

Yakity Yak
Kayak Club Trust

Tier Two:
Yakity Yak Kayak Club Trust
Handbook

2016



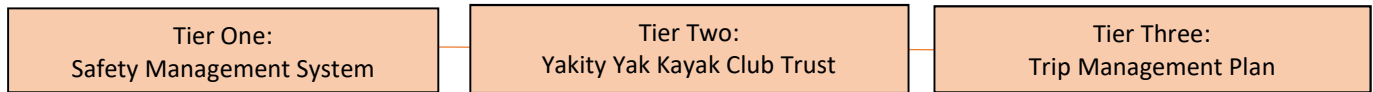
Yakity Yak Kayak Club Trust Handbook

Contents

Introduction.....	2
Leading	6
Club Representative	6
Club Manager	6
Club Captains Responsibilities	7
Club Vice-captain	7
Leaders	8
Planning	8
Leaders Administration Kit.....	9
Leaders Checklist	9
Group control.....	9
Member comfort zones	10
How do we deal with this?.....	10
Assistant’s Responsibilities.....	10
Members	10
Drugs and Alcohol	10
Equipment	11
Equipment lists.....	11
Group Equipment.....	11
Boats	11
Members.....	12
First aid kits	12
Communications	13
Activity	14
Hazard Register	14
Weather Forecasts	15
Off-shore winds.....	15
Appropriate Sea/ Lake Conditions	15
Appropriate River Conditions	15
Two Minute Forms	16
Activity checklist	16
Take-5 check.....	16
Food and hygiene	16
Finishing the Job.....	17
Accident / incident reporting.....	17
Reporting steps	17
Update Register.....	19

Introduction

Our Safety Management System (SMS) is made up in three tiers. This overall SMS outlines how we achieve our mission.



The Yakity Yak Kayak Club Trust (referred to as the Yakity Yak Kayak Club or YYKCT) offers paddling trips run by volunteer leaders.

Safety's our primary concern. We aim to have zero significant injuries or near misses, that is, no serious harm injuries or near misses that could have caused serious harm.

While accepting that some risk is inherent in our activities, we consider the risks carefully and take all practical steps to manage them.

Our Trips

At the Yakity Yak Kayak Club, we:

- ✓ Co-ordinate a wide range of kayaking activities.
- ✓ Are well organised with systems which answer most member's questions.
- ✓ Have well-trained and appropriately qualified leaders running activities.
- ✓ Encourage and motivate fellow members to achieve the next step towards their goals.
- ✓ Have clear lines of communication between club Club Captains, members and leaders.

Leaders role

Leaders should be:

- ✓ Friendly and helpful to club members.
- ✓ Prompt and organised for the activities they're involved in.
- ✓ Knowledgeable & skilful.
- ✓ Appropriately qualified.
- ✓ Enthusiastic about kayaking while enjoying time with members.
- ✓ Able to include new people in activities.

There are no leader to member ratios on Yakity Yak Kayak Club trips, as all members should be confident and competent to undertake the trip using their skills and knowledge to keep themselves safe.

However, there are conditions and situations where a leader/ member ratio would be prudent and these are covered in the leader training programme.

E.g. 1. A sea kayaking group paddling the Whanganui River. It would be wise to have one leader for every

10 members, with at least one other in the group that has paddled the river before.

2. When venturing into rougher conditions; outside the normal confidence/ skill ability of the group. E.g. surf or strong winds.

With Club Captains, leaders and members working as a team, we can continue to improve the safety of our club. This requires a constructive, supportive environment where all input is valued and considered important.

Peter Townend,
Settlor, Yakity Yak Kayak Club Trust

Personnel

Leading

1. When qualified leaders aren't available to implement an activity it **must not** take place.
2. All leaders must have a current first aid certificate.

A modified activity can be run that's appropriate to the certification of the members available.

Club Representative

There are two Club Representative positions held within the Yakity Yak Kayak Club Trust Board.

These positions are filled by an election process prior to the Annual General Meeting.

Succession plan for club representatives

1. Term - Two year rotation - starting with A1 completing one year to be replaced, for example, by June 2016, and B1 completing two years being replaced by June 2017; then A2 being replaced by June 2018 and B2 being replaced by June 2019.

2. Nomination – by each club, nominated by members at a club meeting, for example, in March (before the Board's April meeting).

Nominations to be called for in December. Nominations to be in writing. A synopsis of person voted for to be tabled, then voted upon at this club meeting.

Candidates to be voted for by the Board.

Club Manager

The Club Manager will have direct responsibility for:

- a. Accounting
 - i. Membership Income. New & Renewals
 - ii. Fund allocation
 - iii. Fundraising
 - iv. Sponsorship
- b. Safety Management System
 - i. System maintenance
 - ii. Compliance
 - iii. Review
- c. Marketing
 - i. Planning
 - ii. Implementation
 - iii. Measurement
 - iv. Review

To provide safety reports to the quarterly meetings.

Forms folder

The Club Manager must ensure that all forms are used appropriately and when required. These forms are available at <http://www.yakityyak.co.nz/Safety/Forms.html>

Club Captains Responsibilities

The *Club Captain* is responsible for the co-ordination and general running of the Yakity Yak Kayak Club, it's leaders and members in their region. This is an annual appointment voted on by members.

A Club Captain should be:

- ✓ Friendly and helpful to club members.
- ✓ Prompt and organised for the activities they're involved in.
- ✓ Knowledgeable & skilful.
- ✓ Appropriately qualified.
- ✓ Enthusiastic about kayaking while enjoying time with members.
- ✓ Able to include new people in activities.

A Club Captain's role is to:

- ✓ To organise monthly Club Nights – arrange guest speakers, demonstrators, activities
- ✓ To write fortnightly email newsletters which promote club nights, new trips, up-coming events
- ✓ To organise and chair six monthly trip planning meetings for Leaders e.g. in May and November
- ✓ To organise in conjunction with the Club Manager, Leaders training sessions
- ✓ To keep records/collate records of Leaders trips, training, first aid certificates

Club Captain: He/she does not have to be an advanced or very experienced paddler but:

- ✓ must be a motivator
- ✓ must be popular/likeable
- ✓ must be almost unflappable
- ✓ must have time to devote to his/her role

Club Captain is supported by a Club Manager – who is an organiser.

Club Vice-captain

Club Vice-Captain Job Description or Role:

- To assist the Club Captain in all of his/her assigned roles and responsibilities.
- To deputize for the Club Captain in their absence.

Election process:

Nominations and voting from the regional club membership.

Annual selection and election, at a club night, or a fixed club night, annually.

All Club Captains will go through an induction process.

Leaders

Leaders must have:

- ✓ Been inducted and trained on an approved Leaders Training Course.
- ✓ A valid first aid certificate (no older than two years).
Unit standards 424, 26551, 26552 are suitable.
- ✓ A current River Safety Rescue Course Certificate (for river paddling only).
- ✓ A VHF Operators Licence unless paddling only in terrain that makes them inoperative.
- ✓ Complete and log at least five hours approved professional development per year.
- ✓ Have their personal equipment inspected by their Club Captain every 12 months.
- ✓ Lead at least 4 days per year.
- ✓ To be re-validated every two years on presentation of your log book.

Planning

A new TMP must be approved by a Technical Advisor* before it takes place.

The TMP must include:

- | | |
|---|--|
| <ul style="list-style-type: none"> ✓ Additional Hazard Identification for the planned activity ✓ The level of training and/or qualification required to run the activity. | <ul style="list-style-type: none"> ✓ The equipment required on the activity. ✓ Weather parameters, that is, what weather conditions are acceptable. ✓ Extra group safety equipment required. ✓ Communication equipment required. |
|---|--|

Hazard Identification should be part of the everyday checklist for leaders of all activities and should be talked through with participants.

Before the activity, leaders must review the TMP, Trip Participant List, and Hazard Identification, and discuss any possible issues with the Club Captain.

Stimulate feedback by using the TMP, participant list and the Hazard Identification during the debrief.

* A technical advisor is someone with a recognised level of specific expertise. The Yakity Yak Kayak Club Club Captain will often be the appropriate person, or will know who to consult.

Advisors are:

Peter Townend
Russell Williams
Rob Howarth
James Fitness

Dave Atkins
Laura Duncan
Peter van Lith
Andy Blake

Leaders Administration Kit

The kit will include a:

- ✓ Trip Management Plan (TMP)
- ✓ The latest weather report
- ✓ Activity checklist
- ✓ Trip Participant list
- ✓ Two-minute form
- ✓ Take-5 form

On return, all documentation relating to the activity is checked, action taken, and the documentation filed, and held by the Club Captain.

Leaders Checklist

- ✓ Log the trip with the Club Captain.
- ✓ Complete a TMP and get it approved by the Technical Advisor.
- ✓ Confirm participant, names, numbers and medical conditions.
- ✓ Complete the Activity checklist.
- ✓ Complete a Two-minute form before departing on trip or course.
- ✓ Check each participant's clothing and equipment. If found to be deficient and extra equipment unavailable, the leader may exclude that participant.
- ✓ The return estimated time of arrival (ETA) and relevant information from the Two-minute form is communicated to the designated check in person.
- ✓ Discuss with the entire group the information on the Take-5 form and TMP
- ✓ The group is structured such that no one's left behind and all sub-groups have the skills to handle the expected situations.
- ✓ Ensure that conditions are suitable to participant experience and inform the Club Captain/ check in person of changes to the intentions form – **if in doubt don't do it.**
- ✓ Fill in an accident / incident form if appropriate.
- ✓ Fill in a trip report.
- ✓ There is nothing, legal or otherwise, that will prevent the leader from being able to perform the role.

Remind participants to:

- ✓ Keep with the group.
- ✓ Tell a leader when they're uncomfortable with an activity.
- ✓ Tell a leader if they see a new hazard.

Group control

The leader should tell the group:

The leader is there to guide or lead the group. However, it's the responsibility of all people venturing into the outdoors to look after their themselves and fellow team members.

Leaders would appreciate their co-operation with keeping together and being safe.

If there are people separating off, and they've been asked to stay with the group, the leader should try to get them to stay. If they continue going off, the leader's responsibility is with the group first and them second.

Complete an Incident Report if a club member causes problems by not following directions.

Member comfort zones

Firstly, define comfort zones and safety zones. There are different zones for different people. A leader needs to be in the easy zone when leading groups. Members can have a peak experience when out of their comfort zones, but it needs to be in a safe environment. We must always operate in a safe environment.

Some areas that members may find themselves being pushed out of their comfort zones are:

- ✓ Learning the names of equipment.
- ✓ Meeting a lot of people.
- ✓ Unplanned capsizes.
- ✓ Jargon used by the leader.
- ✓ Strong weather conditions.
- ✓ Not keeping up with the rest of the group.

How do we deal with this?

Try to identify when a member is feeling 'freaked out'. Their eyes are wide open, they stall for time, they make excuses for not doing something, and their general body language tells us they're scared.

A leader should:

- ✓ Slow things down
- ✓ Use the buddy system.

The buddy system is where we put similar people together. This tends to add a support network for the more concerned member while expanding the skills of their buddy. It also applies a gentle amount of peer pressure as the concerned member can see their buddy doing the skill and thinks that if they can do it they must be able to too. Install confidence by rewarding them with "well done" comments.

Assistant's Responsibilities

As an assistant, you will be supervised by the leader to assist as required.

Members

A Yakity Yak Kayak Club member must have read and signed an enrolment form, with members expectations attached; and have completed and achieved the standard required on the introduction training weekend.

Drugs and Alcohol

The Yakity Yak Kayak Club will operate in an environment free from **impairment** from drugs and alcohol.

Members:

- are made aware of our policy via our website and conditions of involvement.
- are informed of our policy during briefings
- will not be allowed to take part in activities if they appear to be alcohol or drug impaired as this could compromise the safety of other members.

Equipment

There are equipment requirements for all club trips.

- ✓ PFDs must be worn at all times while **on-water** except in a supervised swimming pool.
- ✓ Helmets are to be worn when required, especially while surfing or in white water Grade Two and above.

Equipment lists

Leaders must carry appropriate equipment in excellent repair:

Personal equipment

- | | | |
|-----------|-----------|--|
| ✓ PFD | ✓ Whistle | ✓ Two forms of working communications. |
| ✓ Towline | ✓ Knife | |

Group Equipment

For sea and lake kayaking trips:

- | | | |
|----------------------|---------------------------|---|
| ✓ First aid kit | ✓ Compass | ✓ The ability to produce warm drinks. |
| ✓ Torch | ✓ Repair kit | ✓ Visibility equipment to attract attention |
| ✓ Emergency pack | ✓ Split paddle | |
| ✓ Extra warm clothes | ✓ Spare food. | |
| ✓ Food | ✓ Fire-lighting equipment | |
| ✓ TMP | | |

For river kayaking trips:

- | | | |
|----------------------|---------------------------|--|
| ✓ First aid kit | ✓ Compass | ✓ The ability to produce warm drinks. |
| ✓ Torch | ✓ Split paddle | ✓ Visibility equipment to attract attention. |
| ✓ Emergency pack | ✓ Spare food | |
| ✓ Extra warm clothes | ✓ Fire-lighting equipment | |
| ✓ Food | ✓ Throw ropes x2 | |
| ✓ Repair kit | ✓ Pin kit. | |
| ✓ TMP | | |

Boats

Sea kayaks:

- | | | |
|--------------|---------------------------|--|
| ✓ Paddle | ✓ Pump with leash | ✓ Helmet when surfing |
| ✓ Spray deck | ✓ Paddle float with leash | ✓ Kayaks not fitted with bulkheads require air bags. |

River Kayak:

- | | | |
|---------------------|--|--|
| ✓ Paddle | ✓ Helmet for all grades of river except Grade One. | ✓ Kayaks not fitted with bulkheads require air bags. |
| ✓ Spray deck | | |
| ✓ Throw rope (20 m) | | |

Recreational sit-in and sit-on-top:

- | | | |
|----------|-----------------------|----------------------------|
| ✓ Paddle | ✓ Helmet when surfing | ✓ Sealed air compartments. |
|----------|-----------------------|----------------------------|

Members

Members should bring:

- ✓ Suitable clothing for the trip e.g. first layer tops, bottoms and hot head beanies.
- ✓ Paddle jacket
- ✓ Footwear for in boat (soft dive boots)
- ✓ Sun cream, sunglasses and a hat
- ✓ Spare warm clothing (in a dry bag)
- ✓ Snacks
- ✓ Water
- ✓ Personal medication in a dry bag.
- ✓ Suitable warm clothing ready for after the activity.

Remind members that cotton becomes very cold when wet and shouldn't be worn.

First aid kits

Leaders and members must carry a suitable first aid kit:

- ✓ As part of general maintenance, the first aid kit should be opened annually for inspection and maintenance.
- ✓ Leaders require an advanced first aid course every two years. Unit standards 424, 26551, 26552 are suitable (also, now obsolete unit standards 6400, 6401, 6402 are suitable)

A copy of the Emergency Procedures Booklet and an Outdoor First Aid book are to be carried in the First Aid kit.

- a. The Emergency Procedures Booklet is available on the Yakity Yak website.
- b. A suitable Outdoor First Aid book is available from your club captain.

Outdoor First Aid Kits

When designing an Outdoor First Aid Kit, members will need to consider several things.

These include;

1. Medical expertise.
2. The location and environment of the destination.
3. Diseases that may be particular to an area of travel.
4. The duration of travel.
5. The distance you will be from medical care and the availability of professional rescue.
6. The number of people the kit is catering for.
7. Pre-existing illnesses you may have.
8. Weight and Space Limitations.

For First Aid Kit contents see <http://www.mountainsafety.org.nz/Safety-Tips/Outdoor-First-Aid-Essentials.asp>

Communications

Leaders and members must carry two forms of **electronic** communications and safety equipment for the activity.

- ✓ PLB
- ✓ A cell phone charged and in a waterproof bag that protects it while in use.
- ✓ A VHF or Mountain Radio, where a service is obtainable through repeater stations etc. and where other vessels/ operators that use radio can be summoned to assist.
- ✓ Sat-phone, if cell phone, VHF or mountain radio coverage is not available, to enable immediate communication where practicable.
- ✓ All groups must carry suitable flares for the planned activity.

Communications Equipment

- ✓ When carrying a VHF, cell phone, and flares members must know how to use them safely and correctly.
A new model may differ from something with which they're familiar; an emergency isn't the time to learn the difference. The VHF must be charged and either be a waterproof model or be in a waterproof bag that protects it while in use.
- ✓ Members should file a trip report or do a radio check with Coastguard if they expect to be more than 200m offshore and the facility is available.
- ✓ Members should be familiar with the resources available and how to contact the coastguard, police, ambulance, local support, their base, and their Club Captain.

Activity

Hazard Register

The purpose of the Hazard Identification sheet is to determine hazards and implement risk management strategies to avoid them.

The hazards listed below are common in all Canoe & Kayak Centres while the hazards for each trip are recorded on the Trip Management Plan (TMP).

Hazard	Controls
Lifting	If you're unsure whether you can lift something, ask for assistance and wait until it's available.
Falling objects	Kayaks can fall off trailers, roof racks and shop display racks. Never leave stacked kayaks without securing them.
Fire	Beware of tripping and landing on camp fires Caution while using gas campfires
Personal hygiene	Ensure that soap and clean towels are available at all sinks, and ensure that everyone cleans their hands thoroughly before any food preparation and after using the toilet.
Shop/ Camp hygiene	All cooking and preparation areas, including fridge, microwave, sink, bench and tables, plus cutlery and crockery, are to be cleaned regularly and always before and after use.
Trailers	<ul style="list-style-type: none"> ✓ Trailer hookup: ensure the safety chain and trailer lights are securely connected. ✓ Loads are securely tied. ✓ Use bow and stern ties. Clearance from the towing vehicle.

Weather Forecasts

With all on water activity, members must obtain a current weather forecast for the area that's being visited.

This should be obtained from a reputable source, e.g. www.metservice.co.nz, then local knowledge applied to analyse the situation for specific areas.

If available, local 'Nowcasting' VHF channels will be noted on the TMP.

Off-shore winds

If the conditions aren't suitable or won't be suitable as the weather changes, look for other safe options in sheltered areas.

Note: A sheltered area under a cliff or hills with strong off-shore winds is as potentially dangerous as having no shelter at all. If a leader loses control of the group through capsizes, gear failure, or injury; they may drift into the conditions that they're trying to avoid.

Appropriate Sea/ Lake Conditions

Participant skill level	Appropriate conditions
Beginners	No significant surf or swell, wind under 15 knots
Intermediate	Surf or ocean swells less than 1.5 metres or wind under 25 knots
Advanced	Any condition that's suitable for the trip's aims.

Appropriate River Conditions

Participant skill level	Appropriate conditions
Beginners	Grade One - Two
Intermediate	Grade One - Three
Advanced	Grade Three and above

Two Minute Forms

Use two-minute forms to keep a track of:

- ✓ Where paddle trips are going.
- ✓ The equipment taken.

With this information, rescue services have a better chance of finding the group or paddler.

A copy of the form must be left or communicated with your regional Club Captain/ check in person, with the latest reporting time being clearly noted.

Note:

If the conditions change or the group isn't up to the activity, leaders must stop the activity and contact the Club Captain/ check in person, to let them know/ discuss the new plan.

Activity checklist

Fill out the Activity Checklist before leaving the base/ home.

Take-5 check

A Take-5 form is a check for the entire group to be involved in.

It's to be used:

- ✓ Before leaving shore.

The Take-5 is a final checklist for the leader and members to all confirm they have the equipment and skills to safely proceed with the planned activity.

Food and hygiene

When involved with groups, it's critical to ensure that all people are protected from getting sick through poor personal hygiene or poorly stored or prepared food.

When running a trip where members supply and organise food, they will:

- ✓ Have a frank conversation about washing hands before preparing food or handling cutlery and crockery.
- ✓ Oversee it rigorously.

Members will:

- ✓ Supply soap and washing water and encourage its use.
- ✓ Ensure that food is stored correctly and, if in doubt of its suitability for consumption, don't serve it.
- ✓ Ensure that the cutlery, crockery, pots, and pans are clean before use and before packing them away.

Finishing the Job

After a trip, the job isn't finished until:

- ✓ All participants are safely ashore.
- ✓ The first aid log and maintenance and accident / incident reports have been filed where required.
- ✓ Collated all documentation of the activity, including:
 - Filed the completed Trip Management Plan
 - Activity booking sheet
 - Weather forecast
 - Equipment list
 - Two-minute form
 - Trip report
 - Any accident / incident reports required

Accident / incident reporting

An accident involves injury. Incidents are near misses which, but for luck, could have been an accident. They're key learning opportunities.

You must report every accident and incident, however small, to the Club Captain. These events are an excellent learning tool, particularly the near misses.

Reporting steps

1. Leaders will:

Complete the Accident / Incident panel on the Post Activity Check List when:

- ✓ A member is injured or has a near miss that could have resulted in injury.
- ✓ Where any activity results in damage to any asset whether owned or not by the member.
- ✓ Give the form to the Club Captain within 24 hours of the accident or incident.
- ✓ For incidents above a severity level 4* an Accident Incident form will be must be completed.

2. The Club Captain will:

Check that all procedures were followed.

- ✓ Discuss with all relevant leader why the problem occurred and decide on any change in procedures – that could minimise the chance of it occurring again.
- ✓ Send these notes and the Accident and Incident file to the Yakity Yak Kayak Club committee.

Report to the relevant government organisation:

Maritime New Zealand– for all water-related accident / incidents.

Police– for any accident / incident causing serious damage to property or serious injury or death to any person.

Having taken steps to prevent similar accidents or incidents occurring, the committee will file the completed Accident or Incident Report in the Accident or Incident Report file with all other relevant documents.

If an accident / incident investigation shows that procedures in this manual should be changed, then recommend the change to the committee.

* See Appendix 1 for the Severity Scale

Appendix 1

Incident Severity Scale

Severity Ranking	Impact on Participation	Injury	Illness	Social or Psychological Damage	Severity Ranking	Equipment Damage	Environmental Damage
1	MINOR/SHORT TERM IMPACT on individual(s) that doesn't have large effect on participation in activity or programme	Splinters, insect bites, stings	Minor irritant	Temporary stress or embarrassment	1	Minor cost	Littering
2		Sunburn, scrapes, bruises, minor cuts	Minor cold, infection, mild allergy	Temporary stress or embarrassment with peers	2	Greater than \$50	Minor damage to environment that will quickly recover
3		Blisters, minor sprain, minor dislocation, cold/heat stress	Minor asthma, cold, upset stomach	Stressed beyond comfort level. Shown up in front of group.	3	Greater than \$100	Scorched campsite, plant damage
4	MEDIUM IMPACT on individual(s) that may prevent participation in the activity or programme for a day or two.	Lacerations, frost-nip, minor burns, mild concussion mild hypothermia, mild heat stroke	Mild flu, migraine	Stressed, wants to leave activity, a lot of work to bring back in.	4	Greater than \$500	Burnt shrubs, cut live branches, washed group dishes in stream
5		Sprains & hyper-extensions, minor fracture	Flu, food or hygiene related diarrhoea or vomiting	Distressed, freezes on activity, requires 'emotional rescue', and does not want to participate again	5	Greater than \$2,000	Walked through sensitive ecological area destroying some plant life, toileting close to water course
6	MAJOR IMPACT on individual(s) that means they cannot continue with large parts of the activity or programme.	Hospital stay less than 12 hours e.g. frostbite, major burn, fractures, dislocations, concussion, surgery, breathing difficulties, moderate heat stroke or hypothermia	Hospital stay less than 12 hours e.g. serious asthma attack, serious infection, or anaphylactic reaction	Very distressed, leaves activity and requires on site counselling, unwilling to participate in activity ever again.	6	Greater than \$8,000	Destroyed or killed flora or fauna
7		Hospital stay greater than 12 hours e.g. arterial bleeding, severe hypothermia or heat stroke, loss of consciousness	Hospital stay greater than 12 hours e.g. infection or illness causing loss of consciousness, serious medical emergency	Therapy or counselling required by professional	7	Greater than \$20,000	Killed, destroyed or polluted small area of environment
8	LIFE CHANGING effect on individual(s) or death.	Major injury requiring hospitalisation e.g. spinal damage, head injury	Major illness requiring hospitalisation e.g. heart attack	Long term counselling/ therapy required after incident	8	Greater than \$50,000	Killed example of protected species
9		Single death	Single death	Post-traumatic stress disorder, changed profession because of incident	9	Greater than \$250,000	Fire or pollution resulting in area of wilderness being destroyed
10		Multiple fatality	Multiple fatality	Suicide because of incident	10	Greater than \$1,000,000	Major fire or pollution causing serious loss to environment

Davidson, 2005. Incident Severity Scale. Adapted and expanded from the Accident Frequency Severity Chart (Priest, 1996).

Update Register

Updated by	Date	Key changes
	March 2014	Created the Yakity Yak Kayak Club Safety Management Plan from the Canoe & Kayak Safe Operations Manual (2011)
James Fitness	July 2016	Substantial editing.