# **2 Minute Form**

**Trip Name: Lake Maraetai – Waikato River**

**Check-in Name and Phone**

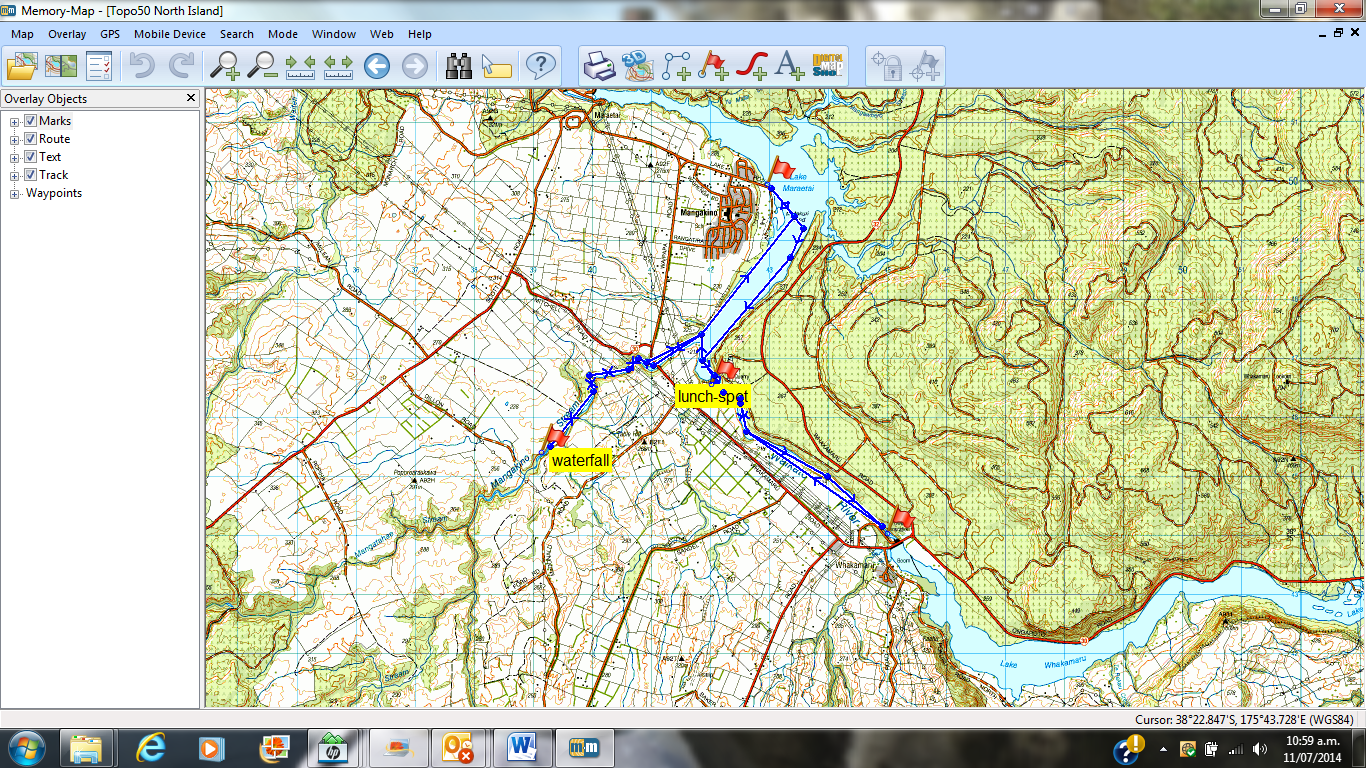
**Date:** **Branch**

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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 used20 |  |
| **Tide/ Forecast Lake Level** | Low n/a |  | | High |  |  |
| **Communications Carried**21 |  | | | | | |
| **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 | Lake Maraetai | Centre | North Shore | Location – Waikato River | | |  | | Difficulty1 | | | Strong beginners | |
| Activity Description | Paddle upstream to the Whakamaru dam (10km), then on return go up the Mangakino stream on river left, featuring a sunken forest, with a canyon and towering cliffs, to a waterfall (4km). If time limited do stream only. | | | | Leader qualification req.2 | | Sea Kayak Leader | |  | | |  | |
| Get in Location | Lake Maraetai Domain | | | | Map no.4 | | 260-T16, | | Distance | | | 20 + 8km | |
| Get out Location | Lake Maraetai Domain | | | | Coastguard Channel | | 16 | | Nowcasting | | | 22, 23 | |
| Emergency get out 5 | Forestry or bush or cliffs either side of lake, so get out difficult. | | | | Emergency / Coastguard Station | |  | | Phone | | |  | |
| Drinking Water6 | River | | Toilets7 | | | Domain | | | |
| Emergency Response | Refer Emergency Response Booklet | | | |  |  | | Parking8 | | | Boat ramp area | | | |
| Specific Equipment Required9 |  | | | | Working Communications equipment in this area10 | cellphone | | | |  | | | PLB  VHF Sat Phone | |
| Other resources  and notes11 | Only grassy lunch spots are on river left, 1km past Mangakino Stream or just inside stream on left. | | | | 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 | Yes - M | * Protective Clothing (worn), Sunglasses, Hat * Sun Screen * Plenty of drinks | | |
| Panic | | Yes - M | | Ensure conditions match level  of skills | | | | Obstacles | Yes - M |  | | |
| Duck Shooters | | 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. | | |
| Water Skier and Wake Board events. | | Yes - M | | Check no regatta or championships being held on Lake. | | | | Power boats, towing skiers etc | Yes - M | Keep to the sides of lake where possible  Keep a good lookout | | |
|  | |  | |  | | | |  |  |  | | |
| Written up by: | Ruth E. Henderson | | Approved By: | | James Fitness | Signed: |  | | Date: | 2/9/2014 | 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** |  | | | |
| Pureora Forest (need DOC permit for dogs) | Contact details |  | Contact details | | | |
| Waikato River cycle trails |  |  |  | | | |
|  |  |  |  | | | |
| **Local Eateries** | |  |  | | | |
|  | Contact details |  |  | | | |
|  |  |  |  | | | |
| **Accommodation/ Campsite Locations** | | | **Facilities** | | | |
| Name | Lakeview House | | Sleeps 13. |  | Fuel | wood |
| Phone | 0272224025 or 0274449290 | | Showers | yes | Power | yes |
| E-mail |  | | Toilets | one | Water Access | nearby |
| Website |  | | Laundry | yes | Pool | no |
| Physical Address | 25 Rimu St., Mangakino | | Water | yes | Fires Allowed | Wood burner |
| Other |  | | Supplies | 4 square |  |  |
| **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:** |  |