

POLICIES AND PROCEDURES RELATING TO CLUB ON WATER ACTIVITIES.



TRIP LEADERS

Trip Leadership categories.

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

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

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

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

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

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

Activities in this category will be led by a club member who holds an ACAS Sea Leader or

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

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

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

Activities in this category will be led by a club member who holds an ACAS Sea Leader or Sea Instructor award, who has sea skills and experience relevant to the activity and has been nominated by the committee to lead that activity. During such activities Sea Instructors may provide sea skills and knowledge to participants within or beyond the requirements of the activity.

It is not intended however that Sea Leaders will impart skills or knowledge to the participants beyond that necessary to complete the activity safely. Participants will generally be asked for comments relevant to the progress of the activity but final decisions relating to group and individual safety will be made by the Trip Leader or Instructor.

Paddler participation in activities above their award level.

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

Advanced Sea Activities

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

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

Trip Leaders Responsibilities.

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



ON WATER ACTIVITY GROUP DYNAMICS

Group Size.

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

Group spread and communications.

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

Group spread and safety.

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

Paddlers who abandon a club paddle group.

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

Group speed.

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

Lead Paddler.

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

Tail End Charlie.

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

Rescuer.

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

First Aid Provider.

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

Surf landing or launching.

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

Group Decision Making.

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

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



OTHER RELEVANT POLICIES AND PROCEDURES .

Pre Launch Briefing Notes - Ref Appendix "A"

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

Pre launch disclaimer - Ref Appendix "B"

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

Float Plan - Ref Appendix "C"

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

Code of Personal Conduct - Ref Appendix "D"

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

Consumption of alcoholic beverages.

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

Recreational Use of Drugs.

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

Travel To And From Paddling Venues.

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

Accident or Incident Reports.

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

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

Complaints Resolution Procedure

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

Anti Harassment Policy

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

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

Sun Safe Policy.

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

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

- Regular use of high protection factor (spf30+), broad spectrum, water resistant sunscreen on all exposed areas of the body. Re-application every two hours or more often when sweating or being exposed to spray or immersion in the water.
- Use of a wide brimmed hat is a minimum requirement for shading the head and neck. In conditions where the paddler is exposed to a combination of low sunlight, reflected sunlight, wind, or spray then a hat with a large peak and a neck cloth that can be fastened across the face if required, thus providing 3600 protection, should be worn.
- Regular use of a high protection factor (spf30+) lip balm is also recommended.
- Eye protection from solar radiation is essential to avoid eye damage. Sun glasses should be chosen for the protection they provide against UV radiation and must be of a wrap around style or have side shields. Glasses chosen as a fashion accessory will not provide this protection.
- Over reliance on one form of protection only is not encouraged. For example the use of both a hat and sunscreen is preferable to using only one or the other.
- The primary reason for using paddling gloves is normally to protect the hands against chafe.
- Gloves however also importantly provide protection against sunburn to the hands which are always wet and therefore difficult to protect with sunscreen only.
- A paddlers legs are normally protected from the environment by a covering spray deck. If however the legs are to be exposed to harsh environmental exposure for any length of time a pair of long trousers should be worn.
- It needs to be remembered that the risks of exposure to UV radiation during cloudy or overcast days are often greater than on days of bright sunlight. Protective measures should not be relaxed in these conditions.
- Long sleeve shirts with a high neck or collar, long sleeves and of a type appropriate to the conditions should be worn e.g. rash shirts, polypropylene shirts, thermals and Cags. It is important to consider the secondary effects that may arise from wearing inappropriate protective clothing e.g. heat stress in hot weather.

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

Amounts of UV radiation absorbed and level of protection.

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

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

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



TRIP / PADDLER GRADING GUIDELINES.

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

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

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

What are my current limitations?

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

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

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



PRE LAUNCH BRIEFING NOTES

WARNING - SEA KAYAKING IS A HIGH RISK RECREATIONAL ACTIVITY!

TRIP LEADER / INSTRUCTOR - Check the following points

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

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

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

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

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

Check the following points

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

Establish group dynamics for the trip

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

Advise the group -

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

Other Safety Procedures.

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

Emergency Phone Numbers & Call Signs

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



PRE LAUNCH DISCLAIMER SHEET

RISK WARNING

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

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

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

AGREEMENT OF RESPONSIBILITY

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

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

RELEASE AND INDEMNITY

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

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

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

PARTICIPANT LIST ON SEPARATE SHEET

ON WATER ACTIVITY DISCLAIMER - PARTICIPANT LIST



Sea Leader / Instructor Name: _____

Activity Details: _____

Distance _____ kms Duration _____ Hrs Date ____/____/____

Weather Conditions:

- Weather: Sunny Overcast Showers Rain Varied
- Wind (knots): 0-5 5-10 10-15 15-20 >20 Varied
- Wind Direction: N NE E SE S SW W NW Varied
- Swell (m): Nil 0-0.5 0.5-1.0 1.0-1.5 1.5-2.0 >2.0 Varied
- Seas (m): Nil 0-0.5 0.5-1.0 1.0-1.5 1.5-2.0 >2.0 Varied
- Surf (m): Nil 0-0.5 0.5-1.0 1.0-1.5 1.5-2.0 >2.0 Varied

SEA KAYAKING IS A HIGH RISK ACTIVITY

I have read and understand the Pre-Launch Disclaimer Sheet

PARTICIPANT			EMERGENCY CONTACT DETAILS		
SURNAME	FIRST NAME	SIGNATURE	SURNAME	FIRST NAME	PHONE No.
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					



FLOAT PLAN

Trip Leader

Name _____ Signature _____

Instructors(s).

Name _____ Signature _____

Name _____ Signature _____

Activity Details

Departure Point _____

Departure Date / / ETD am / pm

Return Point _____

Return Date / / ETR am / pm

Route Details - _____

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

Charts and Maps In Use _____

Communications and safety equipment carried

Radios Carried

VHF – Call signs _____

27MHz – Call signs _____

Mobile Phones Carried -. No's. _____

Other signaling devices - tick if carried.

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

Other group safety equipment - tick if carried.

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

First aid / medical - tick if present.

Qualified First Aider In The Group Doctor In The Group

Onshore emergency contact.

Name _____ Phone No. _____

Name _____ Phone No. _____

Appendix "D"



CODE OF PERSONAL CONDUCT

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

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

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

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

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



VHF Radio Communications

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

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

'MAYDAY'

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

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

The Distress Call is transmitted on VHF **Channel 16**, which is monitored by every volunteer marine rescue organization/ limited coast station in Australia. However, be aware that some coast stations can and do operate at differing times during the year. Before launching, always contact the nearest coast station to confirm their times of operation and channels monitored.

THE DISTRESS CALL

- "MAYDAY" spoken 3 times.
 - "This is: name and call sign of distress vessel" spoken 3 times.
 - "MAYDAY"
- The 3 P's
- "Name and call sign of vessel in distress"
 - "7 km WSW of Mersey Point" (can include Lat & Long from GPS or map)
- Position →
- "Sinking after striking submerged reef"
- Problem →
- "Paddler with broken leg, possible internal injuries, unable to proceed"
- Particulars →
- "Group of 5 sea kayaks, weather rapidly deteriorating, maintaining position"
If EPIRB activated- Say "EPIRB Activated".

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

NO ACKNOWLEDGEMENT RECEIVED

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

IF YOU HEAR A DISTRESS CALL

1. If the distress is, beyond any doubt in your vicinity, you should immediately acknowledge.
2. However, if in the area of a Coast Station, you should defer your acknowledgement for a short interval to allow that Coast Station to acknowledge.
3. If the distress is not in your area, listen for an acknowledgement from a ship/ station closer to the distress scene.

No acknowledgement heard. You must now acknowledge receiving the distress call.

From this point all subsequent distress traffic must be prefixed with the word "MAYDAY"

You must decide what action you will take.

- How can this (SKC) group assist?
- Should we paddle to the distress scene?
- How long will it take to arrive at the scene?
- Upon arrival, what can we actually do?
- Further questions you may ask yourself and your group will depend on other factors.

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

ACKNOWLEDGE RECEIVING DISTRESS CALL

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

OR say-

- "Received Mayday. Have alerted Rockingham Sea Rescue".

To alert Rockingham Sea Rescue you must now 'relay the distress call'.

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

When a distress message is transmitted by a station (sea kayak) not in distress, it is essential that this fact be made clear. Failure to follow this procedure could cause confusion and delays. Never acknowledge receipt of a Mayday Relay message transmitted by a Coast Station unless you are definitely in a position to provide assistance.

THE URGENCY SIGNAL

The urgency signal is spoken as "**PAN PAN**".

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

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

- Say - "PAN PAN" spoken 3 times.
- Say - "Hello all Stations" **OR** "Rockingham Sea Rescue" spoken 3 times.
- Say - "This is" your call sign spoken 3 times.
- Say - "7 klm WSW Mersey Point, Sea Kayak lost paddle, require tow urgently, Drifting ENE @ 3.7 Nautical Miles per hour.

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

THE SAFETY SIGNAL

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

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

1. This signal **is not** used to precede routine weather forecasts.

2. You should continue to listen until you are satisfied that it does not concern you.
3. The initial Safety Signal will be transmitted on Emergency Channel 16 and the actual message content on a working channel.

You will hear:

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

You now switch to channel 73 and listen.

You will hear:

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

RAMDOM POINTS:

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

If any members would like further information or clarification of any points in this article, I will be very pleased to hear from you.

“This is” Rod Coogan MH 290, Mandurah Marina “Out”