

### **1.3 INTRODUCTION**

Sea Kayak Club WA Inc. provides and coordinates a variety of recreational sea kayaking activities for its members with emphasis on safety and minimization of the hazards and risks that are to some extent inherent in this adventure pastime. The club enables like minded individuals to take part in these activities in a supportive group environment, to share their accumulated skills and experience and to provide support and assistance to new paddlers. Club activities take place within guidelines defined in the club's Operating Policies and Procedures and Objects of Association as defined in its constitution.

It has become increasingly important to examine the real and potential hazards and risks associated with the club's activities and define areas in which management practices can be put in place to identify, eliminate, control and minimize the impact of those hazards and risks to members safety. Such is the purpose of these Safety Guidelines and Operating Procedures.

These Safety Guidelines and Operating Procedures define the terms under which members may participate in club on water activities and will assist them in assessing the risks associated with a chosen activity on a particular day in the expected sea and weather conditions. The guidelines will enable them to make informed personal decisions when assessing their ability to participate in such an activity and avoid exposing themselves or others to unacceptable levels of risk. The decision to participate rests with the individual and emphasis is placed on self-assessment and members accepting responsibility for their own actions.

### **1.4 OBJECTS OF ASSOCIATION**

- The objects of the Association are to act, through the club's website, as a contact point for members' sea kayaking activities.
- To promote and encourage sea kayaking to the general community as an enjoyable, social and environmentally responsible wilderness pursuit.
- To unite and co-ordinate the activities of members in their sea kayaking activities.
- To promote safe boating practices, and endeavour to make sure that the Rules and Regulations concerning Sea Kayaking are complied with.
- To encourage respect for our environment, and to foster a positive attitude towards the conservation of flora and fauna, and the practice of minimum impact camping.
- To act on behalf of members in their relationship with Canoeing WA Inc. and other organizations.
- To represent sea kayakers in consultations with government departments at all levels.

### **1.5 DEFINITIONS**

<b>SKCWA</b>	- Means Sea Kayak Club WA Inc.
<b>CWA</b>	- Means Canoeing WA. Inc. ( the peak body for the sport in Western Australia )
<b>AC</b>	- Means Australian Canoeing Inc. ( the peak body for the sport in Australia )
<b>ACAS</b>	- Means Australian Canoeing Award Scheme.

**SEA LEADER**- A club member holding an ACAS - Sea Leader Award qualification, or Club Sea Leader judged by a qualified Assessor to be at an equivalent level, and who has the necessary experience to organize and co-ordinate a group of participants on a scheduled SKCWA activity without the intention of imparting skills or knowledge beyond that which is necessary for members to participate adequately and as safely as possible in that particular activity. Refer to Sec 3.1.4 for further explanation of a Sea Leader's responsibilities.

**INSTRUCTOR** - An individual holding an ACAS - Sea Instructor Level 2 or 3 award qualification, who facilitates skill transfer or development to participants in order that they may attain award qualification and engage safely and adequately in scheduled SKCWA activities according to their level of skill and knowledge and with minimal supervision.

**PARTICIPANT** - A club member who has the necessary skills, knowledge, ACAS award qualification and experience to participate safely and adequately in a scheduled SKCWA activity.

**ACTIVITY** - A programmed and/or officially sanctioned SKCWA paddling trip or training session.

**PEER ACTIVITY** - A paddling activity in which all participants will be experienced paddlers with ACAS qualifications and sea skills and experience relevant to the chosen activity for which there may not be any nominated leadership structure. Participants will be responsible for their own actions and decisions and will be prepared to actively contribute to trip and group safety decision making.

## **2.3 SAFETY AND PERSONAL EQUIPMENT**

### **2.3.1 WA DEPARTMENT OF TRANSPORT – COMPULSORY EQUIPMENT REQUIREMENTS.**

#### **1) Protected Waters** – including lakes, rivers, estuaries and boat harbors.

- No requirements, but a life jacket to Level 50 or 50S (AS 4758, former Types 2 and 3) is recommended to be worn.

#### **2) Unprotected waters** – within 400m of the mainland shore.

- As for protected waters.

#### **3) Unprotected waters** – between 400m and 2 nautical miles (3.7 km) of the mainland shore.

- Life jacket to Level 50 or 50S (AS 4758, former Types 2 and 3) is to be worn.
- Bilge pump or bailer.
- Inshore flare kit consisting of two hand held red flares to AS2092 or 2 parachute flares, and two hand held orange smoke signals to AS2092 or 1 orange smoke canister; OR an EPIRB (Emergency Position Indicating Radio Beacon); OR a PLB (Personal Locator Beacon). Note that the PLB must be securely attached to a person on board the kayak.

#### **4) Unprotected Waters** – between 2 and 5 nautical miles (3.7 and 9.3 km) of the mainland shore or more than 400 metres from an island located more than 2 nautical miles (3.7 km) from the mainland shore.

- Life jacket to Level 50 or 50S (AS 4758, former Types 2 and 3) is to be worn.
- Bilge pump or bailer.
- An EPIRB (Emergency Position Indicating Radio Beacon); OR a PLB (Personal Locator Beacon). Note that the PLB must be securely attached to a person on board the kayak.

#### **5) Unprotected Waters** - over 5 nautical miles (9.3 km) from the mainland shore or more than one nautical mile from an island located more than 5 nautical miles (9.3 km) from the mainland shore.

- Life jacket to Level 50 or 50S (AS 4758, former Types 2 and 3) is to be worn.
- Bilge pump or bailer.
- An EPIRB (Emergency Position Indicating Radio Beacon); OR a PLB (Personal Locator Beacon). Note that the PLB must be securely attached to a person on board the kayak.
- A VHF or 27 MHz marine radio.
- Offshore flare kit consisting of two parachute flares (hand-held red flares are not sufficient), and two hand held orange smoke signals to AS2092 or 1 orange smoke canister.

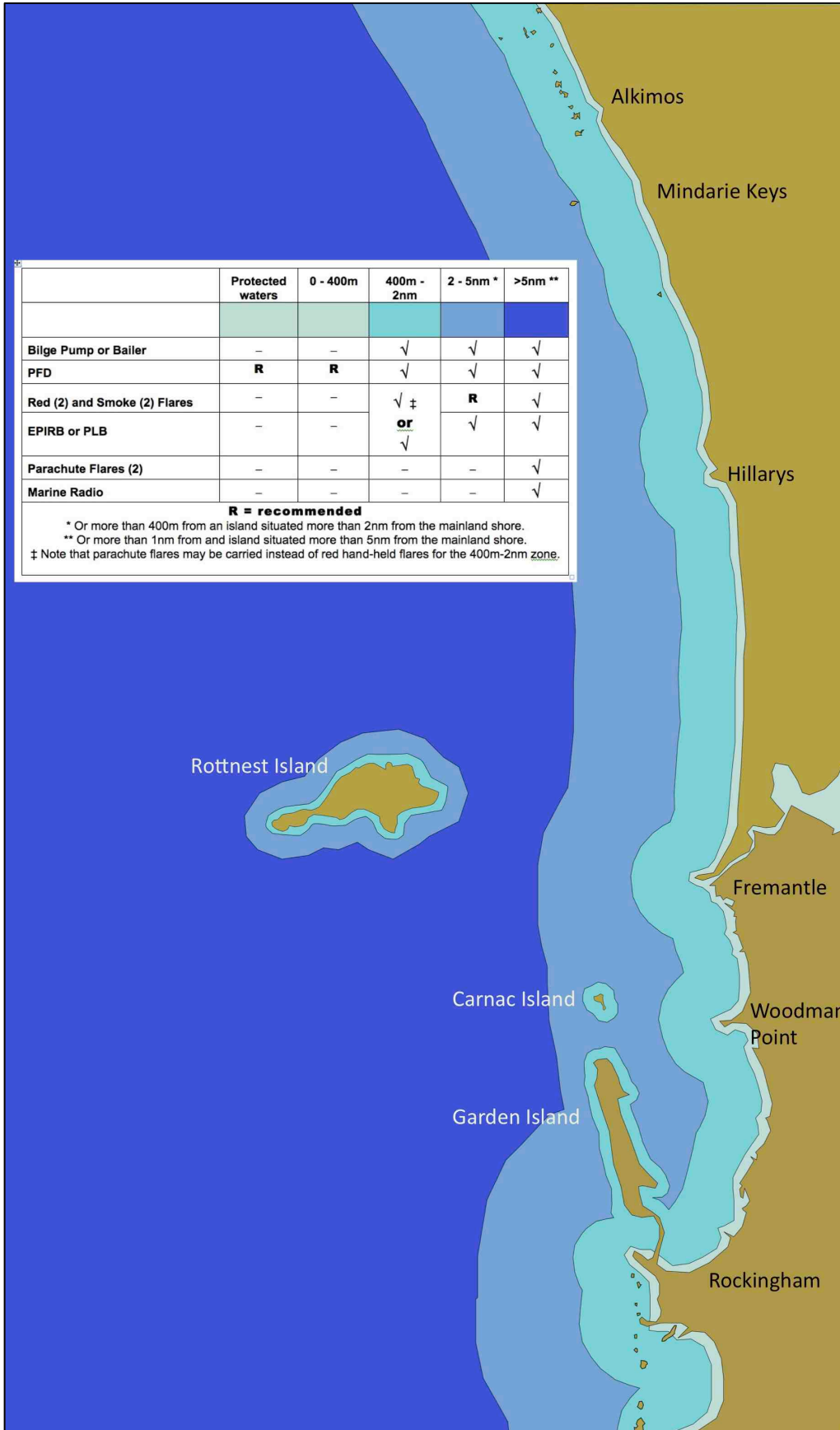
**NOTE** - failure to carry the above equipment may result in heavy fines imposed by marine safety inspectors.

Visit the WA Department of Transport's Paddle-Safe page at <http://www.transport.wa.gov.au/imagine/paddle-safe.asp> for more information.

### **2.3.2 SEA KAYAK CLUB WA INC. EQUIPMENT REQUIREMENTS.**

The tables on the following pages, "Personal And Safety Equipment Guidelines", list the minimum equipment required for participation in SKCWA day trips at various paddler grades. Every club member is required to ensure that he or she is properly and completely equipped to undertake trips at their paddler grade without having to rely or impose upon others for missing items.

WA Department of Transport Equipment Requirements



Note that although the WA Department of Transport only requires paddlers to have a PFD beyond 400m offshore, the Sea Kayak Club requires all members to wear one at all times while paddling with the Club. Other club requirements are shown in the table on the following 2 pages.

<b>SEA KAYAK CLUB WA Inc.</b> <b>PERSONAL AND SAFETY EQUIPMENT GUIDELINES</b>								
<b>LEGEND</b>	<b>Protected Waters</b>	<b>Open Waters</b>	<b>Open Waters</b>	<b>Open Waters</b>	<b>Open Waters</b>	<b>Additional - Paddling in a surf zone</b>	<b>Additional – Paddling near reefs or rocks</b>	<b>Additional - Paddling after dark</b>
<b>NR not required</b> <b>R required</b> <b>D desirable</b> <b>O optional</b>								
<b>Distance from mainland shore †</b>	<b>0</b>	<b>&lt;400m</b>	<b>400m-2nm</b>	<b>2-5nm</b>	<b>&gt;5nm</b>	<b>All</b>	<b>All</b>	<b>All</b>
Level 100 lifejacket (AS 4758, former Type 1)	NR	NR	NR	NR	NR			
Level 50 or 50S ( AS 4758, former Types 2 and 3) lifejacket	R	R	R	R	R			
Spray skirt / deck	R	R	R	R	R			
Paddle park / leash	R	R	R	R	R			
Whistle on lanyard	R	R	R	R	R			
Knife on a lanyard	O	R	R	R	R			
Spare paddle	O	R	R	R	R			
Cellular telephone	D	D	D	D	D			
Bailer and / or sponge	R	R	R	R	R			
Manual Bilge pump	D	D	D	D	D			
Bilge pump - hands free	O	R	R	R	R			
Anchor and anchor line	NR	NR	NR	NR	NR			
2 x Red flares - hand held	NR	NR	R*	R*	O			
2 x Orange smoke signals hand held	NR	NR	R**	R**	R**			
1 x Orange smoke canister	NR	NR	O	O	O			
2 x Red parachute flares	NR	NR	O	O	R			
15m x 6mm tow rope	NR	R	R	R	R			
Marine weather forecast & tide table	NR	O	O	O	D			
Charts and maps	NR	D	D	D	D			
Rescue slings	NR	D	D	R	R			
VHF Marine band radio	NR	O	D	D	R			
EPIRB or Personal Locator Beacon (PLB)	NR	O	D	R	R			
Paddle float	D	D	D	D	D			

\* Not required if 2 red parachute flares are carried; not required if EPIRB or PLB carried within 5nm

\*\* Not required if 1 orange smoke canister is carried; not required if EPIRB or PLB carried within 5nm

† 2nm = 3.7km; 5nm = 9.3km

## EQUIPMENT

### **Tow line (standard)**

A standard towline comprises 15 meters of 6.0 mm floating rope with an eye and alloy snap link at each end plus floats that will prevent the snap links from sinking when released from the tow points. The line is folded into a bag of a size that will enable it to be quickly deployed without snagging and easily re-stowed when finished with. The tow line must be very easily accessible and ready for immediate deployment. A tow line should not be stowed in the cockpit.

### **Tow Line (short)**

In addition to their standard tow rope, it is recommended that experienced paddlers carry a short 5.0 metre long tow rope with snap links which can be stowed in a PFD pocket and quickly deployed for short rescue tows that may be required e.g. to move a paddler in trouble away from a hazard or retrieve a lost kayak.

### **Anchor and line**

Although marine safety regulations require that an anchor and anchor line be carried in open waters (ref. section 2.3.1), an exemption is currently in place for paddle craft. If an anchor is carried, a 1.5kg folding sand anchor with a 2.0m leader of 3.0mm stainless wire with swaged end eyes will suffice for this purpose. Fifteen metres of 4.0mm nylon cord stored in a small bag will suffice as an anchor line. All of this material is available from most boating suppliers. An anchor and line must not be stowed in the cockpit because it presents a serious risk of entanglement.

### **Flares**

Marine safety regulations require that two hand held red flares (OR 2 parachute flares) and two hand held orange smoke signals (OR one orange smoke canister) be carried in open waters (ref. section 2.3.1) up to 5nm from shore, unless either a PLB or EPIRP is carried. Hand held red flares are not sufficient for waters beyond 5 nm from the mainland shore, where parachute flares must be carried. These can be purchased separately or as an "offshore flare kit " from most boating suppliers. Parachute flares and smoke canisters can be obtained from the same source if required. The Club recommends that paddlers carry 2 parachute flares and one orange smoke canister or 2 parachute flares and 2 hand held orange smoke signals, as these combinations meet the requirements for all offshore waters.

### **Paddle float**

It is strongly recommended that paddlers who are not able to perform a kayak roll always carry a paddle float and know how to self rescue with it. Commercially made inflatable paddle floats are available from paddling shops. Alternatively a PFD level 100 in a suitable bag can be utilized effectively with practice.

### **Compass**

Those frequently taking part in trips involving open water crossings or where it is necessary to follow courses given by a GPS or navigation data sheet need to have a compass fitted to their kayak in a position in front of the cockpit where it can easily be seen. The compass can be screwed permanently to the deck or fixed by shock cord loops so that it is removable. Hand held compasses are not suitable for this purpose as they cannot be used while paddling.

### **Helmet**

A well fitting canoeing helmet made to comply with the CE EN 1385:1998 standard must be worn when surfing, paddling over or near rocks or reefs, during rescue training and when beach landings or launchings are to be made through moderate to heavy surf. The helmet must have a chin strap which must be correctly fastened and adjusted when the helmet is being worn. **Paddlers not wearing a helmet in any conditions do so at their own risk.**

### **Rescue Slings**

Several 25mm webbing slings with a Fastex buckle and of various lengths are desirable for use during rescue operations. Suitable (closed) lengths for the slings would be 20 - 30cm, 50cm and 100cm. The slings

## 5.0 SKILLS TRAINING

### 5.1 SKILLS TRAINING POLICY

All training will be carried out in accordance with Australian Canoeing Inc. award scheme (ACAS) requirements and be provided by accredited Instructors and Assessors.

All Club members are encouraged to attend training courses to either develop their skills and knowledge or keep them up to date. Sea kayak training, to award level, can be provided by the club's accredited Instructors or is alternatively available through commercial National Training Providers accredited by Australian Canoeing Inc.

Participants must be aware that having attained certain skills or an award at training courses does not automatically qualify them as proficient in the application of those skills in the varying conditions encountered at sea. On-going practice in a variety of conditions will normally be required to achieve competence. Sea Leaders and Instructors may require newly trained participants to demonstrate competence in the skills learned prior to participation in an on water activity.

The Club recognises formal qualifications awarded by other national or international organizations only when such qualifications have received cross accreditation from Australian Canoeing Inc. Members who have gained Australian Canoeing Inc. awards through non club training providers or have cross accredited qualifications awarded by other organizations may be asked by a trip or activity Leader or Instructor to demonstrate key skills to ensure, to the Leaders or Instructors satisfaction, that they are competent to participate in a club on water activity.

### 5.2 SKILLS PROGRESSION

**Australian Canoeing Award Scheme (ACAS) and SKCWA certification progression chart.**



The ACAS handbook is available online from the Australian Canoeing website at [http://www.canoe.org.au/?MenuID=Education%2F99%2F7292%2F%2CAward\\_Scheme%2F88%2F7292%2F](http://www.canoe.org.au/?MenuID=Education%2F99%2F7292%2F%2CAward_Scheme%2F88%2F7292%2F), or the SKCWA website at <http://www.seakayakwa.org.au/safety.html>. Summaries of requirements for Introduction to Sea Skills, Sea Skills and Sea Leader Awards may be downloaded from the latter page.