  

# **2 Minute Form**

**Trip Name:**

**Check-in Name and Phone:**

**Date:** **Branch:**

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| **Leaders** |  | | | |  | |
| **Cell Phone Number** |  | | | |  | |
| **VHF** Call Sign &/or Vessel Name |  | | | |  | |
| **Vehicle** make, model, registration, colour |  | |  | |  |  |
| **General Plan**  *Note: If plan changes, you must notify your Check-in person.* |  | | | | | |
| **Latest Time Off the Water** |  |  | | | TMP/ AMP used20 |  |
| **Tide/ Forecast Lake Level** | Low |  | | High | Other |  |
| **Communications Carried**21 |  | | | | | |
| **Communications** | We will be communicating as a group on VHF Channel \_\_\_\_\_ | | | | | |
| **Equipment Carried** |  | | | | | |
| **Trip Report**  (Use other side if more space required) |  | | | | | |

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| Activity | Tiritiri Matangi | Centre | Auckland | Location | | | Hauraki Gulf | | Difficulty1 | | | Intermediate, or strong beginners if conditions are good. | |
| Activity Description | Meet at Shakespear Beach. Paddle along the coast to the end of Whangaparoa Penninsula. Cross to Tiritiri Matangi. There is the option of paddling around the island, going for a walk, or lying on the beach. Return.  Tiritiri Matangi is a beautiful bird sanctuary with many highly endangered species. There are feeding stations and the birds are used to people being close so you can often see the birds. In the peak season there are guided tours (no charge).  The ocean side of Tiri has some great rock-gardening with a couple of caves. | | | | | | | | Leader qualification req.2 | | | Trip leader | |
| Get in Location | Shakespear Beach | | | | Chart/ Map no.4 | | 532 | | Distance | | | Approx. 20km | |
| Get out Location | Shakespear Beah | | | | Coastguard Channel | | 82 & 16 | | Nowcasting | | | 20,21,22 | |
| Emergency get out 5 | None | | | | Emergency / Coastguard Station | | Auckland | | Phone | | | \*500  09 303 4303 | |
| Drinking Water6 | No | | Toilets7 | | | Long drops at Tiri | | | |
| Emergency Response | Refer Emergency Response Booklet | | | |  |  | | Parking8 | | | Yes at Army Bay | | | |
| Specific Equipment Required9 | Hi-viz clothing and flags. Helmets if rock gardening. | | | | Working Communications equipment in this area10 | Cell phone  Sat phone | | | | Mountain Radio | | | PLB  VHF | |
| Other resources  and notes11 | Note that Tiri is pest free – please check your boat and gear for rats, mice, Argentine ants, Rainbow skinks, soil and seeds. | | | | Weather Parameters12 | Depends who is going | | | | | | | | |
| Previous incidents13 | | | | | | | | | | | | | |

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| **Safety Management**14 | | | | | | | | | | | | |
| Hazard | | Significant? | | Management Strategy15 | | | | Hazard | Significant? | Management Strategy15 | | |
| Cold Water | | Yes | | Carry spare dry clothes and shelter | | | | Deep Water | Yes | Correctly fit PFDs | | |
| Medical Conditions | | Yes | | 1. Leader has first aid qualification 2. Ask customers about medical conditions | | | | Bad Weather | Yes | Understand weather forecasts.  Have back up plans or pull out if necessary | | |
| Capsizing | | Yes | | * Correctly fit Pfds * Skills at performing rescues. | | | | Heat / Sun | Yes | * Protective Clothing (worn) * Sun Screen * Plenty of drinks * Sunglasses | | |
| Panic | | Yes | | Ensure level of skills match conditions | | | | Obstacles | Yes | Awareness of reefs, navigational hazards, nets | | |
| Rock Gardening | | Yes | | Ensure participants know what to do if there is a significant swell. Wear helmets. | | | | Other Vessels | Yes | * Understand the “rules of the sea” * “Be seen” – Have two of the following; flag, brightly coloured kayak, brightly coloured Pfd or hat. At night: an all round white light & a powerful torch. | | |
|  | |  | |  | | | | Other Hazards |  |  | | |
|  | |  | |  | | | |  |  |  | | |
| Written up by: | Larraine Williams | | Approved By: | | Russell Williams | Signed: | RW | | Date: | 12 Mar. 14 | Review in: | 12 months from date of approval |

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| **Additional Information Sheet** (Optional) | | | | | | |
| Introduction (A general introduction) | |  | | | | |
| Description (A description of the tour – as if you were selling the idea to someone) | |  | | | | |
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| **Local Attractions** | | **Transport/ Local Operators** |  | | | |
|  | Contact details |  | Contact details | | | |
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| **Local Eateries** | |  |  | | | |
|  | Contact details |  |  | | | |
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| **Accommodation/ Campsite Locations** | | | **Facilities** | | | |
| Name |  | | Cabins |  | Fuel |  |
| Phone |  | | Showers |  | Power |  |
| E-mail |  | | Toilets |  | Water Access |  |
| Website |  | | Laundry |  | Pool |  |
| Physical Address |  | | Water |  | Fires Allowed |  |
| Other |  | | Supplies |  |  |  |
| **Other information** |  | |  |  |  |  |