# **2 Minute Form**

**Trip Name: Whangarei’s Islands – Limestone (Matakohe) & Motukiore**

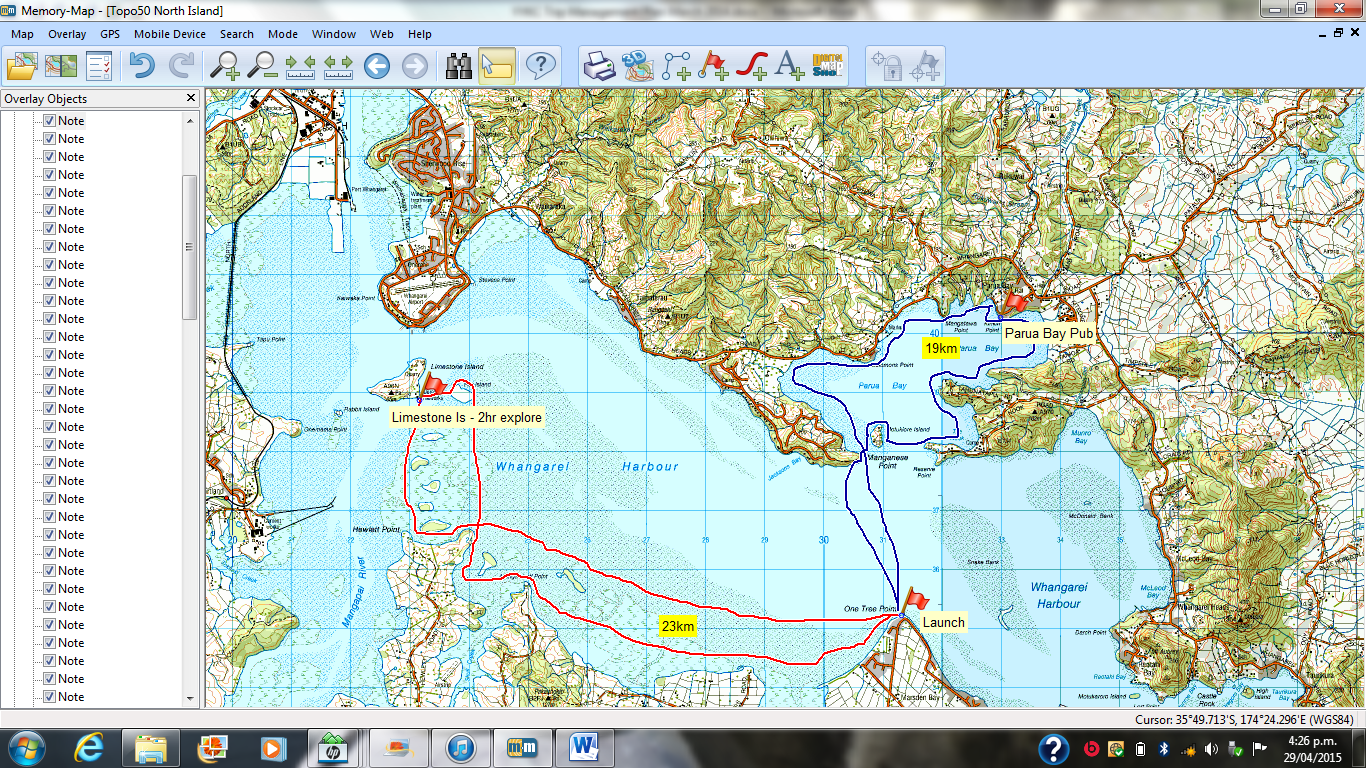
**Check-in Name and Phone: Ian Henderson 021 131 5513**

**Date:** 24 – 26 July 2015 **Branch: North Shore**

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| **Leaders** | Ruth Henderson | | | | Renee Olivier | |
| **Cell Phone Number** | 021 298 8120 | | | | 021 1081675 | |
| **VHF** Call Sign &/or Vessel Name | Rudolph ZMS 4968 | | | | Flower Power ZMT 4802 | |
| **Vehicle** make, model, registration, colour | Toyota Corolla SW CFT347 | |  | |  |  |
| **General Plan**  *Note: If plan changes, you must notify your Check-in person.* | Explore the historic Limestone Island ( [www.limstoneisland.org.nz/](http://www.limstoneisland.org.nz/)) in the Whangarei Harbour one day, climb a pa site and enjoy a pub lunch at Parua on the other day. Base camp at Ruakaka Beach Holiday Park. Book your own cabin (fridge/jug/toaster BYO linen) from $60 /2 or tent site $32.50/2. Single rates may apply in winter. 094327590. Cook your own dinners in the communal kitchen.  Fri eve: meet at camping ground kitchen for chin-wag and to confirm plans. (Make Plan B plans if necessary.)  Sat: launch at One Tree Point 10.30. Paddle along the coast 2hrs, wander around the Limestone island, then on the outward tide head ‘home’. (23km)  Sun: Pack up camp, launch at same place and time but cross to Motukiore Is for a view from the pa site out to Marsden Point, Bream Head, and the Hen & Chickens, continue around to Parua for lunch. (19km) | | | | | |
| **Latest Time Off the Water** | 1630 |  | | | TMP used20 | New + Whangarei |
| **Tide/ Forecast Lake Level** | Low |  | | Sat: Marsden Pt. 1400 2.3 High | Other |  |
| **Communications Carried**21 | VHF and Cellphone | | | | | |
| **Communications** | We will be communicating as a group on VHF Channel \_\_8\_\_\_ | | | | | |
| **Equipment Carried** | Usual kayaking and safety gear plus extra thermals. Wheels a good idea. | | | | | |
| **Trip Report**  (Use other side if more space required) |  | | | | | |

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| Activity | | | Sea kayaking | | | | Centre | North Shore | | Location Whangarei Harbour | | | | |  | | Difficulty1 | | | | | Strong beginner -intermediate | |
| Activity Description | | | Explore Limestone Island launch at One Tree Point, Ruakaka. (23km)  Explore Parua Bay, Motukiora Island and pub (19km) | | | | | | | | Leader qualification req.2 | | | | Sea kayak | |  | | | | |  | |
| Get in Location | | | One Tree Point | | | | | | | | Chart/ Map no.4 | | | | AX30 AX31 | | Distance | | | | | 23 + 19 km | |
| Get out Location | | | One Tree Point | | | | | | | | Coastguard Channel | | | | 83 & 16 | | Nowcasting | | | | | 21 | |
| Emergency get out 5 | | | Many places along the coast | | | | | | | | Emergency / Coastguard Station | | | | Whangarei | | Phone | | | | | \*500  09 303 4303 | |
| Drinking Water6 | | At camp | | | Toilets7 | | | | | At launch site; Limestone Is; Parua Pub. | | | |
| Emergency Response | | | Refer Emergency Response Booklet | | | | | | | |  | |  | | | Parking8 | | | | | At One Tree Pt | | | |
| Specific Equipment Required9 | | |  | | | | | | | | Working Communications equipment in this area10 | | Cell phone  Sat phone | | | | | | Mountain Radio | | | | PLB  VHF | |
| Other resources  and notes11 | | |  | | | | | | | | Weather Parameters12 | | 15 -20knots | | | | | | | | | | | |
| Previous incidents13 | | | | | | | | | | | | | | | | | | | | | | | |
| **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 | | Awareness of reefs, navigational hazards, nets | | | | | | | | | |
| Other Hazards | |  | | |  | | | | | | 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 | |  | | |  | | | | | | Other Hazards |  | |  | | | | | | | | | |
|  | |  | | |  | | | | | |  |  | |  | | | | | | | | | |
| Written up by: | Ruth E. Henderson | | | Approved By: | | James Fitness | | | Signed: | JF | | Date: | | 13/5/2016 | | | | 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** |  | | | |
| Harbour Basin | Contact details |  | Contact details | | | |
| Clock Museum |  |  |  | | | |
|  |  |  |  | | | |
| **Local Eateries** | |  |  | | | |
|  | Contact details |  |  | | | |
|  |  |  |  | | | |
| **Accommodation/ Campsite Locations** | | | **Facilities** | | | |
| Name | Ruakaka Holiday Park | | Cabins | y | Fuel |  |
| Phone | 094327590 | | Showers | y | Power | y |
| E-mail |  | | Toilets | y | Water Access | no |
| Website |  | | Laundry | y | Pool |  |
| Physical Address | 21 Ruakaka Beach Rd | | Water | y | 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 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:** |  |