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2024



**BAYSIDE**  
OUTRIGGER CANOE CLUB

# RISK MANAGEMENT ASSESSMENT

**BAYSIDE OUTRIGGER CANOE CLUB**

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## INTRODUCTION

Bayside Outrigger Canoe Club Inc. (Bayside OCC) is a non-profit organisation whose safety and operation is managed by volunteer members. BAYSIDE OCC adheres to the guidelines 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, and 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 NSW 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 SQ 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 Management Plan outlines the process required to ensure training sessions are conducted in a safe manner. A risk assessment is undertaken on an annual basis, to ensure all foreseeable risks are identified and control measures implemented to mitigate the risk to the paddler and the CLUB. The assessment of risk is every individual paddlers responsibility not just that of the coach/ steerer /crew captain. Every paddler is responsible for their own safety at all times and should not put anyone else at risk by their behaviour. To ensure that all paddlers are aware of their responsibilities, all club members are required to read, understand and acknowledge the Bayside Risk Management Plan and related risk assessment (See Attachment 4)

## ADMINISTRATION

### CLUB AND AOCRA MEMBERSHIP

Once a paddler has come and tried paddling up to six sessions (within a 3 month period) before they are expected to join as a member of the club and AOCRA to be able to continue paddling.

Insurance fees are governed by AOCRA and membership fees are governed by the BAYSIDE 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](http://www.aocra.com.au)

In order to become a member of Bayside OCC, all paddlers are to read and acknowledge the Risk Management Plan and other documents as indicated by Bayside OCC Committee, join AOCRA and pay all fees when due. Paddlers are not to paddle if AOCRA fees have not been paid. A small amount of time will be allowed for paddlers to renew their membership after expiration.

If a paddler has a medical condition, then they must disclose this in their Bayside OCC and AOCRA membership applications ([www.aocra.com.au](http://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 Bayside OCC



and AOCRA registrar. The paddler's membership with Bayside OCC or AOCRA will not be complete until this Medical Declaration is received by the registrar.

## VISITING / NEW MEMBERS

- Visiting or new paddlers will be under direct supervision of a Coach.
- A brief run-down of the sport will be discussed prior to entering the water.
- New paddlers are to be instructed on Huli drill before prior to entering the water.
- For a non-AOCRA member an indemnity and release form will be completed.
- New paddlers are entitled to up to 6 sessions only (to be used within 3 months). After 6 sessions (or 3 months whichever comes first), the paddler is required to complete all club membership requirements as noted above and pay AOCRA and Club membership fees.
- New paddlers are not permitted to paddle for any further sessions until completed paperwork and club registrar receives monies.
- Paddlers from another Club/State/Country will be allowed to train and safety measures and expectations will be covered with that paddler before commencement of training by the team captain (steerer) or club coach for that training session.

## REPORTING PROCEDURES

### AOCRA

[www.aocra.com.au](http://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

### Injuries / Incidents

- An online incident report ([www.aocra.com.au](http://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.

### Canoe Damage

- Any damage to club equipment must be reported to either a member of the committee or the club maintenance officer immediately after the incident.
- To make an insurance claim on a canoe following serious canoe damage Injury/Incident form must be completed and sent to the AOCRA secretary.
- Insurance Claims must also be completed by the club secretary and lodged with the AOCRA secretary.

### Coaching Records

- Bayside 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 Rules – Section 9 Working with Children
- Coaches must meet the requirements outlined in the AOCRA Rules – Section 9. Coaching.
- Bayside OCC has a club coach and a list of registered assistant coaches and volunteers.



- All junior coaches and adults attending junior sessions must hold a 'Blue Card'.
- Club coaches must have completed the Outrigger Specific Level 1 coaching course or have completed the Basic Principles of Coaching Level 1 and General Principles course online.
- Coaching records are kept by all coaches and may be periodically reviewed by the club coach.
- Swim and tread water tests are logged by all coaches and records given to the club secretary and the club 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 club coach.
- Coaches are to provide training programs, in accordance with AOCRA's policy, and are to be made available for all members to peruse. Each training session is to be recorded in a logbook, detailing the following items:
  - Time and date
  - Attending paddlers
  - Direction/location
  - Weather conditions
  - Type of and duration of the session
  - Any incidents or injuries

## GENERAL WATER SAFETY PREVENTATIVE MEASURES

### PADDLING (BAY)

The primary risk is the potential for interactions between outrigger canoes and other marine vessels including 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. As the canoe launch point for BAYSIDE OCC is in a small cove to the south of the public and VMR boat ramps it is clear of most of the major traffic and is relatively protected.

However, all paddlers must be aware of the other craft in the area and alert their steerer when required. BAYSIDE OCC craft will obey all marine safety regulations.

### SWIM TESTS

Each paddler must show that they are able to support themselves in the water. A swim test is conducted annually for all paddlers – new or old members. This test is logged with the registered Club Coach and Club Register.

If an AOCRA member fails either the annual swim or tread water test, that member must wear a lifejacket/Personal Floatation Device (PFD) (as always described in these rules), whilst training or competing in any form of outrigger canoe.

If a Club Member "fails" the test to safely re-enter the canoe under their own strength, they are to be advised that they are not eligible to paddle. They will be given further opportunities to undertake the test, at the discretion of the Club Coach and Club Safety Officer.

The Member may be offered the opportunity to utilise a rope ladder or bungee cord (or similar) to assist them to re-enter the canoe. If this is successful, the paddler must have that apparatus with them every time they are in the canoe.

The test is as follows:

### SENIOR PADDLERS



- Swim for 400m with no external aid – any stroke
- Tread water for 5 minutes

### JUNIOR PADDLERS (INCLUDING MINNOWS)

- Swim for 150m with no external aid – any stroke
- Tread water for 3 minutes
- Juniors competing in senior paddling events must complete the senior swim & tread water tests.

This ensures a proficiency in the water in case of canoe tipping and ensures safety for all paddlers.

### PREGNANCY AND PADDLING

Pregnant women should be treated with respect and any unreasonable barriers to their full participation in our sport needs to be removed. A medical certificate is to be provided to the club to assist the club to provide a safe environment for the paddler and their unborn child. Without this the paddler is not to continue to participate in paddling activities.

### HULI / TIPPING DRILLS, OC6, OC1 AND OC2

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” and to confirm their competency to right and reboard their canoe following a huli.

### SUN PROTECTION

AOCRA has accepted a sun smart policy and acknowledges that the sport is conducted in an environment where sun safety is paramount. It is recognised that skin cancer is preventable by the application of preventative measures such as sun safe dress standards, wearing of hats, wearing of sunglasses and use of protective sunscreens during competition and training.

Paddling presents risk in regards to both Hyperthermia and Hypothermia. Club coaches and paddlers will make themselves aware of the prevailing and forecast weather conditions and dress accordingly. In excessive heat or cold, coaches will undertake a risk assessment based on the conditions and assist paddlers in the appropriate hydration, nutrition, clothing and protection. Additional equipment should be considered given the prevailing weather conditions. (i.e. Space blankets, 1mm paddling clothing etc)

Paddlers, in conjunction with their Club Coach, will consider prevailing conditions and paddling distance to determine if hydration and food should be carried.

### HYDRATION

Another part of being in the sun for long periods is the risk of dehydration from over exposure. Suitable water bottles, camel packs or food pouches 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 into the water during a gale force warning.



Moreton Bay is relatively safe, however in strong winds and runout tides.

Conditions on the Bay can become quite rough, and care is to be taken to prevent tipping in these conditions. It will be the Coaches decision on the day as to whether safe. At any time if any member of the team feels they are at risk the whole team is to return to shore.

## SAFETY

### OC6 EQUIPMENT

Bayside OCC requires all canoes to carry the following safety equipment during each training session.

- A Level 50 (previously Type 2) PFD, as outlined in the Roads and Maritime Boating Handbook 2016, MUST be carried on board each canoe - one for each paddler - every time the canoe is put on the water. Note: Inflatable lifejackets will be acceptable as a PFD when paddling, on the requirement that the gas cylinder has been checked and certified by club. This should be undertaken in the first two weeks of every October and be an annual assessment, recorded and maintained by the club. This also applies to club inflatable PFD's.
- A minimum of two (2) bailers in order to bail water out of the canoe.
- Storm covers in the event of rough conditions. This is at the discretion of the team Coach and Captains.
- Torches &/or navigation lights fixed to the canoes for sessions that start or finish in the hours of darkness
- Spare paddle
- Waterproof bag containing a flare, mobile phone and tow rope

### OC6 TRAINING PROCEDURE

- Storm covers are to be put on canoes in the event of rough conditions. This is at the discretion of the team Coach and Steerer (master of the canoe).
- The canoe rigging must be checked prior to every session and re-rigged where necessary.
- The steerer of the canoe is responsible for the navigation and direction of the canoe and the safety of all paddlers in the canoe. All paddlers must follow the steerer's directions.
- A mobile phone must be carried by each craft in a secure waterproof bag each session.
- For sessions that start or finish in hours of darkness, sessions are carried out in areas out of major boat traffic.
- 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.
- If children (excluding children of parent) are in attendance a Blue Card holder must be present.
- A team session captain is appointed for every training session. This person ensures the safety of all of their crews training. This person ensures that the canoes are equipped for the training session and meets the club safety requirements.
- The club will adhere to the AO rules (8.7) regarding training in off shore and coastal waters

### V1 OC1 AND OC2 EQUIPMENT

- A Level 50 (previously Type 2) PFD, as outlined in the Roads and Maritime Boating Handbook 2016, MUST be carried on board each canoe - one for each paddler - every time the canoe is



put on the water. Note: Inflatable lifejackets will be acceptable as a PFD when paddling, on the requirement that the gas cylinder has been checked and certified by club. This should be undertaken in the first two weeks of every October and be an annual assessment, recorded and maintained by the club. This also applies to club inflatable PFD's.

- 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
- Spare paddle
- A light attached to their person or canoe – e.g. head light if training at or near dark
- A mobile phone in a waterproof carry case

## V1 OC1 AND OC2 TRAINING PROCEDURE

- Paddlers must be assessed and approved by a level 1 coach of BAYSIDE OCC before being eligible to use the club V1/OC1/OC2 outside normal training sessions.
- Any use of club canoes outside set training times for individual sessions must have at least 2 paddlers in attendance on the water at all times. Both paddlers need to have completed the Bayside competency test and have approval from their coach.
- All paddlers must have completed a swim test and huli test for both V1/OC1/OC2/OC6 and signed a membership contract.
- All adult V1/OC1/OC2 paddlers must stay within the designated area (ref Attachment 5). All children must stay within the designated children's area (ref Attachment 6)
- All sessions must be logged with a coach and 2 committee members by text when leaving the shore and on return. The text will contain a time of departure and approximate time of return. Failure to log back in will result in at 4-week suspension from all craft and racing.
- If children (excluding children of parent) are in attendance a Blue Card holder must be present.
- Maximum 2 children per assessed adult at all times on the water.
- The club will follow the minimum requirements that paddlers must adhere to when paddling outrigger small craft, that is any craft other than a OC6, to be eligible for personal accident and liability insurance cover- for both enclosed waters and for open waters.

## ACCIDENT PROCEDURES

- All paddlers must be aware of preventative measures and how to deal with a situation on the water including:
  - Use of PFDs
  - 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
- Failure to notify return within 30 mins a ring around is to be conducted and coaches and committee advised.
- VMR is to be notified by coach after 1 hour from said return time if no contact has been made by paddlers.
- All incidents MUST be reported immediately to the Club Secretary or President ONLY.



- AOCRA Form 118 must then be completed in full for the incident and for any injuries that have occurred due to the incident. This must be completed within 7 days of the incident
- Form F118 is then sent by the club secretary or president to:
  - AOCRA Secretary.
  - Zone Secretary.
  - Copy on file.
  - All within 7 days of incident.

## CONCLUSION

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





TEMPLATE 2

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			



## ATTACHMENT 2 – MEMBERSHIP FORM

### BAYSIDE OUTRIGGER CANOE CLUB

#### MEMBERSHIP APPLICATION – ONE FORM PER PADDLER

Name:		DOB:	
Address:			
Suburb:	Postcode:	State:	AOCRA #:
Email:			
Mobile:		Home:	

#### OTHER INFORMATION

Next of Kin:		Relationship:	
Address:		Hm Ph:	
		Mb Ph:	
		Wk Ph:	

#### Occupation:

Are you a Competent Swimmer? Note: To meet AOCRA safety requirements the club is required to ensure member swimming competency, through certification or competency.	Yes / No
--	----------

Do you suffer any Medical Conditions we need to know about?	Yes / No
---	----------

If YES, please discuss with club registrar/head coach, please list condition & all pre-existing conditions/injures.

Condition	Treatment	Year

Do you agree for your details to be used for publication?	Yes / No
---	----------

Are you transferring from another club? If yes, Please complete Club Transfer by AOCRA online

If YES, which club?	
---------------------	--

#### QUALIFICATIONS

Level I General Principles Coach? Yes/No	Cert No:	Year:
Are you qualified Coach? Yes/No	Cert No:	Year:
First Aid Certificate? Yes/No	Expiry Date:	
Blue Card Registered? Yes/No	Expiry Date:	
Recreational Marine Driver Licence? Yes/No	<i>Please send copy</i>	

#### MEMBERSHIP PACKAGE SELECTED

Member Type	Fees Total	Please refer to our Bayside Membership Structure for applicable fees.
	\$	

#### PAYMENT METHOD

Account Name	BSB Number	Account Number
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Bayside Outrigger Canoe Club Inc	034-059	532277
Please ensure you use your name for reference and email receipt to Treasurer		
<b>SIGNATURE:</b>		
Paddler Signature: (or parent/guardian for if paddler is under 18)		Date:
<p>Warning - Please read before signing: In signing, I hereby acknowledge that I have read and consent to being bound by the AOCRA Indemnity Agreement and abide by the Rules, Directions and Constitution of AOCRA Inc. and the club and to accept the terms, exclusions, conditions and limitations of OAMPS Injury and Legal Liability Insurance Contract. I have read and understand the AOCRA Anti-Doping Policy as published at <a href="http://www.AOCRA.com.au">www.AOCRA.com.au</a>. I agree that all fees are non-refundable. I agree that I will assist with the running of the club by volunteering at regattas, helping with the loading, unloading and towing of the trailer, canoe rigging and de-rigging, washing of covers and general maintenance of the equipment and shed as required. I accept that any personal belongings stored in the club shed or transported on club trailers (including OC 1s, OC2s and V1's) are not covered by Bayside OCC insurance policies. I accept the club's risk management assessment (including all attachments) and agree to abide by the policies. If I fail to abide by the policies therein, I indemnify Bayside Outrigger Canoe Club Inc and hold it harmless against any liability, damage, cost of expense arising out of or in connection with any failure on my part to adhere to the risk management assessment and its attachments. Copies can be obtained from the Secretary as required.</p>		



## ATTACHMENT 3 - PADDLERS ACKNOWLEDGEMENT

### RISK ASSESSMENT ACKNOWLEDGEMENT

As a member of Bayside 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.

Name	
Signature	



## ATTACHMENT 4 - CLUB ACTIVITY RISK ASSESSMENT

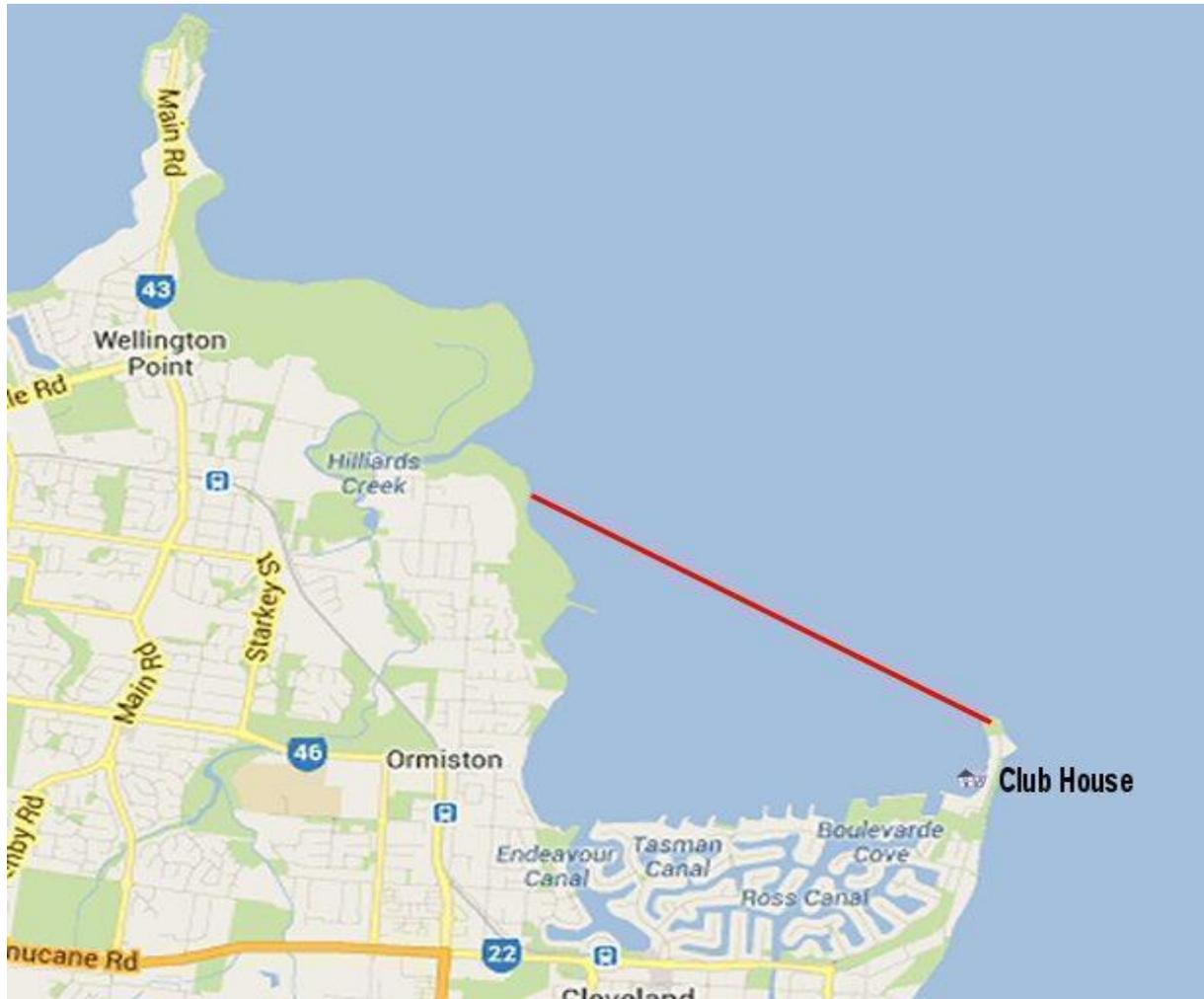
Element	Description	Potential Hazards	Consequence	Likelihood	Risk	Control measures/ Management Strategies	Residual Risk	
1	Canoe Management	Launching canoe from the beach	Slip/drowning	Major	Likely	High	Ensure paddlers are aware of the sudden drop off	Medium
2	Canoe Management	Launching canoe from the beach	Sprain's, strains, other injuries lifting and carrying canoes,	Minor	Likely	Medium	Training, only lift with 5 people or more present	Low
3	Canoe Management	Other boating traffic	Collision with other vessels	Major	Possible	High	All marine safety regulations must be adhered to at all times. Give way to larger craft.	Medium
4	Canoe Management	Capsize	Emergency situation if crew unsure what to do/are not prepared	Major	Possible	Medium	Ensure all paddlers have undertaken capsize drill and swimming/treading water testing	Low
5	Canoe Management	Canoe does not return from training session	Emergency search and rescue situation – Coast Guard etc.	Major	Unlikely	High	Do not go out with less than 2 crews. Ensure crews stay together and are aware of where the others are.	Medium
6	Canoe Management	High and low temperatures – both air and water	Heat exhaustion, sun burn, sun stroke, hyperthermia	Minor	Possible	Medium	Ensure paddlers are prepared for conditions – sunscreen hat, adequate water for heat, thermals, and appropriate clothing for cold.	Low
7	Environment Bay, River and Coast	Storms (incl electrical)	Unsafe paddling conditions	Major	Possible	Medium	All paddlers and steerers to be aware of current weather forecast and conditions. Do not paddle if lightning forecast. Do not paddle in unprotected waters. Use storm covers where necessary.	Low



Element	Description	Potential Hazards	Consequence	Likelihood	Risk	Control measures/ Management Strategies	Residual Risk	
8	Environment Bay, River and Coast	Wind warning	Unsafe paddling conditions	Major	Possible	Medium	All paddlers and steerers to be aware of current weather forecast and conditions. Do not paddle during Gale Force Warning. Paddling in enclosed waters during strong wind warning at discretion of coaches and crews. Use storm covers where necessary.	Low
9	Environment Bay, River and Coast	Poor light (early morning/late afternoon and evening)	Low visibility of canoes causes collision with another vessel	Major	Possible	Medium	Ensure all canoes use lights in accordance with Marine Safety Regulations.	Low
10	Environment Bay, River and Coast	Shark attack	Injury and or death	Major	Rare	High	Do not intentionally get in water before dawn and after dusk. Take care around fish shoals, sea birds, fishing vessels etc.	Medium
11	Environment Bay, River and Coast	Cardiac arrest or other serious medical condition	Injury and or death	Major	Possible	High	Ensure anyone with medical conditions has doctors' certificate	Medium
12	Junior Safety	Adult coaches and volunteers	Inappropriate interactions	Major	Possible	High	All adults must have a current blue card when working with juniors	Medium
13	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
14	Canoe Management	Slippery/ high traffic/ large slits in boat ramp	Injury and or death	Major	Possible	High	Do not use boat ramp during busy periods. Inform and be cautious of ramp conditions and hazards	High

## ATTACHMENT 5 - BAYSIDE OCC TRAINING SAFETY ZONE FOR ALL MEMBERS

(Includes all canals to the lighthouse marker and in line with the black and green marker which is parallel to the lighthouse marker)



## ATTACHMENT 6 - BAYSIDE OCC COMPETENT TRAINING ZONE

(all paddlers and crews will be assessed on a case by case basis by the coach. All safety equipment including communication devices and policies must be adhered to)

