:1999.

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

1.4 Emergency management plan

Following the risk assessment for the activity, a detailed emergency strategy must be developed. The purpose of any emergency strategy is to manage incidents and minimise

their escalation. This should be documented, and is often referred to as an emergency management plan which allows leaders and/or organisations to establish a programmed response to incidents.

The emergency strategy/management plan must be specific to each activity session and must contain:

1. Chain of Command

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

2. Communication Systems and Technology

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

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

- Communication and contact details
- Escape route and location information
- Participant lists
- Medical forms and patient details
- Details of available/suitable transport
- Documented emergency procedures to be implemented in the event of:
 - serious injury or fatality
 - serious threats to personal safety from high risk environmental conditions (e.g. bushfire).
 - lost participants
 - behavioural management problems.

Such procedures should include:

- Priority of tasks: immediate, second, third
- Roles and responsibilities
- Exit routes, emergency and evacuation procedures
- Responses for lost persons and injury to participants and to leader
- Contact details for base camp and program administrators as required
- Contact details for police, rescue and medical services in the area.
- Communication modes and protocols
- Emergency access and escape routes (for rescue vehicles, boats and/or possibly helicopter, e.g. landing sites).
- Identification of nearest medical facilities

- Incident investigation/reporting procedures
- Identification of natural hazards and appropriate responses (e.g. bushfire, lightning, flooding).

The leader for a session must be familiar with the documented emergency strategy for the session and ensure that the appropriate resources are available to the activity leader(s).

1.5 Restrictions to participation

Operational restrictions to a canoeing session include weather, equipment, changes to water conditions and restrictions dictated by land manager(s) and environmental factors (flood, lightning, drought, fire).

Individual restrictions to a canoeing session should apply to participants deemed to be under the influence or effects of alcohol or drugs, including prescription drugs, which may affect performance, and to participants who are unable or unwilling to follow instructions. (See 2 Responsibility of the leader)

2 Responsibility of the leaders

This section includes all aspects of the activity plan that involve the leaders. This section covers the specific competencies required to lead groups at various difficulty levels and the basic requirements of the leaders that form the basis of reasonable duty and standard of care.

2.1 Responsibility of the leader(s)

The following points are the responsibilities of an activity leader. Individual tasks may be delegated but the responsibility remains with the leader.

It is the activity leader's responsibility to ensure that the level of knowledge, ability, skill and equipment of each participant is appropriate for the level of difficulty and complexity of the session and to receive acknowledgement from all participants that he/she (as the leader) has the role of leading the group.

This responsibility includes but is not limited to the following:

- Understand and endorse trip plan
- Research and manage foreseeable hazards/incidents/emergency
- Ensure that minimal environmental impact message is conveyed and adhered to
- Confirm group experience/capabilities (where possible)
- Check all equipment including (first aid kit and communication) prior to departure and on return
- Ensure a full briefing is clearly carried out and understood by all leaders and participants (See 2.3 Activity briefing)
- Check water conditions and weather reports prior to session and every day on a multi day trip
- Ensure that all group equipment is secured/stored correctly at all times

- Confirm head count before, during and immediately following the trip
- Be alert to the physical and psychological condition of the group
- Control the pace of the group and rest group if necessary
- Maintain constant surveillance/observation of participants to ensure, to the best of your ability, that all participants avoid situations beyond their known capabilities
- Appropriately designate responsibility
- Notify external contacts of safe completion
- Ensure that any incidents are documented and reported
- Ensure that waiver/acceptance of risk forms have been signed and collected by/for all participants prior to activity (where appropriate)
- Appoint external contacts to notify Police, etc. if not contacted by designated time
- Check all equipment on return.

2.2 Competency of leaders

Several qualification and accreditation schemes are available through community organisations, employers, TAFE colleges, universities and registered training organisations (RTOs) for training canoeing and kayaking leaders. As a leader of canoeing activities, you must be confident in having satisfied a comprehensive process of skill acquisition and experience, which must be at least equivalent to that described by the Units of Competence from the Department of Education, Science and Training (DEST), which make up the following Australian Canoeing qualifications.

A statement of attainment for these units is not compulsory. However, the inclusion of this section is intended to provide a suitable benchmark to introduce individual accountability in line with the Australian Canoeing Inc. Award Scheme.

Please see the Australian Canoeing website <www.canoe.org.au> under Education and then Award Scheme for a listing of the National Outdoor Recreation Industry Training Package Competencies that are required for each Award. Refer also to Appendix C.

Flatwater Instructor and Guide (Level 1) (SRO99) and Inland Instructor and Guide (Level 1) (SRO03)

Holders are expected to be able to lead expeditions on inland waters such as open lakes and rivers (but not on whitewater) in controlled conditions for inland kayaking and canoeing which include:

- Sheltered and calm waters
- Minimal wind
- Ease of access to shore
- Minimal flow of water.

They must have a high standard of teaching and paddling ability. A guide is to only impart skills or knowledge that is necessary for a person to participate safely and adequately in canoeing or kayaking. At the end of a session or program with a guide, the

intent is not for the participant to have acquired the skills to independently participate in the activity. This award specifically excludes dangerous or exposed areas.

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

Holders are expected to be able to lead expeditions in moderate sea conditions, defined as areas where the coastline may be simple, not involving overfalls, tidal races, difficult landings or open crossings and

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

They have a high standard of teaching and paddling ability. A guide is only to impart skills or knowledge that is necessary for a person to participate safely and adequately in canoeing and kayaking. At the end of a session or program with a guide, the intent is not for the participant to have acquired the skills to independently participate in the activity.

A Sea Instructor (Level 2) is qualified to act in the capacity defined as a Sea Guide (Level 2).

Sea Instructor and Guide (Level 3) (SRO099 and SRO03)

Holders have been assessed at and are qualified to lead expeditions in difficult sea conditions, defined as open crossings with

- Wind speeds of 7–21 knots (12–38km/hr)
- Wave heights of at least 1.0m
- Surf up to 2.0m.

They have a high standard of teaching and paddling ability. A guide is only to impart skills or knowledge that is necessary for a person to participate safely and adequately in canoeing and kayaking. At the end of a session or program with a guide, the intent is not for the participant to have acquired the skills to independently participate in the activity.

This requires the instructor to be able to critique technique, apply a variety of appropriate instructional strategies, and may require them to assess participants' skill acquisition at the end of the program. A Sea Instructor (Level 3) is qualified to act in the capacity defined as a Sea Guide (Level 3).

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

Holders have been assessed at and are qualified to operate expeditions in Grade 2 whitewater conditions. They have a high standard of teaching and paddling ability. A guide is only to impart skills or knowledge that is necessary for a person to participate safely and adequately in canoeing and kayaking. At the end of a session or program with a guide, the intent is not for the participant to have acquired the skills to independently participate in the activity.

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

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

Holders have been assessed at and are qualified to operate in Grade 3–4 whitewater conditions. They have a high standard of teaching and paddling ability. A guide is only to impart skills or knowledge that is necessary for a person to participate safely and adequately in canoeing and kayaking. At the end of a session or program with a guide, the intent is not for the participant to have acquired the skills to independently participate in the activity.

2.3 Activity briefing

As for all outdoor activities involving group participation, all participants and leaders must use an agreed and understood system of communication. It is essential that this be devised before the session and agreed as a component of the pre-activity briefing. Australian Canoeing recommends that the National Standard Signals be understood and used by all paddlers. Details of the National Standard Signals can be found in Appendix A.

The activity briefing may be delivered differently according to organisational preference and where relevant, the length and complexity of a session but must include (and is not necessarily limited to) each and every element of the following:

- The nature of the activity, inherent risks, emergency strategy, group conduct and communication requirements
- The National Standard Signals
- The correct and safe handling and navigation of the canoe or kayak being used
- The correct fitting and wearing of appropriate personal flotation devices (PFDs) which are to be worn at all times
- The whereabouts of all safety and communication equipment
- The correct and safe operation of any (including safety) equipment
- The correct procedure in the event of a capsized
- Sun and environmental protection
- Opportunity for participants to voice any concerns (medical or otherwise)
- The program for the session/day
- The role and expectations for each participant
- Group conduct and spacing where relevant
- Confirm participants have understood the brief (Acceptance of risk)
- Confirm participants are free of the effects of alcohol/drugs
- Confirm participants clothing, footwear, hair and jewellery are safe and appropriate for the planned trip
- Explanation of required documentation, including completion and signing of waiver.

2.4 First aid

Decisions on the level of first aid should be based upon the risk assessment and emergency strategy for this adventure activity. Leaders and guides should have the appropriate first aid skills commensurate with the planned activity, the skills of the group and the location of the activity, including remote areas.

On any session, a comprehensive first aid kit appropriate to the level of first aid training available and to the trip must be accessible at all times. A second first aid kit must be carried on any trip with more than 20 paddlers (participants and leaders). The first aid kits must be carried in separate boats.

Leaders should be aware that some remote areas may require more advanced first aid qualifications and other programs may have to implement site specific procedures for dealing with the provision of first aid. Decisions should be based upon the risk assessment and emergency strategy.

The following table provides an overview of equivalent first aid training with South Australian providers St John Ambulance and Australia Red Cross.

Level 1: Basic First Aid (Resuscitation) involves basic skills and knowledge in order to recognise and provide immediate first aid for a range of common illnesses and injuries and minimise the severity of injury or sudden illness.

Leaders and guides with Basic First Aid should be able to:

- perform CPR (resuscitation)
- manage breathing emergencies: expired air resuscitation (EAR)
- control bleeding, wounds and bandaging

Level 2: Intermediate or Senior First Aid involves skills and knowledge to recognise and provide immediate first aid for a range of common illnesses and injuries and minimise the severity of injury or sudden illness.

Leaders and guides with Intermediate or Senior First Aid should be able to:

- perform CPR (resuscitation)
- manage breathing emergencies: expired air resuscitation (EAR)
- control bleeding, wounds and bandaging
- manage extremes of heat and cold
- manage injuries to bones, joints and muscles
- manage poisoning, bites and stings
- define the principles of first aid
- demonstrate knowledge of basic human anatomy
- recognise and manage both a conscious and an unconscious casualty
- perform effective CPR and expired air resuscitation (EAR)
- identify a range of common illnesses and injuries

- control bleeding and care for various types of wounds
- recognise and manage injuries to bone or soft tissue
- recognise and manage medical conditions that may need emergency care, including heart attack, stroke, asthma, diabetes and epilepsy
- use practical first aid skills using prepared and improvised materials.
- demonstrate knowledge of first aid management for a range of common illnesses and injuries.

2.5 Ratios

Variables affect the leader/group ratios in varying environments. There are clearly situations where your judgement will dictate a requirement that there be a smaller or larger number of participants per leader. Land managers may also suggest ratios that differ from AAS and where these are within AAS they must be regarded as minimum standards.

The following Leader to participant ratios apply:

Ratios for flatwater or inland kayaking or canoeing

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

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

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

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

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

Supervision may be relaxed towards a ratio of 1:12 under the following conditions:

- All participants are 17 years of age or older

- All participants are competent, both individually and as a group, to deal with likely problems which may be encountered
- All participants are reliable rollers and using suitable equipment for rolling
- Good weather forecast with light/favourable winds, flat and warm water which present little risk to participants
- In a non-remote area where assistance from other groups or craft might be available
- Planned trip will stay close to an easily accessible shoreline.

Ratios for whitewater kayaking or canoeing on moving rivers up to Grade 3

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

The acceptable ratio for conducting group kayaking or canoeing activities in moving water up to grade four is 1:6 participants and consideration must be given to the requirement for an additional leader or a minimum of two leaders(s) for any river trip.

Supervision may be increased towards a ratio of 1:4 under the following conditions:

- There is no support instructor/guide for the activity session (+1 leader)
- Participants have special needs, including behavioural, physical or mental disability
- Participants are primarily younger children
- The river being paddled is likely to flood or rapidly change volume/level
- The water temperature is cold and may affect participants' capabilities
- The river is in a remote area
- The river is known to have few large breakouts
- The river has continuous sections of technical water
- The river has frequent 'pinning' hazards (rocks, trees, etc)
- Egress is required above more hazardous sections.

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

- All participants are 17 years or age or older
- All participants are competent white water paddlers for the river grade expected
- All participants are reliable rollers
- River levels are moderate and known well by the leader
- Water temperatures are warm and present little risk to participants
- The river section is known well by the leader

- The river section has regular access/egress points with good, regular break-outs
- The river section is readily accessible to external assistance
- The leader holds a higher qualification than required for the river grade.

Ratios for sea kayaking

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

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

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

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

Supervision may need to be increased towards a ratio of 1:2 considering the following conditions/variables:

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

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

- All participants are adults
- All participants are competent, both individually and as a group, to deal with likely problems which may be encountered
- All participants are reliable rollers
- Good weather forecast for a stable sea state with no spring tides or tidal stream
- Water temperatures are warm and present little risk to participants
- The location/route is not remote and assistance from other groups or craft is available

- The location/route is always close to an easily accessible shoreline
- The leader holds a higher qualification than required for the activity.

2.6 Skills of participants

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

2.7 Incident reporting

Australian Canoeing Inc. maintains records of canoeing incidents and accidents that resulted in injury or had the potential to result in injury. Members of Australian Canoeing Inc. are required to complete an incident report form to be forwarded directly for processing and are also keen to provide this service for incidents involving non-members.

These records are stored centrally and regularly reviewed to identify trends. Incident and accident reporting is a valuable risk management tool that assists in identifying injury trends. The timely and accurate recording of incident or accident-related information can also help you and insurers, to defend possible liability claims resulting from injuries that may have occurred during an organised activity.

An Incident Report Form can be downloaded from the Australian Canoeing website <www.canoe.org.au>

3 Equipment

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

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

3.1 Boats and associated equipment

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

All craft should:

- Provide a stable platform allowing strokes to be performed effectively
- Possess the strength to withstand all foreseeable forces

- Not sink, but remain horizontal, when swamped and remain suitable as buoyancy for its crew
- Be capable of being towed by rope and grasped by hand
- Allow for easy exit in the event of capsizing
- Not be designed, made of a material or finished in a way that could cause injury or impede exit
- Be fitted with end loops or toggles
- Fitted with footrests that will not allow feet to become entrapped and that will not break in the event of foreseeable paddling forces or impacts
- Preferably of a colour that is clearly visible to other water users or rescue authorities
- Provide positive buoyancy at each end which may consist of:
 - sturdy, waterproof bulkheads, front and back, with water tight hatch covers
 - integrated cockpits with watertight hatch covers
 - fixed flotation bags
 - being a 'sit on top' self-draining kayak.

It is recommended that kayak paddlers wear spray decks on white water and the sea. Decked canoe paddlers should wear spray decks on white water: they are optional on open canoes.

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

Pump or self-bailer

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

- inhibits stability
- increases the possibility of hypothermia
- decreases endurance
- increases the possibility of water and salt related problems such as blisters, infection, etc.

Vessels used for clients under supervision:

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

Effective hands free pumps are to be fitted to all sea kayaks paddled in sea conditions. Hand operated pumps are not recommended as the only form of pump, but may be carried as a backup. It is noted that an effective bailing device in all boats is a legal

requirement in several States: check requirements if conducting these activities interstate. A sponge is a minimum requirement.

3.2 Paddles

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

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

3.3 Personal flotation devices

All participants must wear an appropriate personal flotation device (PFD) that is consistent with the Australian Standards for Type 2 or Type 3 at all times while on the water. A PFD shall be deemed appropriate by marking, which shall identify that the PFD complies with a recognised standard. The PFD should be the correct size for the wearer.

Type 1 PFDs are not suitable for canoe or kayak activities because they impede paddling ability and restrict correct posture.

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

Rescue PFDs should comply with the previously mentioned standards for Type 3 PFDs.

Towing cowtails must be quick release. The PFD must not contain any pocket or other component that may impede paddling, normal rescue practices or exit from craft. It is recommended that all PFDs be of a bright colour.

3.4 Helmets

Helmets should:

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

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

Face guards are not recommended for general recreational use as face guards can be dangerous and an unnecessary complication as they reduce vision and offer snagging

points. Chin cups are also not recommended on the helmet. Experience shows that they do not work appropriately (this is also borne out of the motorcycle and bicycle industry).

Helmets worn by leaders should be clearly distinguishable from those worn by the rest of the group.

3.5 Navigation equipment

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

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

3.6 Communication equipment

The following communication equipment should be carried as appropriate for the activity.

Electronic and other equipment that can be damaged by water should be carried in water resistant containers. Instructors are responsible to determine the equipment to be carried by all participants.

- Marine (pealess) whistle
- Mobile phone
- Signalling mirror
- Marine VHF radio (operators should hold the VHF Certificate of Proficiency)
- Marine 27MHz radio
- Torch
- Strobe light
- UHF radio
- V-sheet
- Satellite phone
- Chemical light stick (or electronic equivalent)
- Flares (red, smoke, parachute)
- EPIRB.

3.7 Safety and rescue equipment

- Basic rescue equipment should be carried where it is quickly and easily accessible
- All leader(s) should consider having an appropriate towing system easily accessible so that it can be deployed quickly when needed. Other participants should also carry towlines, as appropriate for the activity and at the discretion of the leader
- All towing systems must be quick-release, and should be set up so that they do not restrict the manoeuvrability of the towing boat

- Throw bags must be carried by all leaders on any activity involving moving water. They may also be carried by some other participants at the discretion of the leader. All participants should be trained in their use
- It is recommended that all leaders on whitewater carry a rescue (safety) knife and these should be quickly and easily accessible, but it is generally not considered appropriate to carry them on the outside of a PFD
- A basic repair kit should be available in the event of an incident or emergency. A roll of duct tape is considered a minimum requirement. A comprehensive group repair kit appropriate for the boats that are being used should be carried on all expeditions, particularly in remote areas
- Rescue equipment including slings, karabiners and pulleys are recommended on moving water and must be available to the leader on all activities conducted on Grade 3 rivers
- Basic emergency equipment such as waterproof matches, a fuel stove, a small tent, bivvy bag or space blanket, an insulated mat, a sleeping bag, emergency shelter, etc. should be carried as appropriate for the activity, the participants, and the expected weather conditions.

3.8 Maintenance, replacement and storage

All equipment is subject to wear and tear.

- All equipment used in canoeing activities should be used, maintained and stored according to manufacturers specifications where applicable
- All equipment used must be checked before and after each session/trip
- All issued equipment must be carefully washed after each trip: wetsuits and helmets must be disinfected after each use.

3.9 Clothing for participants

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

- Clothing must give adequate protection from the weather conditions that are expected during the activity
- The protective qualities of the clothing should not be significantly reduced when the material is wet
- Suitable clothing includes but is not limited to wetsuits, dry suits, thermal underwear, synthetic fleece, and paddling jackets for cold weather, and Lycra® rash shirts, stinger suits, and synthetic water-sports shirts in hot conditions
- Suitable and safe footwear is to be worn at all times while paddling. Heavy boots of any style and thongs are not considered to be safe footwear and must not be worn
- Hats or sunshades with helmets should be worn at all times while on the water
- Sunglasses and prescription spectacles should be secured with a suitable restraint if worn

- Leader(s) should ensure that extra dry clothing is carried, as appropriate, for the participants, the paddling conditions and the duration of the activity.

3.10 Sun protection

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

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

3.11 Food and drink

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

4 Environment and conduct

The leader, guide and organising body should be satisfied that participants are aware of their responsibilities (as members of the group) to ensure areas of scenic or recreational significance, special scientific or archaeological sites, and the natural environment are respected, and that the requirements of land managers are adhered to. Canoeists, like others who use the outdoors for recreation, have a responsibility to minimise their impact on the natural environment, the enjoyment of others and on public and private property.

Canoe and kayak leaders are expected to comply with Australian Canoeing Minimal Impact Practices Guidelines (refer <www.canoe.org.au>) and any additional National Park, council or other authorities' regulations and fire bans.

Access

- Always seek permission from landowners (including government authorities) for access to water. Apart from being courteous, it is often required by law. Also, you may need their help later

- If you land at the edge of private property, be courteous and make yourself and your intentions known to the person
- Use gates, not fences, and leave gates as you find them
- Drive vehicles only on designated roads
- Leave livestock and property alone
- Use current paths and do not damage or remove flora.

Beaches

- Dunes and their vegetation are an essential but fragile part of the beach ecosystem. Minimise damage to dunes by:
 - Carrying boats over dunes: do not drag them
 - Leaving boats below the dune level when entering and leaving the water
 - Not digging into dunes or creating high-use tracks: where a formed track is present always use it
- Beaches and dunes are the nesting sites of many birds: tread carefully and do not disturb nests.

Bushwalking

- Use formed tracks where possible
- In untracked areas, do not cut or trample vegetation, with larger groups use multiple routes so as not to create a badly worn area
- When planning your trip (including emergency access) plan to use formed tracks.

Further to this the following strategies, which effectively minimise disturbance to natural and cultural values, represent acceptable conduct for the long-term sustainability of both the activity and the environment.

Waste

Rubbish: It is the responsibility of the group leader to ensure that no rubbish or introduced matter is left as a result of the group's activity in an area. This particularly applies to all food or drink packaging, food scraps and activity equipment. Leaders should plan to carry rubbish receptacles sufficient to enable all group-generated rubbish to be removed from the area. Where practicable, leaders should encourage participants to remove rubbish left by previous users.

Human waste: Faecal wastes are to be managed and disposed of in line with environmental regulations and land manager directions. This means that where toilet facilities are provided, these must be used. Where camping is permitted and no toilet facilities are available, toilet wastes must be buried at least 100 metres from a watercourse. If it is not feasible to bury wastes or to bury them at least 100 metres from a watercourse (e.g. narrow river valley, cliff areas), group leaders should plan to use equipment (e.g. 'poo-tubes') that enable the wastes to be removed and disposed of at a facility designed for this purpose.

Fire

Fire Bans: In most parks, the South Australian fire danger season usually extends from 1 November to 30 April, depending on seasonal conditions. No wood fires are permitted in parks during this time. Some parks have year round bans on wood fires. Open flames are banned in all parks on days of extreme fire danger. These are declared by the Country Fire Service (CFS). Parks may be closed to visitors on Total Fire Ban days. The onus is on the leader to check the fire ban status for the area they are visiting. Phone or visit the Department for Environment and Heritage or CFS Office for more details.

Camp Fires: Native vegetation within reserves is protected. In non-reserve areas, dead trees and fallen logs play an important role in the environment. In some parks, wood fires are prohibited or restricted. Gas or liquid fuel stoves are preferable. Where fires are permitted they should be:

- Lit in existing fireplaces where possible or in a properly constructed fireplace or pit (minimum 30cm deep and a maximum of one metre wide) and returned as closely as practicable as it was
- At least three metres around the fireplace or pit must be clear of flammable vegetation
- Kept to a minimum size necessary for cooking, minimising disturbance to the surrounding area
- Attended at all times
- Extinguished with water
- Avoided if fuel is scarce
- Avoided if at all unnecessary or where doing so will not comply with the minimal impact approach.

Camping

- If boats require tying up, ensure that the system does not damage the rocks or vegetation that is used
- Camp at established campsites where possible
- Make campsites away from water resources (at least 20 metres from any stream) and allow animals undisturbed access
- Use floored tents with poles
- No trenches around tents
- Use toilet facilities where available
- Avoid using any soaps or detergents. If they must be used, use only biodegradable soaps and detergents. Dispose of washing water at least 50 metres from any water source
- Wash all soil from camping and personal equipment and vehicles before leaving home or moving between locations, in order to avoid transporting seeds or soil-borne pathogens such as phytophthora.

Finally, always leave a trip intention or float plan with a responsible party that complies with National Park's trip registration and licensing requirements.

5 Further information

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

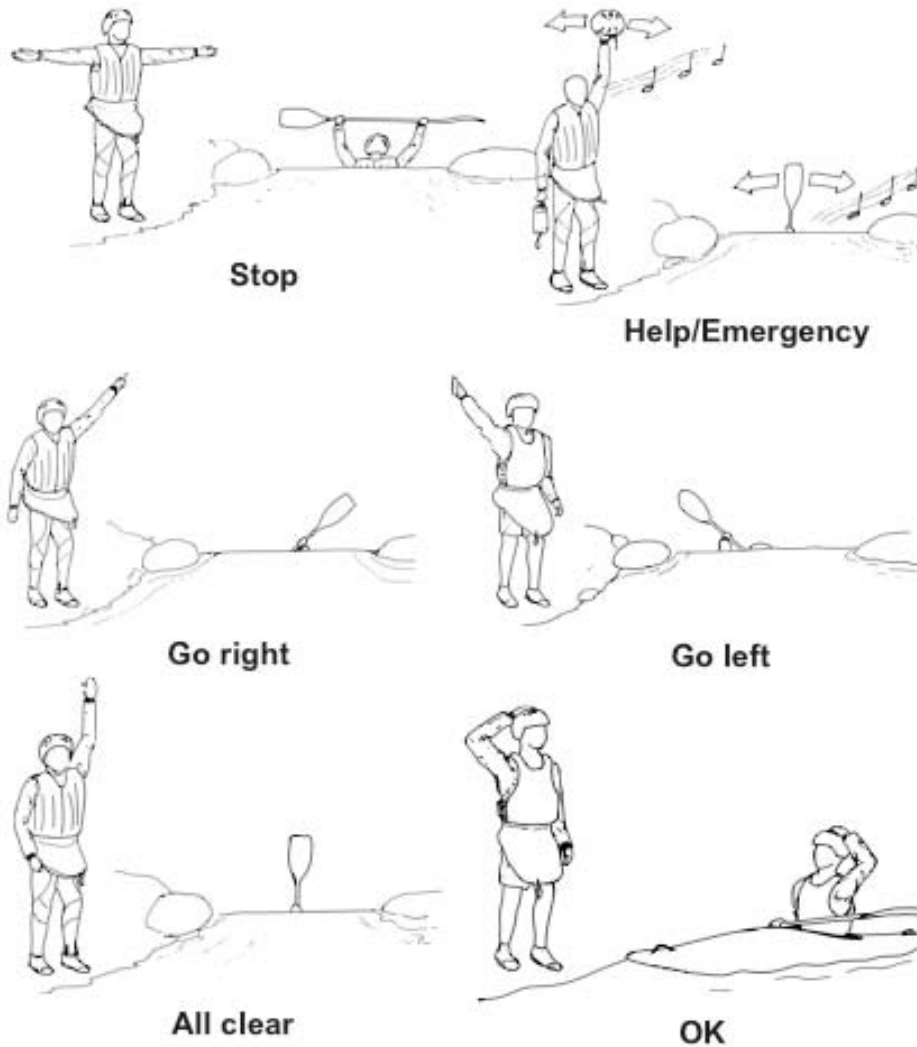
In addition to achieving the minimum level of competence described in 2.1, Australian Canoeing Inc. leaders must re-register with Australian Canoeing Inc. Accreditation re-registration is a policy that requires Australian Canoeing Inc leaders to undertake a prescribed amount of continuing education. Re-registration is required to retain any rights as an Australian Canoeing Inc. Instructor.

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Appendix A : National Standard Signals

River signals



Sea Signals

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

Appendix B: Sea and river gradings**International River Grading System**

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

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

Experienced local paddlers are the best source of information about rivers

The following descriptions are a basic guide to each grade.

Grade 1: Easy

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

Grade 2: Medium

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

Grade 3: Difficult

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

Grade 4: Advanced

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

Grade 5: Expert

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

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

Grade 6: Extreme

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

The river cannot be paddled without severe risk to life.

Sea Conditions Grading

Sea conditions vary depending many factors including the following:

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

Appendix C: Units of competence covered by AC Awards

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

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

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

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

First Aid Certification Requirements

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

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

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

Flatwater Kayak Skills Award

Unit Code	Description
SRO KYK 001A	Demonstrate simple kayaking skills
SRO NAV 001B	Navigate in tracked or easy untracked areas.

SRO ODR 001A	Apply basic outdoor recreation logistics
SRO OPS 001B	Implement minimal environmental impact practices
SRO OPS 003B	Apply weather information

Introduction to Sea Kayak Skills Award

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

Introduction to Whitewater Canoe Skills Award

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

Introduction to Whitewater Kayak Skills Award

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

Sea Kayak Skills Award

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

Whitewater Canoe Skills Award

Unit Code	Description
SRO CNE 002A	Demonstrate simple canoeing a high standard
SRO CNE 003A	Perform deep water rescues
SRO CNE 004A	Apply complex inland canoeing skills on Grade 2 water

SRO OPS 004B	Interpret weather conditions in the field
SRO WWR 002B	Perform white water rescues and recoveries

Whitewater Kayak Skills Award

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

Advanced Sea Kayak Skills Award

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

Advanced Whitewater Canoe Skills Award

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

Advanced Whitewater Kayak Skills Award

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

Rescue Award**River Rescue Award**

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

Leader Award**Sea Leader Award**

Unit Code	Description
SRO ODR 006A	Manage risk in an outdoor activity
SRX GRO 003A	Provide leadership to groups

SRX OHS 001B	Follow defined OHS policy and procedures
SRX RIK 001A	Undertake risk analysis of activities

Lifeguard Awards**Canoe Lifeguard**

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

Kayak Lifeguard

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

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

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

Guide Flatwater Kayak (Level 1) Award

Unit Code	Description
SRO KYK 002A	Demonstrate simple kayaking skills to a high standard
SRO CNE 003A	Perform deep water rescues
SRO ODR 002A	Plan outdoor recreation activities

SRO ODR 003A	Plan outdoor recreation activities (advanced)
SRO ODR 006A	Manage risk in an outdoor activity
SRX OHS 001B	Followed define OHS policy and procedures
SRX GRO 003A	Provide leadership to groups
SRO CNE 006A	Guide canoeing trips on flat and undemanding water
SRX RIK 001A	Undertake risk analysis of activities

Guide Sea Kayak (Level 2) Award

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

Guide Whitewater Canoe (Level 2) Award

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

Guide Whitewater Kayak (Level 2) Award

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

Adv Guide Sea Kayak (Level 3) Award

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

Adv Guide Whitewater Canoe (Level 3) Award

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

Adv Guide Whitewater Kayak (Level 3) Award

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

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

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

Instructor Flatwater Kayak (Level 1) Award

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

Instructor Sea Kayak (Level 2) Award

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

SRO KYS 007A	Instruct sea kayaking trips (easy to moderate conditions)
BSZ 404A	Train small groups

Instructor Whitewater Canoe (Level 2) Award

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

Instructor Whitewater Canoe (Level 2) Award

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

Adv Instructor Sea Kayak (Level 3) Award

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

Adv Instructor Whitewater Canoe (Level 3) Award

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

Adv Instructor Whitewater Kayak (Level 3) Award

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

Appendix D: Equipment**Whitewater equipment standards****Kayaks and Canoes**

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

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

Paddle

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

Spraycover

Spraycover must correctly fit the craft and stay fitted during all aspects of whitewater paddling.

PFD

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

Sea kayak equipment standards**Kayak**

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

- (a) Minimum volume cockpit (bulkheads or integrated cockpit) so that the kayak is controllable in sea conditions with the cockpit flooded.

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

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

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

Personal vessels

To help ensure your safety:

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

Vessels used for clients under supervision

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

Paddle

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

Spraydeck, cover or skirt

The spraydeck must correctly fit the craft and stay fitted during all aspects of sea kayaking.

PFDs

The PFD must conform to Australian Canoeing safety policy standards for PFDs.

Spare paddle system

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

Towline

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

Paddle park or leash

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

Appendix E: Australian Canoeing Safety Code

This Safety Code is for any current or prospective paddler.

Purchasers of Kayaks, Sit On Tops or Canoes

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

The Paddler

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

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

Equipment

- (a) Make certain you have the right craft for the trip!
- (b) Test new and unfamiliar equipment before undertaking hazardous assignments. This includes alterations to gear.
- (c) The craft must be in good condition before starting a trip.
- (d) If sea kayaking, carry a spare paddle in a position where you can get at it quickly.
- (e) The craft, when filled with water, must be able to support its crew and sodden gear in deep water. Use expanded plastics or buoyancy bags or sealed airtight compartments.
- (f) Use spray covers whenever there is any possibility that water may come into the craft in quantity. The cover release must be immediate and function perfectly.
- (g) Carry appropriate repair equipment, torch, map, compass and survival kit on wilderness trips.
- (h) Leave a plan of your trip with a responsible person and an expected time of arrival at your destination.

The Leader

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

On Rivers

- (a) Each participant should be aware of group plans, formations, the general nature of the river ahead, the location of any special gear and the signals to be used.
- (b) The lead boat crew scouts all doubtful parts of the river, sets the course, and is never passed.
- (c) The rear boat is equipped and trained for rescue.
- (d) Each craft has a responsibility to the craft behind. It should not lose visual contact. It passes on signals, points out obstacles and tries to prevent its own errors being repeated.

- (e) The party needs to be compact. Large formations should be sub-divided into independent groups with an overall plan.

On Lakes or the Sea

- (a) Do not travel beyond a returnable distance from shore under the worst conditions possible.
- (b) Know the weather range. Have a current forecast. Conditions can change within minutes. Beware of off-shore winds
- (c) Have a sound knowledge of the effects of tides.
- (d) Formation positions should be nominated to prevent craft from being dangerously dispersed.
- (e) Kayak paddlers, prior to an ocean expedition, should practise rolling and all canoeists should perfect team rescue drill so that a capsized craft can be righted, emptied and the crew re-embark.

In the event of a capsized

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

As a rescuer

Go after the crew. The craft can wait until the crew and you are safe.