

# **2 Minute Form**

**Trip Name: Arkles Bay to Shakespear, Whangaparaoa**

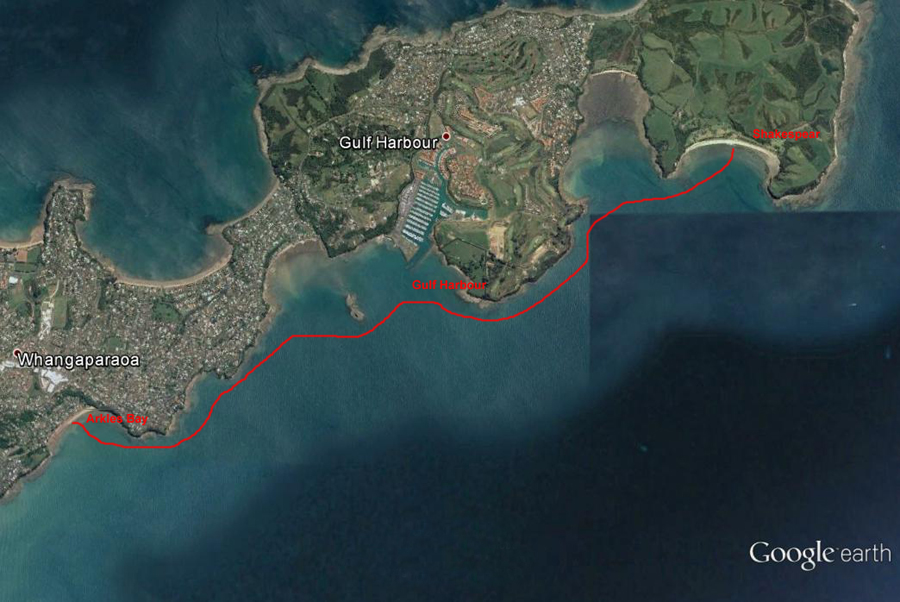
**Check-in Name and Phone:**

**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 | Club trip | Centre | Auckland | Location | | | Whangaparaoa Peninsula | | Difficulty1 | | | Beginners/  strong beginners | |
| Activity Description | Meet at Arkles Bay. Paddle along the coast to Shakespear. This distance is suitable for strong beginners. For a shorter trip stop at Gulf Harbour. This is a suitable destination for new paddlers. Return. | | | | Leader qualification req.2 | | Trip leader | |  | | |  | |
| Get in Location | Arkles Bay | | | | Chart/ Map no.4 | | 532 | | Distance | | | 8/16km total | |
| Get out Location | Arkles Bay | | | | Coastguard Channel | | 60 & 64 | | Nowcasting | | | 19 | |
| Emergency get out 5 | Any beach along the way, also Gulf Harbour Marina. | | | | Emergency / Coastguard Station | | Auckland | | Phone | | | \*500  09 303 4303 | |
| Drinking Water6 | No | | Toilets7 | | | Arkles Bay, Gulf Harbour, Shakespear | | | |
| Emergency Response | Refer Emergency Response Booklet | | | |  |  | | Parking8 | | | Arkles Bay, Gulf Harbour, Shakespear | | | |
| Specific Equipment Required9 | None | | | | Working Communications equipment in this area10 | Cell phone  Sat phone | | | | Mountain Radio | | | PLB  VHF | |
| Other resources  and notes11 | Total return distance is approximately 8km to Gulf Harbour, or 16km to Shakespear. This area is sheltered from northerly winds. Just before you reach Gulf Harbour there is a stream which is nice to explore if you have time.  Shakespear is now a pest free bird sanctuary; ensure that your kayak and gear is free of pests including rainbow skinks, Argentine ants, seeds, rodents. | | | | Weather Parameters12 | **Beginner:** 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. | | | | | | | | |
| 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 conditions match level  of skills | | | | Obstacles | Ye s | Awareness of reefs, navigational hazards, nets | | |
| Entrance to Gulf Harbour | | Yes – M | | The entrance to Gulf Harbour is very busy. When crossing, stay together as a group, look out for approaching vessels, cross briskly. | | | | 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. | | |
|  | |  | |  | | | |  |  |  | | |
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| Written up by: | Larraine Williams | | Approved By: | | Russell Williams | Signed: | RW | | Date: | 1 Nov 2017 | 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 |  | | Cabins |  | Fuel |  |
| Phone |  | | Showers |  | Power |  |
| E-mail |  | | Toilets |  | Water Access |  |
| Website |  | | Laundry |  | Pool |  |
| Physical Address |  | | Water |  | Fires Allowed |  |
| Other |  | | Supplies |  |  |  |
| **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 metre 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:

|  |  |
| --- | --- |
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|  |  |
| 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:** |  |