

# **Newcastle Outrigger Canoe Club**

## **Policy & Safety Manual**



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## Call 000 in case of an Emergency

**Marine Rescue Service:**

- **Newcastle: 49278237**
- **Lake Macquarie: 49713498**
- **Norah Head: 43966162**
- **Port Stephens: 49813585**
- **SLSA: 137873**



## **Code of Conduct**

Newcastle Outrigger Canoe Club (NOCC) is committed to providing its members with a safe and enjoyable environment in which they can participate in the sport of outrigger canoeing. The code of conduct minimum standards are no way intended to diminish the enjoyment for any member, but to ensure that all members have the opportunity enjoy the sport to the same level.

In light of this commitment, this document outlines the Code of Conduct minimum standards, which NOCC members must abide by.

In addition, these standards seek to ensure that the rules, guidelines, laws and regulations of Australian Outrigger Canoe Racing Association Inc. (AOCRA), NSW Maritime Safety (or relevant local authority) and any specific regatta race rules are adhered to by NOCC members at all times.

These standards are applicable when members are at or traveling to & from training or regattas, staying in accommodation associated with a regatta or attending a function associated with a regatta, etc.

All members are bound to these standards and any breaches may require the member to come before the NOCC Management Committee.

### **Code of Conduct – Minimum Standards – All NOCC members are bound to:**

#### **General**

- Be aware of and abide by the rules, guidelines, laws and regulations of AOCRA, NSW Maritime Safety (or relevant local authority), the NOCC Risk Management Policy and any specific regatta rules.
- Refrain from any behaviour that may bring NOCC, AOCRA, a regatta organisational committee, sponsors or outrigger canoeing in general, into disrepute.
- Not engage in any illegal doping practice as defined by the Australian Sports Drug Agency.
- Respect the rights, dignity and worth of all outrigger canoe paddlers regardless of their age, gender, ability, sexual orientation, cultural background or religion.
- Refrain from any form of harassment and/or abuse towards all outrigger canoe paddlers and/or officials.
- Be fair and considerate in your dealings with other NOCC members, coaches, Management Committee and AOCRA / regatta officials.
- Refrain from aggressive, physically distressing or sexually provocative behavior towards all outrigger canoe paddlers, especially those under the age of 18.

#### **Membership Responsibilities**

- Assist in club activities, such as open days, corporate days, fundraising activities and the hosting of regattas.
- Assist in all club fundraising activities to an equal & fair share as stipulated by the NOCC Management Committee.
- Ensure all annual membership forms and subscriptions are submitted by the due date as stipulated by the NOCC Management Committee. Failure to do so will result in the member voiding their NOCC & AOCRA memberships and insurance. Therefore, until the situation is rectified, the member cannot train or race in NOCC equipment or make any claims resulting from an accident or injury should they continue to train on their own craft during this period of noninsurance.
- Respect and abide by the decisions of the NOCC Management Committee and AOCRA officials and in the event of disagreement or dispute, raise the matter in an appropriate forum and situation.

## **Training and Racing**

- Make every effort possible to develop their own paddling abilities, in terms of technique, teamwork, tactics, stamina, skill and understanding of the art of outrigger canoe paddling.
- Make every effort to understand the dynamic of the ocean and to learn and respect the traditions of outrigger canoe paddling.
- Follow the instructions of NOCC coaches, provided those instructions do not contradict the spirit of this code.
- Strive for the best possible performance at every training session and regatta.
- Support and encourage all NOCC members at all training sessions and regattas.
- Refrain from the promotion of disharmony, dissent or their own personal agenda amongst the crews or club as a whole.

## **Equipment**

- Respect NOCC, AOCRA and club members privately owned equipment and assist when required in the maintenance of said equipment to ensure it is always in good working order.
- Assist in the preparation of NOCC equipment for training, transportation to & from regattas, and for racing at regattas.
- The following are the basic rules for use of club equipment;
  - Club Canoes are not to be used in broken surf conditions ie Beach surf.
  - Club canoes are to be paddled only. They are not to be used with motors, sails or kites attached.
  - All damage to equipment is to be reported to the committee ASAP.
  - All NOCC owned equipment including canoes, trailers and other support item are not to be modified without prior approval of the committee.
- Members not abiding by the rules laid down will be restricted from using the club equipment.

## **Coaching – In addition to the above minimum standards, NOCC coaches are bound to:**

- Ensure a safe training & racing environment for all members, taking note of each member's skill level.
- Provide appropriate training methods as to advance a member's skill level and enjoyment in the sport.
- Ensure that all members are abiding by the aforementioned minimum standards while training and racing, providing education and guidance when required.
- Provide an annual training program in accordance with AOCRA's policy. This program is to outline the training sessions for the season. This program is to be made available for all members to peruse. Each training session is to be kept in a logbook detailing the following items
  1. Time & date
  2. Attending paddlers
  3. Direction/location
  4. Weather conditions
  5. Type of & duration of the session
  6. Any incidents or injuries.
- Ensure that race crews are chosen using selection criteria that is fair, justifiable, unbiased, transparent and consistent. This selection criterion is to be made available for all members to peruse.
- Ensure that appropriate coaching qualifications are maintained. Management Committee – In addition to the above minimum standards.

**Management Committee members are bound to:**

- Ensure that all NOCC members are provided a safe club environment whilst members are on the club beach area, training & racing in NOCC equipment and at regattas.
- Ensure that the appropriate AOCRA, memberships and insurances are maintained for NOCC members, the Management Committee and equipment
- Ensure that appropriate procedures, applications, licences, insurances, etc. are obtained when hosting a regatta, open or corporate day.
- Ensure that all members receive the code of conduct and it is also clearly displayed at the club site for members to peruse.
- Provide a fair, impartial, justifiable and consistent forum when dealing with matters that may arise. These matters may result in the enforcement of penalties, suspension and/or cancellation of membership as deemed appropriate by the Management Committee.

The NOCC Management Committee, with due consultation with NOCC members, may deem it necessary to adapt the code of conduct minimum standards as the need arises.

*Version 6 of Code of Conduct, updated 10th June 2015 by Rachel Harris*



## **Risk Management Policy**

- All paddlers must either be financial members of NOCC or registered/insured with AOCRA or prospective members trying the sport. Prospective members are entitled to no more than 6 sessions on a signed Indemnity Waiver Form. Corporate day paddlers must also sign an Indemnity Waiver Form before paddling.
- All prospective members with limited paddling experience must be integrated within experienced teams.
- All registered paddlers must pass the annual 400m swim test and be proficient in the capsize drill for an OC6. Capsize drills are to be performed twice per year minimum and where possible every 3 months during the race season. Prospective members are exempt from this until full members of NOCC.
- Steerer &/or coach is to check that weather conditions & forecast are safe for the session according to AOCRA and NSW Maritime Safety rules which must be adhered to at all times (refer to [www.aocransw.com](http://www.aocransw.com)). If conditions are within the rules but not ideal, then the canoes must stay in sheltered areas.
- The steerer/coach is to ensure that the canoes are in a safe working order prior to the commencement of a session.
- Personal Floatation Devices (PFD), 25 metre towrope, 2 bailers with lanyards, spare paddle and mobile phone to be taken with the canoes at all times. A mobile phone or radio or flares are to be taken if offshore or in enclosed waters at night.
- During non daylight sessions, 2 lights must be fixed to the canoe as instructed.
- Follow the scheduled program and location, unless alterations are required due to either; the weather, number of paddlers, crew or paddler proficiency, etc.
- If the coach is not present, then they are to be notified of any changes to the session within 24 hours.
- If an incident (a near miss or collision with another vessel or shoreline) or a paddler is injured, the coach and a member of the NOCC Management committee are to be notified within 24 hours.
- The steerer is in charge of the canoe and has the ultimate say in the canoe's direction, location, speed. The steerer has the right to shorten/cancel a session due to a change in the weather or due to a lack of a paddler's or crew's ability to cope with the session or conditions.
- OC6 steerers are to ensure they take into account crew experience prior to entering areas of open water. If one paddler is uncomfortable with the conditions the steerer will take the canoe to a more protected area.
- Crews must ensure they have informed someone of their return time.
- All sessions must be logged with the club coach. Under AOCRA national rules, OC1/2 paddlers are covered by insurance provided their session is logged with the club coach. This can be done before or after the session up to the end of the season.

### **OC1 / OC2 paddlers have the following guidelines to follow**

- During non daylight sessions, 1 light must be fixed to the canoe.
- PFD'S must be worn or attached to the canoes during all sessions. It is recommended that a mobile phone or waterproof radio is taken on all sessions.
- It is recommended that you take a spare paddle with you. Especially when paddling offshore.
- It is recommended that you do not paddle alone, especially outside the heads.
- Sessions are to be logged with your coach. Under AOCRA National rules, OC1/2 paddlers are covered by insurance provided their session is logged with the coach. This can be done before or after the session up to the end of the season.

## **Personal Safety Requirements**

### **Fitness test**

AOCRA regulations state that each club (NOCC) must conduct a 400m swim and treading water test (10mins) for each existing and new members. A PFD will be required if you cannot perform the tasks required until you gain more skill and can complete them competently.

### **Drug and Supplement Usage**

The use of performance enhancing drugs is strictly prohibited by NOCC. AOCRA website have full details on anti-doping policies.

Alcohol is not advised to be consumed prior or during a paddling session. Boating rules apply the same as a car license.

### **New or Pre-existing Medical Conditions**

If you have a new or pre-existing medical condition you must get approval through your GP to say that Outrigging will not impact or worsen your medical condition.

### **Pregnancy**

If you are pregnant and wanting to continue training, go to your GP and get a medical clearance to state recommendations to training schedules.

### **Sun protection**

As we are on the water during daylight hours. NOCC recommends wearing a sports water sunblock, wearing a long sleeve rash shirt, hat and sunglasses.

Get medical advice for any sun spots that have appeared or you are concerned about.

### **Hydration**

Hydration is very important in our sport. Before training or a regatta race, we recommend to start hydrating 2 hours before the race starts. Depending on the weather, drink a minimum of 1-2Litres of water. It is also a very good idea to wear a camelpak hydration hose system during a race to top up your water levels, approx 600ml per hour. After a race it is optional to drink some Hydralyte to increase your electrolytes and salt within the body.

### **Hypothermia**

Hypothermia is a concern when paddling in cold/windy conditions or when your body cools down after a race. Wear warm protective thermals or a wind jacket.



## **NOCC Safety Requirements**

**Personal flotation devices (PFD's)** must be carried in the canoe for all OC1, OC2's and OC6's. NOCC Provides 6 PFD's in each OC6 canoe and inflatable types for those paddeling the OC1 & OC2. It is mandatory to wear PFD's when racing in OC1 & OC2 regattas, check race rules for this.

**Leg Ropes** need to be fitted to OC1 & OC2 when racing as per AOCRA Requirements. Their use at other items is strongly recommended.

### **Coaches and Steerer's**

Our Coach and steerer's at NOCC have had many years experience in paddeling and watersports. They have also undertaken a training in how to coach people and how to paddle correctly. They always pass on their skills and knowledge of the water and conditions to fellow paddlers.

### **Canoe Maintenance**

NOCC Canoes are kept clean and maintained to a safe and acceptable level for Outrigging. Any damages are notified to the coach and he will organise to either fix the damage himself or arrange to get it fixed.





## **Huli Procedure**

All paddlers will be trained for when a Huli occurs, so they are somewhat prepared with knowledge and understanding on how to recover.

A Huli or Capsize is when the outrigger loses balance and rolls over into the water. This can happen with little or no warning. Causes may include paddlers moving their weight side to side with paddle changes, wave and wind conditions under the ama. All paddlers should practice sitting up straight and flexing forward.

***Remain calm, think and act accordingly.***

***Seating position duties - this is just a guide, if a situation does occur, the steerer will call instructions on who to do what role. As it depends on paddlers experience, strength and ability.***

**Seat 1** Responsible for gathering paddles and personal gear (drink bottles etc) that might be floating away.

**Seat 2** Along with seat 5, you are to swim to the ama and in timing with seat 3 & 4 as they lift the canoe, you are to push the ama up out of the water using a scissor kick for power.

**Seat 3** Along with seat 4, you are to climb over the canoe and lift the 'lakos'(arms attaching the hull to the outrigger) to flip the canoe over to the correct side.

**Seat 4** See Seat 3.

**Seat 5** See seat 2.

**Seat 6** When the Huli has just occurred, you are responsible for making a head count to insure all paddlers have surfaced and are ok. You then give instructions to help flip the canoe back over. You are to look out for any dangers and make decisions to keep your team safe.

Once the canoe has been flipped over, the strongest 2 paddlers will enter the canoe and start bailing the water out. All other paddlers are to be hanging onto the canoe to keep safe. Seat 1 can add all paddles and equipment back into the boat. Do not try to bail from outside of the boat. Bailing is most efficient done in a seated position with a swinging action. scoop and throw. It is best to bail as fast as you can, so that when the boat is half empty of water, everyone can jump back in and paddle to safer water conditions if needed.

**View video of huli drill <https://youtu.be/ApYFF1ZcP7Q>**

## how a HULI happens:

When the canoe tips over:

When the huli is done the boat is upside down, the ama is on the right side, and the paddlers are in the water on the same side of the ama (right)

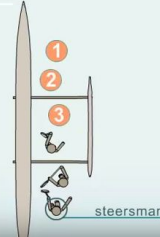


## HULI recovery:

The Safety Procedure

1.

steers-person first calls for a head count to make sure everyone is OK in order seat 1 - 5

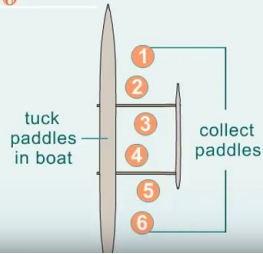


## HULI recovery:

The Safety Procedure

2.

either have the paddlers tuck their paddles inside the boat under the seats, or 1 and 6 hold the paddles if there is a weak swimmer - they may be designated to hold all the paddles

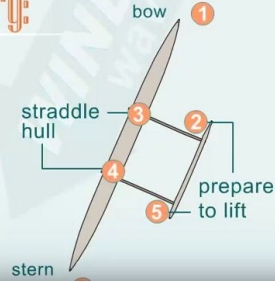


## HULI recovery:

The Safety Procedure

3.

2 and 5 go out to the end of the iakos by the ama and prepare to lift it by the iako

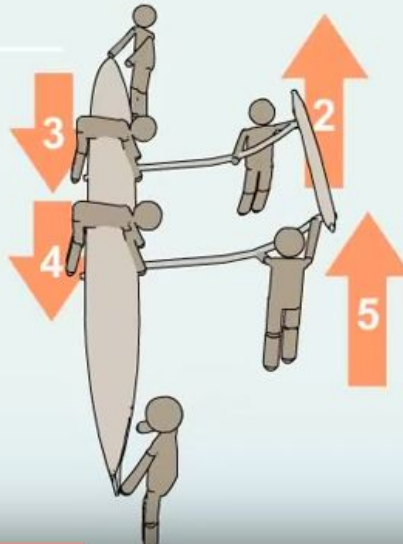


## HULI recovery:

The Safety Procedure

7.

6 calls out "ready, lift"  
3 and 4 put weight on the iako stub  
2 and 5 push hard up on the iako near the ama



**Risk Warning**

Revision 1, September 2015 by Rachel Harris

This is a risk warning given in accordance with the provisions of the Civil Liability Act 2002.

Paddling in an outrigger canoe is a dangerous recreational activity which involves a number of significant risks of physical harm. These recreational activities have a number of obvious risks and a number of risks which are not so obvious. but which are nonetheless significant risks to physical harm.

In engaging in outrigger canoeing, participants are warned of the following risks, death by drowning, death, permanent disability, paralysis, shoulder dislocation, rotator cuff injuries, broken limbs, blisters, back complaints(including disk prolapse), bruising, needle stick injuries, cuts, cuts from broken glass, viral or bacterial infections from water pollution, shark attack, hypothermia, dehydration, sunstroke, skin cancer, exhaustion and lack of concentrations.

A number of the risks identified above are clearly obvious risks and are inherent in the sports, whereas a number of the risks arise from the environment in which the sports are conducted. None of the risks should be ignored or taken lightly.

## **Maritime Regulations**

**Safety Regulations (NSW) governing our sport. Refer to Schedule 5 Part 2 (7) of:**

**<http://www.legislation.nsw.gov.au/fragview/inforce/subordleg+109+2009+sch.5+0+N?tocnav=y>**

### **Summary:**

#### **Offshore**

OC1/2/4/6 - carry PFD; flares/phone

OC1/2 - carry leg rope & suggest spare paddle

OC4/6 - 2 Bailer, tow rope, spare paddle

Harbour - as above except flares/phone only at night

#### **Night:**






OC4/6 – 1 strobe/2 fixed lights

OC1/2 – 1 fixed (or strobe)

For information on Canoe and Kayak Lights click [here](#)

For more information on vehicle safety and towing canoes see [here](#):

<http://www.rms.nsw.gov.au/documents/roads/safety-rules/standards/vsi-43-rowing-boat-trailers.pdf>

-  Shipping Channel - minimise paddling in zone, keep out if shipping is present. Crossing, use shortest route across when clear of shipping
-  Ferry and Commercial Boating, Trawlers, Pilot boat - Exercise care, keep clear of their movements
-  At Night - Low Visibility, Suggest travel close to the Dockyard side of channel when exiting. Less chance of collision with vessels leaving Marina
-  Recommended crossing points.       Recommended Paddling courses.

