# **2 Minute Form**

**Trip Name: Lake Arapuni - Dawn parade – Waikato River**

**Check-in Name and Phone: Ian Henderson at 078832703**

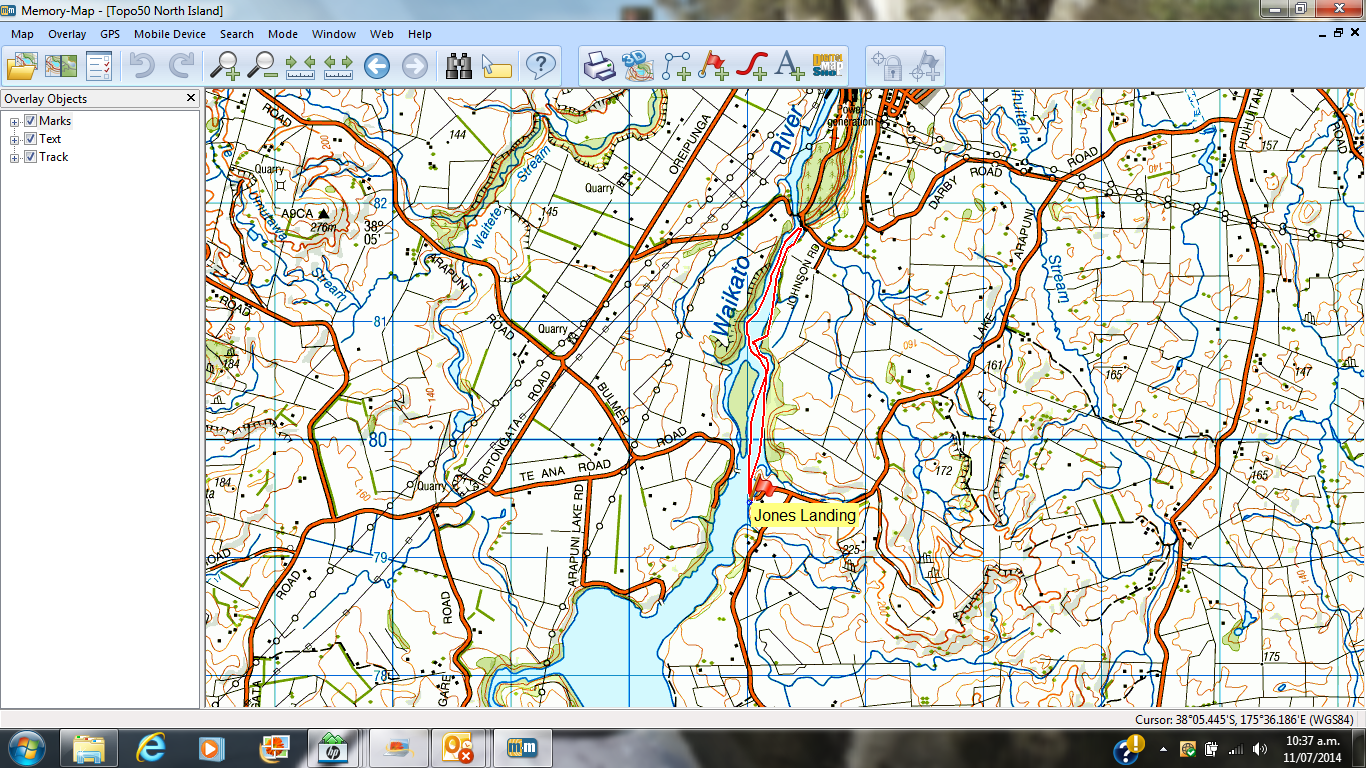
**Date:** **Branch: North Shore**

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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 used20 |  |
| **Tide/ Forecast Lake Level** | Low n/a |  | | High |  |  |
| **Communications Carried**21 | VHF, Cell Phone, PLB | | | | | |
| **Communications** | We will be communicating as a group on VHF Channel 06\_\_\_\_\_ | | | | | |
| **Equipment Carried** |  | | | | | |
| **Trip Report**  (Use other side if more space required) |  | | | | | |

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| Activity | Kayaking – Arapuni – Dawn Parade | Centre | North Shore | Location – Waikato River | | |  | | Difficulty1 | | | Strong beginners | |
| Activity Description | “Arapuni Dawn” – start the day at 6am, have your own spiritual experience watching the river wake up (6km). Always enchanting! Huge cliffs, gorgeous reflections. Paddle and drift to dam and back. Then after a late breakfast, options include riverside walk to swing bridge and café (3 hrs.) or cycle on Waikato River Trail. | | | | Leader qualification req.2 | | Sea Kayak Leader | |  | | |  | |
| Get in Location | Jones Landing | | | | Map no.4 | |  | | Distance | | | 6km | |
| Get out Location | Jones Landing. | | | | Coastguard Channel | | 16 | | Nowcasting | | | 22, 23 | |
| Emergency get out 5 | Along river bank | | | | Emergency / Coastguard Station | |  | | Phone | | |  | |
| Drinking Water6 | River | | Toilets7 | | | at Jones Landing | | | |
| Emergency Response | Refer Emergency Response Booklet | | | |  |  | | Parking8 | | | Jones Landing | | | |
| Specific Equipment Required9 |  | | | | Working Communications equipment in this area10 | Cellphone - unreliable | | | |  | | | PLB  VHF Sat Phone | |
| Other resources  and notes11 | Gate to Jones Landing may be locked between 8pm and 6am.  Cellphone coverage in gorges is unreliable – may need to climb a hill, and then need to ring a landline. | | | | Weather Parameters12 | 15knot or less head wind | | | | | | | | |
| Previous incidents13 | | | | | | | | | | | | | |

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| **Safety Management**14 | | | | | | | | | | | | |
| Hazard | | Significant?  - E/I/M | | Management Strategy15 | | | | Hazard | Significant?  - E/I/M | Management Strategy15 | | |
| Cold Water | | Yes - M | | Carry spare dry clothes and shelter | | | | Deep Water | Yes - E | Correctly fit PFDs | | |
| Medical Conditions | | Yes - M | | 1. Leader has first aid qualification 2. Ask customers about medical conditions | | | | Bad Weather | Yes - M | Understand weather forecasts.  Have back up plans or pull out if necessary | | |
| Capsizing | | Yes - M | | * Correctly fit PFDs * Skills at performing rescues. | | | | Heat / Sun | no - M | * Protective Clothing (worn), Sunglasses, Hat * Sun Screen * Plenty of drinks | | |
| Panic | | Yes - M | | Ensure conditions match level  of skills | | | | Obstacles | Yes - M |  | | |
| Hunters | | Yes - M | | Avoid the first w/e of May as it is the opening of duck shooting season. | | | | Other Vessels | Yes - M | * 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 | |  | |  | | | | Power Boats | Yes - M | Power boats, water skiers, wake-boarders if paddled after 9am | | |
|  | |  | |  | | | |  |  |  | | |
| Written up by: | Ruth E. Henderson | | Approved By: | | James Fitness | Signed: |  | | Date: | 14/08/14 | 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) | |  | | | | |
|  | |  |  | | | |
| **Local Attractions** | | **Transport/ Local Operators** |  | | | |
|  | Contact details |  | Contact details | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
| **Local Eateries** | |  |  | | | |
|  | Contact details |  |  | | | |
|  |  |  |  | | | |
| **Accommodation/ Campsite Locations** | | | **Facilities** | | | |
| Name | Camping at private property (Private home with camping in adjoining field. Use of house facilities inc hot showers).  Or freedom camping at Jones Landing (shade trees, flush toilets only) | |  |  | Fuel | no |
| Phone |  | | Showers | no | Power | no |
| E-mail |  | | Toilets | yes | Water Access | yes |
| Website |  | | Laundry | no | Pool | no |
| Physical Address |  | | Water | river | Fires Allowed | Yes in winter |
| Other |  | | Supplies | no |  |  |
| **Other information** |  | |  |  |  |  |



**Activity Equipment Check list**

**Equipment List**

* Helmet (rivers & surf) **Group Gear**

 Beanie / hat  Split paddles

 Thermals  Repair kit

 Paddle Jacket  Fire lighting

 PFD  Cooker/thermos

 Spray deck  Spare thermals

 Booties  Tow system

 Water & food  1st Aid Kit

 Kayak & paddle  Flares

**Group - Oceans & Lakes**  Compass

 Pumps & Paddle Floats  Charts / Maps

**Group - River**  GPS (optional)

 Throw ropes  Knife (cut rope)

 Pin kit & saw  Emergency Shelter

**In case of emergency:** Dial 111, Mayday :VHF Channel 16

**Kayaking Check list**

 Trip plan

 Latest weather forecast

 Conditions match skills?

 Hyperthermia (hot) &   
Hypothermia (cold)

 On & off water safety

 Environmental concerns

 Emergency Procedures include emergency get out.

 Working communication devices  
 e.g. VHF radio, mobile phones, PLB

 Specific safety issues for this trip

 Participant list

 Any medical conditions

 All participants keen to proceed?

 Trip Plan/ 2-minute form lodged with Ops. Manager

**Appropriate wind conditions to run trips:**

Novice - no significant surf or swell, wind under 15knots

Intermediate- surf or ocean swells less than 1.5 meter or wind under 25 knots.

Advanced- any condition that is suitable to the trips aims

**At conclusion of trip:**

Contact check in person

Group Debrief.

Check in Person Ph:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home

Activity Document Cover Sheet

Activity:

Date of Activity:

|  |  |
| --- | --- |
|  |  |
|  |  |
| Activity reports. Is all relevant information present: |  |
|  |  |
| – Approved Trip Management Plan (TMP)/ 2 minute form |  |
|  |  |
| – Club Trip Participant Sheet |  |
|  |  |
| – Weather forecast |  |
|  |  |
| – Activity Check List |  |
|  |  |
| – Trip report (May be on the 2 minute form) |  |
|  |  |
| – Accident / incident reports |  |
|  |  |
| **Leaders Signature:** |  |
|  |  |
| **Date:** |  |