

INSERT CLUB LOGO HERE

Description of the Club Location
RISK ASSESSMENT

INTRODUCTION	3
ADMINISTRATION	4
Club and AOCRA Membership.....	4
Visiting / New Members	5
REPORTING PROCEDURES	5
AOCRA	5
GENERAL WATER SAFETY PREVENTATIVE MEASURES	7
Enter the Club location here !!! ie Harbour / Marina Canoe	7
Swim Tests	7
Huli / Tipping Drills	7
Sun Protection	8
Hydration	8
Strong Wind Warning	8
Canoe Safety	Error! Bookmark not defined.
OC6 Safety	Error! Bookmark not defined.
OC1 and OC2 Safety	Error! Bookmark not defined.
ACCIDENT PROCEDURES	11
CONCLUSION	11
ATTACHMENT 1	12
TWO suggested formats for Sign in and Out Sheets:	12
ATTACHMENT 2	14
Paddlers Acknowledgement	14
ATTACHMENT 3	15
Club Membership Form	15
ATTACHMENT 4	15
Club Activity RISK ASSESSMENT	15

INTRODUCTION

XYZ Outrigger Canoe Club Inc. (XYZOCC) is a non-profit organisation whose safety and operation is managed by club members. XYZ OCC 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 or completed a 6 week program 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 XYZ OCC 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:

- XYZ OCC Membership form
- Acknowledgement of risk assessment understanding (SEE ATTACHMENT 4)
- Add any other club specific requirements here (ie joint membership with surf life saving clubs etc.
- 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 XYZ OCC 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 XYZ OCC 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 3 sessions or 6 week program only. After these sessions, 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

- XYZ OCC 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 – Part B, Section 9. 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

Enter the Club location here !!! ie Harbour / Marina Canoe

When paddling in the XYZ marina and surrounding harbour and islands 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 major marina/port traffic and is relatively protected. All paddlers must be aware of the other craft in the area and alert their steerer when required.

Swim Tests

Swim tests must be conducted in accordance with the AOCRA Member Protection Policy – Part B section 10. 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 loose 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 canoe to be put in to the water during a gale force warning.

Strong Wind warning – Clubs may want to include details here about paddling during strong wind warnings. Some clubs have access to protected waters and require members conduct a risk assessment and more to those waters in the event of a strong wind warning.

SAFETY

XYZ OCC 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.
- Any any other equipment as required by your maritime safety people.

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
- No club canoes will be used for individual sessions. There must be at least 2 paddlers in attendance at all times
- When training at dusk or dawn or sessions that start or finish in the hours of darkness, the following equipment must also be included:
 - List the lighting requirements as required by your state.
 - Pick which of the following is required by your club:
- 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. **List those that apply to your club**

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

List any others you have that you need club members to be aware of.

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

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

ATTACHMENT 1

TWO suggested formats for Sign in and Out Sheets:

OC6 Checklist <ul style="list-style-type: none"> ▪ Spare paddle ▪ Rigging checked ▪ Safety Pack ▪ PFDs for each paddler (6) ▪ Lights (if necessary) ▪ Signed onto the water ▪ New paddlers briefed 	OC1/2 checklist <ul style="list-style-type: none"> ▪ Leg rope on canoe ▪ PFD / Life jacket on canoe ▪ Advised on land person of course to be taken and expected return time.
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DATE	SESSION	TIME IN	SIGN IN	TIME OUT	SIGN OUT
TODAYS DATE	OC6, 1 or 2	Time leaving for paddle	Signature of steerer	Time back to beach	Signature of steerer

Date

Time

Canoe

Oc1

OC2

OC6

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

Life Jackets

Life Jackets

Leg Rope

Leg Rope

Bailers

Rigging OK

Weather

Fine

Overcast

Raining

Tide

Incoming

Outgoing

Wind

0-15knots

15-25knots

>25knots

Paddle PLAN

Departure Time

ETA Back

Course

Session Plan

NOTES

Incidents / Injuries

ATTACHMENT 2

Paddlers Acknowledgement

RISK ASSESSMENT ACKNOWLEDGEMENT

As a member of **XYZ** 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	

ATTACHMENT 3

Club Membership Form – insert a copy if you have a hard copy membership form for your club

ATTACHMENT 4

Club Activity RISK ASSESSMENT This is the most important bit – look at the dangers to YOUR club members and then work out how you are going to manage them. This should be reviewed each year when the club reaffiliates with AOCRA.

The risks encountered by each club around Australia will be different and will depend on the conditions, state or local regulations and specific location.

Risks for consideration when developing a Risk Management Plan include:

- Late Canoe Procedure – if a canoe has not returned from training, what do you do , who do you call etc
- Sun stroke / hyperthermia
- Crocodiles / sharks / stingers
- Shore Break
- Sand Bar
- Beach launch
- Shipping / Boating traffic
- Storms (including electrical)
- Flipping
- Lifting / launching canoes
- Strong Wind Warning
- Poor state of equipment
- Lack of light
- High / low water and/or air temperature
- People on the beach
- Volunteers
- Parents of junior paddlers
- Transporting canoes (on trailers to and from sites)
- Medical Emergencies
- Coaches – qualifications
- Cross training

EXAMPLE 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