

Sandgate Canoe Club Inc



Policies, Procedures and Grading System Paddling Operations

By-Law

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Policies, Procedures and Grading System - Paddling Operations By-Law

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Approved by Management Committee Meeting

Amendments to By-Law

Scope	Updated by	Date Amendment
2007 Booklet Update No. 1	Peter Eickenloff & Barry Todd	16 May 2007
2014 Update No. 2	Cheryl Christenson & Kaye Watson	1st March 2014
2014 Update No. 3	Barry Renaud	8th September 2014
2015 Update No. 4	Barry Renaud / Michael Locke	18 March 2016 Mgt Committee Approved

Scope of this By-Law

Sandgate Canoe Club Inc has a number of groups which include Paddling Operations, Racing Operations and Club Management Operations.

This By-Law is relevant to Paddling Operations and Club Management Operations. Paddling Operations covers all recreational paddling aspects of the Club.

In addition, this By-Law is relevant to the entry requirements and continuing membership for all aspects of Sandgate Canoe Club Inc.

Authorisation of this By-Law

In accordance with Rule 25 of the Sandgate Canoe Club Inc model rules:

The management committee may from time to time make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the association and any by-law may be set aside by a general meeting of members.

Introduction

The aim of the Sandgate Canoe Inc. is to promote canoeing in the south east of Queensland. It is a recreational and racing Club consisting of members who wish to enjoy the social, physical and emotional challenge of discovering and conquering the diverse conditions of the sea, waterways and wetlands of the south east. We strive to be a congenial Club conducting our outings in a safe and enjoyable environment. The Club caters for all paddling activities for kayaks/canoes and encourages estuary/river (flat water) paddlers, competition paddlers and sea paddlers to participate. Regular recreational paddles are held each Tuesday and Saturday. Members are provided with a list of upcoming sanctioned paddles as part of the Newsletter. For those that are not able to attend paddles away from our home base at Shorncliffe, there is always a sanctioned paddle at the boat ramp opposite Yundah Street. A number of camping weekends are held throughout the year. Club members may use a Club boat; however members are encouraged to purchase their own craft once they decide to become regular paddlers. The Club also supports paddlers who are interested in racing and they receive coaching and training from our Club Coach. As a member of the Sandgate Canoe Club, you will become an associate member of the Volunteer Marine Rescue Sandgate. In common with other organisations, we set standards and expectations. You are asked to become conversant with this **Policy and Procedure**, which include the **Canoe Safety Code**, the **Canoe Environment Code**, the **Paddle Grading System**, the **Code of Conduct**, and **other policies in the Appendices** and adhere to these principles when attending Club's activities.

Club Aim

The Club aim is to: *Facilitate the enjoyment of canoeing by fostering an active Club membership promoting the development of skills and knowledge, social activities, the sharing of experiences, and contributing to the progressive management of Club activities.*

Club Vision

The vision of the Club is: *To provide a friendly progressive Club atmosphere catering for the recreational, social and competitive needs and interests of the community.*

Club Values

The Club seeks to promote the following values amongst the membership: *Respect, Friendship, Support, Safety, Leadership, Enjoyment, Fitness, Competition, Sharing & Caring.*

The Club History

The Sandgate Canoe Club was formed in December 1994 to promote canoeing on the north side of Brisbane. The policy of the Club was to encourage all types of paddlers and all types of craft, both recreational and racing. The Club is affiliated with Queensland Canoeing Inc. (QC) and Australian Canoeing Inc. (AC). As a result, you become a member and have the benefit of insurance cover, training programs, coaching courses and access to up to date information. The Club colours are black and gold, and the logo includes the Shorncliffe pier. Club General Meetings (GM) are held approximately every three months with an Annual General Meeting (AGM) in June. A Newsletter is published periodically and is emailed to current members.

Club Equipment

The Club has at its disposal boats and equipment that are available for use by members and Club Course participants. The conditions under which they are made available are:

- Club boats and equipment are only to be used during Club sanctioned events.
- The cost of repairs to any item for damage caused by negligence or misuse will be met by the user.
- Club boats and/or equipment are to be booked in advance with adequate notice given to the Booking Officer and a maintenance cost paid prior to the paddle.
- During periods of Club sanctioned courses, participants will have priority of use of boats and equipment.
- Members transporting Club boats must have a suitable system for carrying the boats in safety.
- Pickup and delivery of boats will be at the convenience of the Boat Booking Officer.
- Club racing boats may be used during training or when representing the Club if.
 - A signed application has been submitted.
 - The Club Coach has sanctioned the activity.
 - The President has approved the activity.

Management Committee

A management committee consisting of a President, Vice President, Treasurer, Secretary and Membership Registrar as well as members elected at the AGM as required. The management committee is responsible for looking after the various administrative aspects of the Club outside of GMs. The management committee are required to:

- Hold a meeting once a month.
- Conduct emergency meetings if required, to maintain good administration within the Club.
- Distribute minutes of meetings to each financial member.
- Table items of new business or proposals put forward by a member. These items are required to be received by the Secretary at least one week prior to the meeting date.
- Put forward any schedule of fee changes at the next General meeting.
- Provide a list of members, their phone number and email address to other members.
- Where necessary, adjudicate on any dispute that may be put forward.
- Act in the best interest of the Club.

Sub-committees

The Club has established a number of sub-committees to support the management committee and allow for a broader group of members to participate in decision making within the Club in an area of interest. The sub-committees are: Racing sub-committee, Paddle planning sub-committee and Social Activities sub-committee.

Membership

Persons wishing to join the Club should contact the membership registrar - details are available on the Club website (sandgate.canoe.org.au/). Membership fees are reviewed by the management committee and the information is available on the website. The cost of the membership includes Associate Membership of VMR Sandgate and the cost of the basic skills course. Membership of the Club also ensures insurance coverage for Club sanctioned activities because of our affiliation with Australian Canoeing and Queensland Canoeing.

Experienced paddlers who do not wish to attend the basic skills training may have this cost waived from their membership fee if assessed by one of the Club's Basic Skills Trainers.

All other new members are expected to achieve AC Basic Skills Award within three months of joining the Club, as this represents the base standard of training within the Club.

A person already a member of a Club that is affiliated with Australian Canoeing is not required to do the basic skills course or join VMR Sandgate.

Trial Membership/Visitors

Where a person wishes to join a Club event or paddle and they are not a member of Australian Canoeing, they must complete and sign the AC Event Entry Application and Declaration Form (Available from the SCC website) and pay the appropriate insurance as determined by AC. The treasurer must inform QC within 7 days of the event and forward the insurance payment.

A paddler is entitled to no more than three trial paddles before they must join the Club.

Participation in and Supporting Club Activities

A successful Club is only as successful as the extent of membership participation. Accordingly, the Club encourages every member do their bit to assist with management of the Club and also encourages people to consider taking their turn in one of the management committee or officials positions. The aim is to spread a bit of the load across a number of people rather than putting a lot of the load on a few people. The Annual General Meeting is always a good time to think about taking on a Club role.

Privacy Policy

We respect your privacy. The information provided by you on the Membership Application and Declaration form may be used to:

- Inform other members of your name and contact details.
- To identifying your copy of the newsletter and provide an address for its delivery.
- Provide information to the police or other lawful body in the case of an accident and/or other emergency.

If you have any privacy concerns, please contact the Club Membership Registrar. However, should you not provide the information requested on the Membership Application and Declaration form we may not be able to register you as a member. Any sensitive information, such as medical details, will not be collected by the Club but should be given to the Trip Leader in such cases where your paddling ability may be impaired.

Training

Training and skills practice days are conducted throughout the year and members are encouraged to attend courses to develop their paddling skills. Safety and rescue training is considered to be mandatory as the safety of the individual may put the group at risk if a rescue is required. All Club members should attend at least one rescue practice each year.

All Club basic skills training sessions are run by AC qualified instructors, with informal training regularly conducted by the most appropriately experienced Club member/s.

Trip Leaders

The key to successful paddling is a good trip leader together with the support of paddlers. Accordingly, once you have gained sufficient paddling experience you should consider gaining the skills to assist in leading the trip. As a paddler it is the responsibility of every paddler to support the Trip Leader so that we can all work together to enjoy our paddling within a fun and safe environment.

It is a requirement that the trip leader for each SCC trip completes a Float Plan which includes a risk assessment of the proposed activity and the Club On-water Activity Participant List. These forms can be found on the SCC Website under the Resources Tab. The completed forms are to be scanned and sent to the Club secretary for archiving and kept electronically for seven years. The trip leader is responsible for ensuring appropriate equipment is available for the paddle (See Appendix A)

Grievances

The Club has a grievance officer as outlined in the Club newsletter. The Code of Conduct in the appendices outlines member responsibilities and the procedure to be followed if they have a grievance with the Club, or another Club member.

Appendices

These Appendices are key parts of the Club policies form part of the Club policies, procedures and grading system and every member should take the time to become familiar with the contents of this booklet. The Appendices provided are:

Appendix A Paddle Grading System

Introduction

Responsibilities and compliance

Equipment

Grading System for Paddle Trips

Skills and qualifications required for each grade

Trip briefing Guide

Appendix B Code of Conduct

Appendix C Risk Management

Appendix D The Canoe Safety Code

Appendix E Canoe Environmental Code

Appendix F Standing Orders

Appendix A

Paddle Grading System

Introduction:

Kayaking/Canoeing, by its nature, can be dangerous. The sea and waterways do not suffer complacency kindly. Paddlers should aim to minimise risk. Remember, you are the master of your own vessel. *Most accidents happen during day trips because people become careless.*

The grading system is provided **as a guide for members to self-assess** their suitability for a Club paddling trip. The various grades are a reflection of ability, experience and fitness for paddles conducted under the best conditions. Through an examination of the grading system and discussions with a Trip Leader, prospective paddlers should determine whether they are competent to attend.

When required, contact the Trip Leader preferably the day in advance of the date of a trip by phone – not by email or text. If bad weather is forecast, unless otherwise advised, call just before a trip to check for last minute changes.

Paddlers should also be aware that paddling on open water is generally more physically demanding than on sheltered water and a reasonable fitness level is required for even a moderate distance. You should not expect other paddlers to assess your competency or stamina. You may well have passed formal testing but be unfit for the trip on that day.

Definitions:

- Club event—an event advertised in the Sandgate Canoe Club inc. magazine.
- Event Coordinator—Club member who provides information about particular events. There is no imputed onus of leadership.
- Senior/Experienced paddler—Club member with considerable paddling experience and skills.
- Instructor—A person with kayak or canoe instructor qualifications recognised by Australian Canoeing Inc.
- Trip Leader—A person who volunteers himself/herself as such through the paddle advertising. All paddle trips intended for paddlers graded 2 or lower will have a leader or instructor.

The Grading System Table:

The Grading System Table is intended **as a guide** for members to self-assess their suitability for a Club Paddle.

WARNINGS—CHECK THE FORECAST. Weather or sea/lake/river conditions can alter the advertised Grade of a paddle.

Weather can result in the cancellation of an outing or create a higher skill level needed to participate. *For explicit training purposes, the skill level of paddlers for the forecast weather conditions may be exceeded at the discretion of the Instructor in charge of a training session.*

Responsibilities and Compliance:

With the exception of paddling events recommended for Grade 0 paddlers, where very little experience and ability are expected, ***prospective paddlers should determine their own suitability for a trip.***

Trips suggested for Grade 2 paddlers often set out in open water, sometimes on the ocean and require a minimum of skills. At Grade 2, it is your responsibility to self-assess, but if you are unsure, you can and should ask for assistance in this assessment from a trip leader, instructor or senior paddler.

Leaders of paddle trips may meet one or more of the following criteria:

- Hold an ACI proficiency certificate.
- Be an Instructor.
- Be a senior/experienced paddler.

Enforcement of the Grading System is not the responsibility of a Trip Leader, any Instructor or other member of the Club. The Sandgate Canoe Club Inc. reserves the right to prevent any person from participating in a Club event. Failure to meet standards may lead to the prohibition of any paddler from a Club event by a Trip Leader, Club Official, Instructor or a Senior Member. Such vetting will be the exception as members are expected to exclude themselves. Should any member be excluded and still goes on a paddle they may put their insurance cover at risk.

If in the event of injury, illness or capsize, each Club member is expected to provide what assistance, if any, is required. Control of an incident should be by the person most experienced in handling such an event as directed by the trip leader and members must comply with the rescuer's instructions. In all situations, the person being rescued should respond only to the person doing the rescuing.

Members who invite non members to participate in a sanctioned event are solely responsible for the behavior and safety of the invited guest.

Equipment:

Paddlers attending a Club paddle should, unless otherwise advised, possess as a minimum the following equipment.

Essential for Grade 1 Paddlers:

- A well maintained kayak or canoe with positive buoyancy.
- Paddle.
- Sponge, bailer or pump system.
- Australian or NZ Standard Personal Flotation Device (PFD).
- Footwear suitable for paddling, swimming and walking on rocks or coral.
- Dry containers.
- Sunscreen, protective clothing.
- Food and water.
- Throw or tow rope.
- Repair kit (at least a roll of duct tape).
- Relevant personal items (e.g. medication).
- For bay paddles: Fitted deck lines; paddle leash and spray skirt

There should be with the group:

- First Aid kit.
- Trip details left with a responsible person.
- Knowledge of and contact details for the local rescue authority.
- Pre-trip weather check.
- Spare paddle.

The trip leader is responsible for ensuring suitable equipment is available.

In addition for Grade 2 paddlers:

- Kayak to have 2 bulkheads or fitted with a sea-sock or secondary (inflatable or fixed)
- Buoyancy.
- Fitted deck lines, paddle leash, and spray skirt.
- Paddle float.
- Cag

In addition for Grade 3 and above (recommended for all Grade 2 paddlers):

- Hands free bailing pump system (electric or foot operated).
- Your own spare paddle.
- Personal first aid kit.
- Compass and charts.
- Flares or other signaling devices to meet boating regulations

Recommended at all levels:

- Mobile phone with pre-set Marine Rescue numbers.
- Instantly accessible knife.
- Further warm clothing, waterproof clothing, food, water, footwear and day pack secured in dry storage in the kayak.
- Emergency shelter and survival equipment.
- Helmet if landing in surf.
- VHF Radio

Grading System for Paddling Trips

Grade	Description & Paddler Pre-requisite Skills and Ability	Weather/ sea limits
Grade 0	All members can attend. No previous experience required. Closed or protected waters. This is usually a Basic Skills instruction session or a social gathering.	5 knots wind or 0 metre seas
Grade 1	For beginners with some paddling experience, and who have completed the basic skills award requirements: Able to paddle up to 15 km per day on estuaries, lakes, rivers, waters designated as smooth by Maritime Safety Queensland or other protected waters. For paddles into the Bay, the kayak is to be fitted with deck lines and paddlers to wear a spray skirt.	10 knots wind or 0.5 metre sea
Grade 2	Paddlers with some skills including assisted rescues, bracing, towing and entry or exits through small surf. Capable of sustaining a paddling speed of 5Km per hour. Able to paddle up to 30 Km per day in waters for Grade 1 paddlers, plus water designated as partially smooth by Maritime Safety Queensland. Trips may include sections along open coastline.	15 knots wind or 1 metre sea
Grade 3	For proficient paddlers, capable of sustaining speeds of 4 – 6 Km per hour. Up to 45 Km per day along open coastlines.	20 knots wind or 2 metre sea
Grade 4	For Advanced Paddlers who are able to self-rescue in all situations. Be very reliable at rolling and surfing, and to have rescue skills in severe conditions. Able to paddle up to 60 km per day at speeds about 6 km per hour with long open crossing or stretches where landings are not possible.	Paddlers know their limits

Skills and Qualifications Required At Each Grade

Grade	Paddler Pre-requisite Skills and Ability
Grade 0	No previous skills or experience required.
Grade 1	Beginners with some paddling experience. Able to paddle on estuaries, lakes, rivers, waters designated as smooth by Maritime Safety Queensland or other protected waters. It is desirable to have undertaken assisted rescue training, including towing
Grade 2	Paddlers with some skills including assisted rescues, bracing, towing and entry or exits through small surf. Able to paddle in waters as for Grade 1 plus water designated as partially smooth by Maritime Safety Queensland.
Grade 3	Proficient paddlers who are capable of paddling along open coastlines
Grade 4	Advanced paddlers who able to self-rescue in all situations. Who are very reliable rolling, surfing, and rescue skills in severe conditions. Who are able to paddle open crossing or coastal stretches where landings are not possible.

Trip Briefing Guide

This is a summary list. It is intended for use immediately prior to launch. It is not a detailed checklist for trip preparation and organization. Leave it in your kayak for ready reference.

Introduction: Trip Leader Notes

- Waiver, Membership, Skill level, Trip grade

Trip Outline

- Weather forecast.
- Route (maps?).
- Distance/Legs/Anticipated timings.
- Prominent features/Navigation aids & waypoints.
- Food and water requirements (Lunch at sea?).
- Exit/Rendezvous points.
- Potential hazards/Tides and currents.
- Confirm individual intentions.

Group management

- Number at start and finish.
- Location of leader/2IC/navigator.
- Identify Tail End Charley (always).
- Identify lead paddler (if appropriate).
- Rest policy.
- Maximum spread/Routine regrouping.
- Automatic/emergency regroup policy.

Notes for Leaders

- Identify experienced paddlers; choose a 2IC, tail and lead paddlers.
- Discuss your plans and alternatives with 2IC, review trip grading, and assign tasks.
- On and from launch, observe the paddlers carefully. Ask 2IC to do the same.
- Early on identify paddlers who may require assistance.
- Do not be afraid to ask people to return to the start if you are concerned as to their ability to complete the trip as you anticipate it.
- Talk to your 2IC and other experienced paddlers frequently. Seek their advice. Rotate lead and tail paddlers.
- Watch for paddlers slowing down or other signs of distress or fatigue. If necessary assign someone to watch over them.
- Maintain a close watch on weather, monitor winds and compare forecasts.
- Don't be afraid to modify, shorten or shut down the trip if you are concerned about the weather.
- Keep track of your position and progress.
- Watch the shoreline and water ahead for hazards and exit points.
- Maintain appropriate distances from shore.
- Maintain rest, re-group and group-spread policy.
- Subgroups.
- Communications (whistles, signals, telephones).
- Emphasize individual responsibility to these policies, buddies if needed.

Safety & Medical

- Location of safety equipment.
- Check personal equipment.
- Location/accessibility of first aid kits.
- Medical/first aid skills in group.
- Medical problems/check boats.
- Tow/throw ropes.
- Emphasize the self-assessment of skills.

Questions?

Appendix B

Code of Conduct

The Aim of the Club is to promote canoeing and by doing so bring together a group of likeminded individuals who wish to enjoy the various canoeing experiences available in the bays and waterways of South East Queensland. To encourage an atmosphere where harmonious social interaction may develop while promoting an active and healthy lifestyle, to sustain a pleasant atmosphere that can be enjoyed by all, members are expected to refrain from any action that may lead to ill will.

Members Responsibilities

- Be punctual for paddles and for car shuttle when needed.
- Stay in close proximity during paddles.
- If a member is required to turn back, ensure the Trip Leader is notified and when needed, the returning member is provided with a companion.
- Advise the Trip Leader of any medical condition that may impact on the trip.
- Attend the Trip Leaders briefing.
- Carry and wear the recommended equipment.
- Respect the decisions of the Trip Leader.
- Assist other members where possible.
- Participate in the social activities during and after the outing.
- Generally try to promote a convivial atmosphere among members.

Grievance Policy

Should a member feel they have a grievance with the Club or another member, he/she should:

- Attempt to settle the matter by speaking to the member; or if this fails.
- Raise the matter in confidence by writing or by phone to the Grievance Officer who will.
- Bring both parties together to negotiate a solution; or, if this fails.
- Investigate the matter as fully as possible then bring the grievance to the notice of the Executive Management Committee.
- The Executive Management Committee may ask both parties to attend a Special meeting or make such determinations as the Committee sees fit.

Appendix C

Risk Management

Introduction

This Risk Management Policy document is to be used in conjunction with the SCC Float Plan. This policy document describes a clear set of risk management strategies designed to aid the Trip Leader in the management of the identified hazards on Club trips.

The signed Float Plan is to be taken on each Club trip.

Note: This chart is not an exhaustive list of possible hazards. The hazards and control/strategies actions listed are those considered most likely to occur on a Club trip.

Risk	Risk Level	Causal Factors		Risk Management Strategy
Drowning	Significant Risk	People	Capsize, paddlers not able to rescue, not able to swim/keep head above water. Medical condition	Participants briefed in capsize, Trip Leader trained and practiced in rescues. Swim check done prior to activity. Medical forms completed and checked.
		Equipment	No PFD, PFD incorrectly fitted, PFD faulty	PFD mandatory, donned and checked by Trip Leader at regular intervals, PFD's condition checked by Trip Leader
		Environment	Waves too large, caught in rip, water too deep, objects in water	Weather forecast checked, weather visually checked by Trip Leader, Trip Leader skilled in reading the water to avoid rips, launch and landing sites are chosen by Trip Leader, one experienced paddler goes out first to check waves.
Hypothermia	Moderate Risk	People	Failure to dress accordingly,	Participants briefed on clothing required (on water and off),
		Equipment	Adequate clothing, lack of appropriate shelter	Trip Leader to be aware of clothing attire in use. Cags to be available, Trip Leader to ensure all participants have warm clothing, space blanket, matches.

Risk	Risk Level	Causal Factors		Risk Management Strategy
		Environment	Weather conditions	Weather forecast checked, weather visually checked by Trip Leader
Dehydration/ Hyperthermia	Moderate Risk	People	Failure to dress accordingly including hat, not drinking regularly	Participants briefed on fluid intake, clothing and hats. Trip Leader to know the symptoms and monitor fluid intake by participants, regular breaks.
		Equipment	Adequate clothing, lack of appropriate sun shelter.	Trip Leader to be aware of clothing attire in use. Additional water to be carried. Ensure water available from cockpit. Make use of natural and man-made shade structures.
		Environment	Weather conditions	Weather forecast checked, weather visually checked by Trip Leader. Avoid paddling in extreme heat where possible
Surf	Significant Risk	People	Panic, skills,	Avoid hazardous surf conditions. Ensure all participants can wet exit. Spray deck fitted correctly. Use helmets if appropriate. Stow loose deck gear and paddle leashes. Send more experienced paddler in or out first if possible. Only one paddler in surf zone. For surf sessions explain plan for catching wave and paddling back out (circular route)
		Equipment	Boat loaded incorrectly	Trip Leader to be aware of how boats are packed. Trip Leader not attempt assisted rescues in surf zone.
		Environment	Surf conditions	Weather forecast checked, weather visually checked by Trip Leader. Avoid paddling in extreme surf conditions.
Equipment Failure	Significant Risk	People	Boats or equipment poorly maintained. Incorrect use of equipment.	Inspect equipment prior to event. Monitor use of equipment by participants
		Equipment	Breakages	Carry essential spares and repair equipment. Shorten event if necessary

Risk	Risk Level	Causal Factors		Risk Management Strategy
		Environment	Paddling conditions	Weather forecast checked, weather visually checked by Trip Leader. Avoid paddling in extreme conditions.
Major Weather Change	Significant Risk	People	Not physically capable to handle expected conditions.	Ensure paddlers are physically capable for the expected conditions. Monitor participants to ascertain how they are handling the change. Consider rafting up until weather passes? Monitor group spread.
		Equipment	Equipment/boats not appropriate for expected conditions.	Ensure participants are adequately equipped for the expected conditions.
		Environment	Not anticipated change in conditions	Weather forecast checked, weather visually checked by Trip Leader. Trip Leader to be aware of tell-tale signs of a change in weather. Avoid paddling in extreme conditions. Gather local knowledge. Have alternative plans in place.
Stingers & Bites	Moderate Risk	People	Exposed skin, lack of insect repellent	Participants to be briefed on appropriate paddling attire. Trip Leader to monitor participants on the water. Be aware of potential stings and bites around camp. Aust Venom Research Unit for advice (03) 94838204
		Equipment	Clothing, paddle gear, repellent	Trip Leader to have first aid for stingers and bites and know how to treat them. Trip Leader to be competent in CPR/EAR for extreme cases.
		Environment	Stinger season	Trip Leader to be aware of stinger season. Watch for signs of stingers.
Capsize at Sea	Moderate Risk	People	Panic, skills,	Avoid hazardous ocean conditions. Ensure all participants can wet exit. Spray deck fitted correctly. Practice assisted and self rescues if necessary.

Risk	Risk Level	Causal Factors		Risk Management Strategy
		Equipment	Boat loaded incorrectly, skirt not fitted correctly	Appropriate safety equipment carried by participants. Trip Leader to carry additional safety equipment.
		Environment	Sea conditions	Trip Leader to be aware of the expected sea conditions and local conditions.
Exhaustion & Fear	Moderate Risk	People	Panic, skills, Physically and mentally capable.	Avoid extreme weather & ocean conditions. Trip Leader to look for signs of exhaustion and fear.
		Equipment		Appropriate safety equipment carried by participants. Trip Leader to carry additional safety equipment.
		Environment	Sea conditions	Trip Leader to be aware of the expected sea and weather conditions and local conditions. Be prepared to make alternative arrangements. Seek outside assistance if beyond ability of group?
Excessive Group Spread	Moderate Risk	People	Skills, Exhaustion, fear, not following directions	Determine group spread before taking to water. Determine aspirations for trip and group speed. Break into sub groups if necessary, buddy up. Have predetermined Rendezvous points. Use regular breaks to regroup.
		Equipment	Damaged paddles or kayak	Trip Leader to have spare paddle, and two others amongst group
		Environment	Weather conditions	Trip Leader to be aware of the expected sea and weather conditions and local conditions. Be prepared to make alternative arrangements.
Sea Sickness	Moderate Risk	People	Individuals prone to sea sickness	Trip Leader to check for participants prone to sea sickness prior to trip. Avoid foods that contribute to sea sickness. Advise participants to take medication prior to paddling. Drink lots of fluid to avoid dehydration. Monitor paddlers for signs of sea sickness.

Risk	Risk Level	Causal Factors		Risk Management Strategy
		Equipment		Use a supported tow if required, keep paddler busy to occupy their mind.
		Environment	Ocean Conditions	Move to calmer waters. Have paddlers look at horizon. Get to land if required.
Separation at sea	High Risk	People	Skills, exhaustion, conditions	In the event of a capsize and failed roll, self rescue, a whistle blast, no longer than a minute after the event. Next step to be a flare. Next step, no longer than 5 minutes is the VHF, which all paddlers are carrying. Final step, no longer than 15 minutes is to set off an EPIRB, all either on the PFD or strapped to our bodies.
		Equipment	VHF, Flares, Epirb	All paddlers to have equipment on person.
		Environment	Ocean Conditions	All paddlers to closely monitor group spread on water.
Crocodiles	Significant Risk	People	Not following directions	Obey crocodile warning signs - they are there for your safety and protection. Never swim in water where crocodiles may live even if there is no warning sign present. Crocodiles may be close by and may approach people and boats. Never dangle your arms or legs over the side of kayak. If you fall out of a kayak, get out of the water as quickly as possible. Camp at least 2m above the high water mark in designated campsites. Never prepare food, wash dishes or pursue any other activities near the water's edge or adjacent sloping banks.
		Equipment	Sea Kayak	All paddlers to remain in kayak when on the water.
		Environment	Crocodile inhabited territory	All paddlers to be given National parks brochure on crocodiles

Risk	Risk Level	Causal Factors		Risk Management Strategy
Shipping Lanes	Significant Risk	People	Ignorance of shipping lanes	Trip Leader able to assess the risks from shipping in the lanes. Accept the need to give way and keep well clear of shipping in the lanes. Prepared to group up and cross shipping lanes by the shortest route.
		Equipment	Lack of VHF	Trip Leader to carry VHF and monitor Ch 16 whilst near or in shipping lanes
		Environment	Lack of visibility, high traffic area for large vessels	Cross shipping lanes at narrowest point or avoid if possible.
Rocks & Gauntlets	Significant Risk	People	Skills, getting to close	Trip Leader able to recognise and avoid the risk of being driven onto submerged or awash reefs or rocks particularly in difficult paddling conditions due to high winds, surf, swells or tidal currents.
		Equipment	Equipment/boats not appropriate for expected conditions.	Trip Leader trained in rescue techniques for rocky or gauntlet areas
		Environment	Weather and swell conditions	Avoid rocks and gauntlets when adverse swell conditions are present
Boat Traffic	Significant Risk	People	Paddlers not knowing what to do in channels	Trip Leader to be aware of likely boat traffic and brief paddlers on actions to be taken. Trip Leader to minimize time paddling in channels.
		Equipment	Navigation Charts	Trip Leader to refer to charts to ascertain where likely boat traffic will be.
		Environment	Ignoring lateral markers, not knowing where channels are.	Trip Leader to brief paddlers on lateral markers and route to be taken.
Fatigue	Moderate Risk	People	Paddlers physical capabilities	Trip Leader to tailor session to the weakest members' ability.
		Equipment	Overloaded kayaks	Trip Leader to check kayak loading and capabilities
		Environment	Adverse weather conditions/tides	Trip Leader to monitor weather and tides to gain maximum assistance when possible.

Risk	Risk Level	Causal Factors		Risk Management Strategy
Land Fauna	Minor Risk	People	Lack of knowledge	All participants warned as to the dangers with wild native animals/reptiles and on how to behave near them.
		Equipment	Inappropriate clothing and shoes when on land	Trip leader to ensure shoes and appropriate clothing is worn when on land
		Environment	Scrub land, forests, everglades	Trip Leader to brief on appropriate actions to be undertaken when on land
Sea Caves	Moderate Risk	People	Skill level of paddlers	Trip Leader to assess whether caves can be entered safely. Based on swell conditions and group ability. Time spent under cliffs should be kept to a minimum to minimize injury from falling rocks. Caves to be entered in reverse.
		Equipment	Lack of helmets	Helmets to be worn at all times.
		Environment	Large swell, confined space	Trip Leader to monitor weather and swell conditions
Rough Seas	Significant Risk	People	Inadequate training for paddlers, paddlers not graded	Activity Will not commence in very rough seas. Trip Leader will assess the sea conditions based on wind/swell forecasts and the conditions on the day. Problem areas will be well known and Trip Leader will assess whether the session can start/continue also based on the groups abilities.
		Equipment	Equipment/boats not appropriate for expected conditions.	Sea Kayaks meet minimum requirements as per Club gradings
		Environment	Weather Conditions	Trips will not proceed when strong wind warnings for the area have been announced by the BOM (25knts)
Marine Life	Moderate Risk	People	Lack of understanding of marine creatures	Trip Leader able to recognise dangerous wildlife and assess the risk of coming into contact with same. Trip Leader able to apply effective first aid when necessary.

Risk	Risk Level	Causal Factors		Risk Management Strategy
		Equipment	N/A	Trip Leader to carry appropriate first aid kit
		Environment	Lack of knowledge of what creatures can be found in the area to be paddled	Trip leader to be aware of marine life likely to be encountered in the area being paddled
Medical Conditions	Moderate Risk	People	Paddlers have existing medical conditions	Trip Leader to ascertain if paddlers have any medical conditions prior to departure
		Equipment	Not taking appropriate medication	Trip Leader to ensure medication is taken as appropriate. And that safeguards are in place so as to not aggravate existing medical conditions.
		Environment	Understanding how the environment may impact on paddlers medical condition	Trip Leader to ensure that paddlers are not extended beyond their capabilities.
Sunburn	Moderate Risk	People	Paddlers not taking precautions	Trip Leader should advise participants to wear sunscreen and carry some spare for emergencies. On very hot days the Trip Leader should be aware of the possibility of group members overheating.
		Equipment	Sunscreen, hat, clothing	Trip Leader to ensure appropriate clothing and hats are worn by paddlers
		Environment	Weather Conditions	Make use of shade whenever possible on hot sunny days.
Paddle Related Injuries	Moderate Risk	People	Paddlers skill ability and technique	Trip Leader to monitor paddling techniques of paddlers and offer advice where necessary
		Equipment	Inappropriate kayak/paddle	Trip Leader to ensure kayaks and paddles are appropriate
		Environment	Adverse weather conditions	Trip Leader to monitor weather conditions
Any other specific risks		People		
		Equipment		
		Environment		
Any other specific risks		People		
		Equipment		
		Environment		

Likelihood

Level	Descriptor	Description
A	Almost Certain	The event is expected to occur
B	Likely	The event will probably occur
C	Moderate	The event should occur at sometime
D	Unlikely	The event could occur at some time
E	Rare	The event may occur in exceptional circumstances

Consequences

Level	Descriptor	Description
1	Insignificant	No injuries, low financial loss
2	Minor	First aid treatment, medium financial loss
3	Moderate	Medical treatment required, high financial loss
4	Major	Extensive injuries, major financial loss
5	Catastrophic	Death, huge financial loss

Consequences					
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
	1	2	3	4	5
A	S	S	H	H	H
B	M	S	S	H	H
C	L	M	S	H	H
D	L	L	M	S	H
E	L	L	M	S	S

Risk Level
H = High Risk
S = Significant Risk
M = Moderate Risk
L = Low Risk

Appendix D:

The Canoe Safety Code

This Australian Canoeing Safety Code has been prepared for the guidance of canoeist throughout Australia, whether they are members of AC or paddlers with no particular affiliation with any organization. For members of the Sandgate Canoe Club they should be adhered to and should be of value to a Club member.

When purchasing a kayak or canoe

Determine the very worst of the conditions to which the craft may be subjected, whether it is under parent supervision by the edge of a placid lagoon, running rapids, or offshore paddling. After you have purchased a suitable craft for these conditions, do not increase your expectations of its capabilities.

- Check the craft for fixed buoyancy;
- Seek advice about the purchase or building from endorsed canoeing experts.

The Individual

- Be able to swim confidently 50 meters wearing shorts/shirt and sandals is recognized as a minimum;
- Wear a personal Flotation Device (PFD) of an approved type;
- Be honest with yourself about your ability. Paddling a canoe in quiet waters doesn't qualify anyone to consider him or herself able to undertake much more difficult tasks;
- The waters of rivers, lakes and oceans have different characteristics. Whatever type of water you select, get to know them in gradually more challenging circumstances. They all demand knowledge and skill. This develops confidence and respect of the elements;
- Beware of cold water and weather extremes. Swimming ability and PFDs cannot counteract for very long the effects of cold water. Low water temperature can kill, sometime in a matter of minutes;
- Wetsuits may sometimes be essential for safety;
- Be suitable equipped for the conditions which may occur. Secure your spectacles, have appropriate footwear, allow for protection against the sun, wind, and rain. Acquire skill in capsize situations, rescue work, and in first aid, so that you are prepared for an emergency.

Equipment

- Ensure the design of the craft is suitable for the task it may have to perform;
- Test new and unfamiliar equipment before undertaking hazardous assignments;
- The craft must be in good condition before starting the trip;
- Carry a spare paddle in a position where you can get at it quickly;
- The craft, when filled with water, must be able to support its crew and sodden gear in deep water;
- Use spray covers whenever there are any possibilities that water may come into the craft in quantity. The cover release must be immediate and function perfectly;
- Carry appropriate repair equipment, torch, map, compass and survival kit on any wilderness trips. Leave a plan of your trip with a responsible person and expected time of arrival at your destination

Appendix E

Canoe Environmental Code

Canoeists, like others who use the outdoors for recreation, have a responsibility to minimize their impact on the environment and on the property of farmers and other landholders.

Access

1. Always seek permission from land holders for access to rivers and lakes. Apart from being courteous, it is often required by law. Also you may one day need their help.
2. Cross fences through gates wherever possible and leave the gates as you found them.
3. Keep clear of property and equipment and do not disturb live stock.

Rubbish

1. If you carry it in, you can carry it out. This applies particularly to items which are not bio-degradable eg. Aluminum foil, plastic, glass, and tin cans. A plastic bag should be carried for rubbish.
2. Burn all paper rubbish if you are already lighting a fire.
3. Select foods which have minimal packaging and which use bio-degradable packaging eg. Use fresh food where possible and transfer foods to other containers before a trip.
4. Don't be too proud to clean up someone else's rubbish.

Fires

1. Use stoves in environmentally sensitive areas, in National Parks or where firewood is in short supply.
2. Carefully select a site away from bushes, green trees and rocks which may be damaged by your fire.
3. Dig a fire pit, it is more heat efficient and can be filled in afterwards.
4. Use only dead timber which has already fallen.
5. Large fires are wasteful – other people will want to camp there in the future.
6. Ensure the fire is doused with water and no coals remain before burying.

Toilets

1. For defecation, always dig a hole (approximately 30 cm. deep) and fill it in afterwards. For this purpose, a trowel should be carried in the group.
2. Select a site well away (100m) from water courses and camping areas.

Flora and Fauna

1. Camp and move through an area in such a way as to create as little disturbance as possible.
2. Use tracks where possible to minimize trampling.
3. Make as little noise as possible.
4. Use established campsites rather than creating new camping areas.

Rivers

1. Avoid putting anything in the water which will affect water quality eg. soap, dishwater, and rubbish.
2. On rapids, don't move rocks. If you can't paddle it, carry it around.

Appendix F

Standing Orders

1. These standing orders shall be applicable to all general meetings and committee meetings, and, as far as appropriate, to meetings of sub-committees, and shall be construed subject to the Rules.
2. Meetings shall, subject to the presence of a quorum, start at the time set out on the notice, and shall, subject to the discretion of the meeting, continue until all business on the agenda is disposed of.
3. If no quorum is present within 30 minutes of the starting time set out on the notice, the meeting shall lapse, and, subject to any resolution previously passed, the President shall fix the time of the next meeting. All business on the agenda of the lapsed meeting shall be included on the agenda of the next meeting and shall take precedence over new business.
4. Any member desiring to speak at general meetings or in the Committee of the Whole shall rise in his or her place and when called upon by the Chair shall address the Chair. If two or more members rise simultaneously, the Chair shall call upon the member who first caught the eye of the Chair.
5. When the Chair rises to speak any member standing shall sit down.
6. Except in committee, no member other than the proposer of a motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the minutes.
7. A motion or amendment before the chair shall not be withdrawn except by its mover and by leave of the meeting.
8. No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.
9. If required to do so by the Chair, the proposer of any notion or amendment shall submit it in writing.
10. A motion or amendment before the chair may be reworded by the mover subject to leave of the meeting.
11. Except in committee, no member shall speak more than once to any question, except that the mover of a motion (but not of an amendment) shall have a right of reply, which reply shall close the debate. An amendment shall constitute a separate question from the original motion and from any other amendment.
12. A member moving a motion or amendment shall be deemed to have spoken to it. A member seconding a motion or amendment without speaking to it may reserve the right to speak to it subsequently.
13. When an amendment is before the chair, discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the chair has been disposed of.
14. The Chair shall, as far as practicable, call on speakers for and against a motion or amendment alternatively, subject to the right of the seconder to speak immediately after the mover. If two consecutive speakers have both argued for or against a motion or an amendment, and there is no member wishing to argue the opposite view, or, in the case of a motion, to move an amendment, the motion or the amendment shall, subject, in the case of a motion, to the mover's right of reply, be put without further debate.
15. Any member may raise a point of order, which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order.
16. Any member disagreeing with the Chair's ruling on a point of order may move dissent. The Chair shall then vacate the chair and such motion shall be put forthwith without debate.
17. On an equality of voting, the Chair shall declare the question resolved so as to maintain the status quo.
18. A member who has not already participated in the debate may at any time, whether another speaker has the floor or not, move, "That the question be now put", which motion if accepted by the Chair, shall be put without amendment or debate. The Chair shall have absolute discretion to accept or refuse the motion. The chair may also without returning a motion put the question if the Chair feels that adequate discussion has taken place. In either case the mover of a motion shall retain the right of reply. If an amendment is before the chair, the closure motion shall be deemed to close the debate on the amendment only.

19. A member may at any time move, "That the speaker be no longer heard", or, 'That the speaker be heard for a further limited period only". Such motions shall be put without amendment or debate. No other motion, except the closure motion or a motion dealing with the speaker's time, shall be moved while a speaker has the floor.
20. During the discussion of a motion (but not of an amendment) a member who has not already participated in the debate on the motion may move: "That the question be not now put." This question shall be open to debate, and shall be debated together with the original motion. If carried, the original motion shall not be dealt with further. If lost, the original motion shall be put forthwith, subject to the mover's right of reply. The motion may be foreshadowed while an amendment is before the chair, but in no case shall it be put till all amendments have been disposed of.
21. A member may move: "that the debate (or meeting) be now adjourned". Discussion shall be in order, but only amendments as to time and/or place shall be permitted. The motion shall take precedence over other business before the chair except points of order and personal explanations.
22. A general meeting may at any time during the discussion of a motion resolve itself into a Committee of the Whole.
23. Standing Orders 1-21 or any of them may be suspended by a majority of those present. A motion to this effect shall be open to debate.
24. No member shall reflect on the vote of a meeting, except on a motion for the rescission of any resolution previously adopted. No member shall reflect on a clause of the Constitution or a standing order, except on a motion (of which due notice was given) to amend or repeal such clause or order.
25. Notwithstanding anything hereinbefore contained, any decision made by a validly-constituted meeting shall not be void by reason only of a departure from these standing orders which was not detected till after the decision was had been made.
26. Alterations to the standing orders shall be made only by a general meeting after 14 days' notice has been given.
27. Any matters not dealt with in the above standing orders shall be governed by the customary procedure at meetings.