



Newcastle Outrigger
Canoe Club

RISK ASSESSMENT

INTRODUCTION	3
ADMINISTRATION	4
Club and AOCRA Membership	4
Visiting / New Paddlers.....	4
REPORTING PROCEDURES	5
AOCRA.....	5
GENERAL WATER SAFETY PREVENTATIVE MEASURES	7
Newcastle Harbour	7
Swim Tests	7
Huli / Tipping Drills	8
Sun Protection	8
Hydration	8
Strong Wind Warning	8
SAFETY	9
ACCIDENT PROCEDURES.....	11
CONCLUSION	11
NOCC Sign-out sheet	12
Paddlers Acknowledgement.....	13
NOCC Activity RISK ASSESSMENT	14
RISK MANAGEMENT PLAN.....	14
Risk Management Policy.....	14
OC1 / OC2 paddlers have the following guidelines to follow	15
Personal Safety Requirements	16
Fitness test.....	16
Drug and Supplement Usage	16
New or Pre-existing Medical Conditions	16
Pregnancy	16
Sun protection	16
Hydration	16
Hypothermia	17
NOCC Safety Requirements.....	17
Huli Procedure	17

INTRODUCTION

Newcastle Outrigger Canoe Club Inc. (NOCC) is a non-profit organisation whose safety and operation is managed by club members. NOCC adheres to the 'Member Protection Policies (MPP)' and 'Regatta and Training Rules' as supplied by the national governing body – Australian Outrigger Canoe Racing Association (AOCRA).

The club is made up of a Committee and members. The Committee members are as follows: President, Secretary, Vice President, Treasurer, Registrar, Committee Members.

The Secretary is the primary point of contact for club members and is also the person who makes direct contact with AOCRA and the zone. At the commencement of each Season, the club Secretary issues AOCRA with a list of contact personnel for the Club. The list includes all committee members contact details and conduct activities as outlined in the Secretaries Handbook.

The Committee meets on a monthly basis (and sometimes more frequently) to discuss current and new business, including new guidelines and directives as issued by AOCRA or the zone from time to time.

All paddlers are made aware of current and future requirements and their obligations as paddlers in relation to safety and conduct when representing the club at regattas and other paddling related functions and fundraisers.

This risk assessment outlines the process required to ensure training sessions are conducted in a safe manner. The risk assessment process is every individual paddlers responsibility not just that of the coach/ steerer /crew captain. Every paddler is responsible for their safety at all times. To ensure that all paddlers are aware of their responsibilities, all club members are obliged to read, understand and acknowledge this risk assessment. (PLEASE SEE ATTACHMENT 4).

ADMINISTRATION

Club and AOCRA Membership

Once a paddler has come and tried paddling three times they must join as a member of the club and of AOCRA to be able to continue paddling.

Insurance fees are governed by AOCRA and membership fees are governed by the NOCC committee and are reviewed at the club AGM each year.

AOCRA membership and insurance involves renewing or registering for membership at www.aocra.com.au

Club paper work completed includes the following:

- NOCC Membership form
- Acknowledgement of risk assessment understanding (SEE ATTACHMENT 4)
- Members must also register for AOCRA membership online at www.aocra.com.au

It is the responsibility of members to pay their fees when due, this can be done online in two steps

1. Log onto the AOCRA website and follow the links to pay AOCRA membership, this includes AOCRA paddler insurance.
2. Transfer club fees into NOCC bank account

Paddlers shall not paddle if AOCRA fees have not been paid.

Insurance fees are governed by AOCRA and membership fees are governed by the NOCC and are reviewed periodically.

If the paddler has a medical condition, then they must disclose this in their AOCRA application (www.aocra.com.au). A Medical Declaration form (available online at the time of application) must be completed by the paddler's doctor, and returned to the AOCRA registrar. The paddlers membership with AOCRA will not be complete until this Medical Declaration is received by the AOCRA registrar.

Visiting / New Paddlers

- Visiting or new paddlers will be under direct supervision of Coach or Captain.
- A brief run down of the sport will be discussed prior to entering the water
- For a non-AOCRA member an indemnity and release form will be completed.

- New paddlers are entitled to 6 weeks only. After 6 weeks, the paddler MUST complete all club membership paperwork as listed above and pay AOCRA insurance money and Club membership fees.
- New paddlers are not permitted to paddle for any further sessions until completed paperwork and monies are received by club registrar.

REPORTING PROCEDURES

AOCRA

www.aocra.com.au is the website for AOCRA and all administrative documents, regatta schedules, sporting updates, latest news and regatta results are available on this site

Incidents – Injuries and Equipment Damage

- An online incident report (www.aocra.com.au) must be completed as per AOCRA requirements (Regatta and Training Rules). Members MUST log into the AOCRA website to be able to lodge an incident report. . Incidents must be reported within 7 days of the event.
- A copy of the report is automatically sent to the AOCRA Safety Officer and the zone and club secretaries.
- An incident report MUST be completed to enable a paddler to make an insurance claim for medical or related expenses and for equipment damage claims.

Coaching





- NOCC has a head coach and a list of registered assistant coaches and volunteers.
- All coaches MUST be registered club members.
- All junior coaches and volunteers must meet the requirements of AOCRA's Member Protection policy – Part C Screening Working with Children.
- Coaches must meet the requirements outlined in the AOCRA MPP – Section 5.2 Coaching.
- Coaching records are kept by all coaches and may be periodically reviewed by the head club coach. The details required are outlined under
- Swim and tread water tests are logged by all coaches and records given to the club secretary and the head coach.
- Canoe huli / tipping drills (with and without covers for OC6) are logged by all coaches and records given to the club secretary and the head coach.

GENERAL WATER SAFETY PREVENTATIVE MEASURES

Newcastle Harbour

When paddling in the Newcastle Harbour there are some unique risk management issues.

The primary risk is the potential for interactions between outrigger canoes and large marine vessels including coal tankers, tug boats, fishing boats and general marine pleasure craft. All preventative measures must be taken to avoid collisions including actions such as canoes giving way to larger craft and the use of lights during after hours paddling. The canoe launch point is upriver of most of the port traffic and is relatively protected. All paddlers must be aware of the other craft in the area and alert their steerer when required.

-  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.



Swim Tests

Swim tests must be conducted in accordance with the AOCRA Member Protection Policy – section 5.3 Paddler Suitability (Swim, tread and huli).

The policy is in place to ensure that paddlers are able to support themselves in the water, right and reboard a canoe in the event of a huli or other incident.

Huli / Tipping Drills

Canoes do tip over both in races and training sessions. Every season club members must undergo a “tipping drill” during a training session. The coach will explain the tipping drill prior to the canoe entering the water and then a practical “tip” is carried out. The drill participants and date are logged by the coach.

The drill is conducted each season to ensure that each paddler understands their role in the case of a real “tip”. Never paddle in equipment that you are not prepared to lose should the canoe tip.

Sun Protection

AOCRA have a sun protection policy within the MPP. Paddling involves long periods of time exposed to the elements and appropriate sun protection should be used including, hats, sun cream, long sleeved sun shirts and sun glasses.

Hydration

Another part of being in the sun for long periods is the risk of dehydration from over exposure. Suitable water bottles should be taken and used during long paddles, for new paddlers frequent stops should be built into the training session by the coach.

Strong Wind Warning

AOCRA has a strict policy on the use of canoes during strong and gale force wind warnings. Under no circumstances are canoes to be put in to the water during a gale force warning. Weather conditions will be assessed by the coaches to determine a safe area of the harbour/creek for training. Training outside if the harbour using NOCC equipment requires approval from the coaches.

SAFETY

NOCC require all canoes carry the following safety equipment during each training session.

OC6 – LIST the safety equipment here:

- A Type 1, 2 or 3 PFD MUST be carried on board each canoe - one for each paddler – every time the canoe is put on the water.
- 2 Bailers, tow rope and spare paddle
- Signal flare or a Phone

OC1/2 – LIST safety equipment here.

- A Type 1, 2 or 3 PFD MUST be carried on board each canoe - one for each paddler – every time the canoe is put on the water.
 - A Leg rope is a mandatory safety feature and must be attached to OC1/OC2 canoes. It is recommended that paddlers use them to ensure their own personal safety especially when offshore and/ or in conditions where the paddler/s may become separated from their canoe
 - If training at or near dark paddlers must wear a light attached to their person or canoe – e.g. head light
 - All sessions must be logged with an on shore person and include an expected return time.
 - All paddlers must log the training session on the sign in and sign out sheet in the club notice board
 - Usage of club equipment requires the coaches consent
-
- When training at dusk or dawn or sessions that start or finish in the hours of darkness, the following equipment must also be included:
 - OC4/6 – 1 strobe/2 fixed lights
 - OC1/2 – 1 fixed (or strobe)
-
- For sessions that start or finish in hours of darkness, sessions are carried out in areas out of major boat traffic.
 - Storm covers are to be put on canoes in the event of rough conditions. This is at the discretion of the team Coach and Captains.
 - The canoe rigging must be checked prior to every session and re-rigged where necessary.

- The steerer (or master) of the canoe is legally responsible for the navigation and direction of the canoe and the paddlers in the canoe. All paddlers must follow the steerers directions.
- The captain of each crew is responsible of the safety of the canoe and the paddlers.
- There are no more than 6 paddlers in each canoe for any session.
- Any person showing signs of alcohol consumption or other erratic/unsafe behaviours will not be allowed in the canoe.
- A sign out and sign in sheet is held in the club notice board for training sessions (ATTACHMENT 2)

A team captain is appointed for each crew for every training session. This person ensures the safety of all of their crew. This person ensures that the canoe is equipped for the training session and meets the club safety requirements.

ACCIDENT PROCEDURES

- All paddlers should be made aware of preventative measures and how to deal with a situation on the water.

Measures may include:

- Use of PFD's
- Bailing techniques
- Understanding the ocean / waterways
- How to rig a canoe
- How to huli and recover a canoe
- How to exit and reboard a canoe
- Managing a canoe in the surf
- Attaching storm covers
- Use of a tow rope

All incidents (injury & equipment damage) will be reported immediately to the Club Secretary or president immediately. No one else is suitable and one of these two people MUST be contacted. All incidents must be logged into the AOCRA online system within 7 days of incident.

CONCLUSION

NOCC complies with all AOCRA policies, rules, regulations, requirements and guidelines. All members are made aware of their membership obligations and requirements for training.

NOCC Sign-out sheet

Date			Time			
Canoe	Oc1	<input type="checkbox"/>	OC2	<input type="checkbox"/>	OC6	<input type="checkbox"/>
Paddlers Present	1		1		1	
	2		2		2	
	3		3		3	
	4		4		4	
	5		5		5	
	6		6		6	
Safety Equipment & Check	Life Jacket	<input type="checkbox"/>	Life Jackets	<input type="checkbox"/>	Life Jackets	<input type="checkbox"/>
	Leg Rope	<input type="checkbox"/>	Leg Rope	<input type="checkbox"/>	Bailers	<input type="checkbox"/>
					Rigging OK	<input type="checkbox"/>
Weather	Fine	<input type="checkbox"/>	Overcast	<input type="checkbox"/>	Raining	<input type="checkbox"/>
Tide	Incoming	<input type="checkbox"/>	Outgoing	<input type="checkbox"/>		
Wind	0-15knots	<input type="checkbox"/>	15-25knots	<input type="checkbox"/>	>25knots	<input type="checkbox"/>
Paddle PLAN	Departure Time _____					
	ETA Back _____					

Course	_____

Session Plan	_____

NOTES	_____
Incidents / Injuries	_____

Paddlers Acknowledgement

RISK ASSESSMENT ACKNOWLEDGEMENT

As a member of Newcastle Outrigger Canoe Club I have been made aware of the Risk Assessment document for the Club.

I have read the document.

I understand my obligations as a member of the Club to adhere to all the safety requirements as per this Risk Assessment.

Surname	
Christian Name	
Signature	
Date	

NOCC Activity RISK ASSESSMENT

RISK MANAGEMENT PLAN

#	Element	Description	Potential Hazards	Consequence	Likelihood	Risk	Control measures / Management Strategies	Residual Risk
1	Canoe Management	Launching canoe from the beach	Sprains, strains lifting canoe	Minor	Likely	Medium	Training, only lift with 5 people or more present	Low Unlikely / minor
2	Junior safety	Adult coaches & volunteers	Inappropriate interactions	Major	Possible	High	All adults must have blue card when working with juniors	Medium Rare / Major
3	Coaches	Training qualifications	Not trained, liable for damage, may damage paddlers	Minor	Likely	Medium	All coaches must be accredited or work under an accredited coach	Low Unlikely / Minor
4	Sun	Sun protection	Sun burn	Major	Likely	High	Appropriate sun protection should be worn and members are encouraged to get their skin checked regularly.	Low Unlikely / Medium
5	Hydration	Hydration	Dehydration	Medium	Possible	Medium	Paddlers should bring adequate hydration to training sessions -600ml/hour	Low Unlikely / Medium
6	Weather	cold/windy conditions	Hypothermia	Major	Possible	Medium	Wear warm protective thermals or a wind jacket	Low Unlikely / Medium
7	Canoe	Paddling incident	Huli (Flipping)	Major	Possible	High	Follow the steers instructions. Training program to teach a Huli procedure, a description is given below.	Low Possible/ Low
8	Canoe	Paddling incident	Equipment failure	Major	Possible	High	Canoes and all club equipment is inspected and maintained on a regular basis.	Low Unlikely / Medium
9	Weather	Electrical storm	Electrocution	Major	Unlikely	High	No paddling will occur if an electrical storm is present, visibly or using weather information services.	Low Unlikely/ Major
10	Lighting	Low light / Dark	Collison with another vessel	Major	Unlikely	High	Lighting is required for low and dark conditions. OC4/6 – 1 strobe/2 fixed lights OC1/2 – 1 fixed (or strobe)	Low Unlikely/ Major

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 capsized drill for an OC6. Capsized 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). 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 camelbak 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 paddling 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 paddling and water sports. 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.
Revision 1, September 2015 by Rachel Harris

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 balances 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.

how a HULL happens:

When the hull tips over:

When the hull 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)

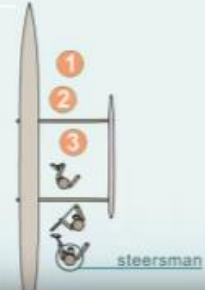


HULL recovery:

The Safety Procedure

1.

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

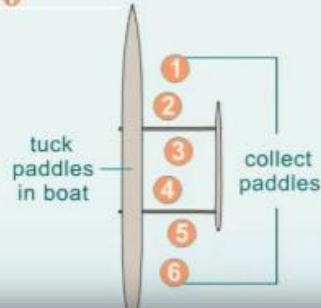


HULL recovery:

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

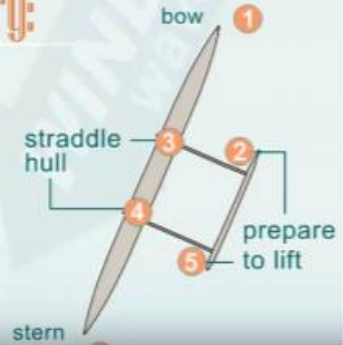


HULL recovery:

The Safety Procedure

5.

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



HULL 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

