

Kayak Leader Scope

Definition of qualification	<p>This qualification is for people who lead kayaking experiences in flat or sheltered water environments.</p> <p>Possible users include club or youth group leaders, teachers or leaders at an outdoor activity centre.</p> <p>This is a foundation level qualification and provides a stepping stone towards the higher Instructor qualifications.</p> <p>Leaders are only qualified to operate within a safety management system.</p>
------------------------------------	--

The following is the scope of the Kayak Leader qualification.

Environmental Scope

Description	<p>Can lead kayaking activity where the following environmental conditions apply: Flat or sheltered water</p> <ul style="list-style-type: none"> • includes estuaries, river delta, sheltered beaches, lakes, coastal inlets and swimming pools. • means wind must not exceed gusts of 10knts if blowing off shore. • means wave height must not exceed 25 cm (trough to peak) • means no tidal speed • includes rivers when the flow and the hazards present no greater risk than flat water • air and water temperatures are within a range where it is easy to keep participants warm in the equipment and clothing available.
Equipment	<p>Participants may use sit on tops, closed and open deck kayaks</p> <p>Participants may not use spray decks</p>
Examples of terrain within scope	<p>The following are examples of flat or sheltered water environments that could be within the scope of a leader depending on the characteristics of the party, expected weather conditions and equipment:</p> <ul style="list-style-type: none"> • Sheltered bays on any lake (e.g. Acacia Bay Lake Taupo) • Sheltered Bays in a sheltered Harbour (Evans Bay) • Slack sections of the Waikato (Lake Karapiro, Big Eddy below the Lake Taupo control gates) • Avon / Healthcote and estuary
Examples of terrain out of scope	<ul style="list-style-type: none"> • Open sea • Crossings of large lakes and sounds • Grade 1 sections of rivers or above • Control gates to Reids Farm section of the Waikato – Because of flow and hazards involved with moving water • Big Eddy on the Buller – because it's too small to manage a group and keep them out of the current.

Group Leadership	
General	<p>A Kayak Leader must manage risk within the clearly defined parameters of a safety management system.</p> <p>A Kayak Leader qualification does not define the skill set necessary to develop a safety management system.</p> <p>A Kayak Leader can work independently without direct supervision but must be indirectly supervised by a higher qualified and experienced individual</p>
Ratio	<p>Ratios are hard to prescribe and they will vary depending on a variety of factors (e.g. age, behaviour, special needs and ability of students; weather, environment)</p> <p>A leader is competent to manage up to 10 participants when environmental conditions and participant ability are suitable for this.</p>
Extending group scope	<p>A Kayak Leader can assist a Kayak Instructor in environments specified in the Kayak Instructors scope if:</p> <ul style="list-style-type: none"> • Further personal experience on grade 2 white water or above has been logged. • Have attended a River Safety course and be able to roll. • When working outside the scope of the Kayak leader qualification the Leader must be under the direct supervision of the instructor <p>All responsibility sits with the Kayak Instructor. Guidelines for this are outlined in the Kayak Instructor Scope.</p>
Training and Assessment	
Revalidation	
	<p>The Kayak Leader qualification remains valid so long as the holder completes annual revalidation requirements via NZOIA and maintains registration with the NZ Outdoor Registration Board.</p>

Kayak Leader Syllabus

Kayak Leader profile: This qualification is for people who:

- Provide kayaking experiences in flat water environments.
- Provide positive and well managed experiences for a group.

A Kayak Leader will be able to:

Personal competence

- Demonstrate personal kayaking skills
- Demonstrate basic knowledge and appropriate use of the equipment commonly used in NZ for Kayaking on flat water
- Demonstrate appropriate rescue techniques

Leadership

- Demonstrate the ability to prepare an introductory kayak experience that is consistent with the safety management system of the organisation
- Demonstrate how to select and fit equipment to participants.
- Understand the impact of weather on a kayaking venue to ensure a safe kayaking experience
- Demonstrate knowledge of the environment to be visited
- Demonstrate an ability to lead a group (3-10 participants) kayaking on flat or sheltered water that ensures a positive and well managed experience.
- Demonstrate effective safety management at all times

Instruction

- Demonstrate instructing a group in the kayaking skills required for a positive introductory experience.

Pre-requisites	
	<p>The Kayak Leader will:</p> <ul style="list-style-type: none"> • Hold a current first aid qualification completed or renewed within the last 2 years

Recommended prior to assessment	
	<p>Risk management decisions and leadership skills require a level of maturity. It is recommended that a kayak Leader:</p> <ul style="list-style-type: none"> • Be 18 years old or over <p>Kayaking experience is required to demonstrate competency during the assessment. The following are minimum guidelines.</p> <ul style="list-style-type: none"> • 10 days (4 hours duration) experience kayaking in a variety of areas. • 5 days experience as a co-leader on flat or sheltered water • Recommended reading:

	<ul style="list-style-type: none"> ○ Haddock, C. (2004) Outdoor Safety - Risk Management for Outdoor Leaders. Wellington: New Zealand Mountain Safety Council Manual 38. ○ Griffin, C (2002). New Zealand Outdoor First Aid. Wellington: New Zealand Mountain Safety Council Manual 33. ○ Ministry of Education, (2002). Safety and EOTC. A good practice guide for New Zealand Schools. ○ SPARC (2002) Outdoor Activities, Guidelines for Teachers. ○ Organisational Codes of Practice
--	--

Syllabus	
Personal Competence	
Kayak performance	<p><i>Demonstrate personal kayaking skills</i></p> <p>Consistently show role model demonstrations of the following kayaking skills on flat or slow moving water using a closed deck kayak with a spray deck:</p> <ul style="list-style-type: none"> • Selection and fitting of clothing and equipment • Getting in and out at waters edge • Forward and reverse paddle strokes • Wet exit with a spray deck. • Turning (forward and reverse sweep strokes,) • Simple draw strokes • Support strokes • Stopping
Equipment:	<p><i>Demonstrate basic knowledge and appropriate use of the equipment commonly used in NZ for Kayaking on flat water</i></p> <p>Demonstrate the use, care and characteristics of kayaking equipment available in NZ.</p> <p style="padding-left: 40px;">including – sit on top, kayak, helmet, PFD, paddles, spray deck, clothing, paddle jacket</p> <p>Demonstrate knowledge of suitable personal floatation devices, spray deck, paddles and helmets available in NZ and how to check for their ongoing suitability for use.</p> <p>Demonstrate knowledge of current safety standards in kayaking equipment.</p>
Safety	<p><i>Demonstrate appropriate rescue techniques</i></p> <p>Demonstrate the ability to wet exit with a spray deck and swim 20m with the kayak to shore.</p> <p>Demonstrate the ability to perform X rescue (with and without assistance)</p> <p>Demonstrate the management of an all over capsize in deep water</p> <p>Demonstrate a working knowledge of effective towline system and be able to release the kayak or swimmer immediately if required.</p> <p>Range –must include unconscious participant. Must include one of the following, tow a kayak with or without occupant, retrieve a paddle and a swimmer.</p>

	<p>Demonstrate a boat tow for a swimming participant and equipment.</p> <p>Demonstrate a swimming rescue.</p> <p>Describe and justify the emergency equipment available or carried.</p> <p>Range must include but not limited to – first aid, whistle, tow line, communication devise.</p>
Leadership	
Prepare a kayak Session	<p><i>Demonstrate the ability to prepare an introductory kayak experience that is consistent with the safety management system of the organisation.</i></p> <p>Prepare a session based on the environmental condition, group size and dynamics equipment available equipment for activities planned (e.g. helmets for safety) that includes – collecting and or creating information on: risk identification and management, consent, access, equipment, weather information, intentions, gear lists, medical information, food and clothing; and emergency procedures.</p>
Equipment	<p><i>Demonstrate how to select and fit equipment to participants.</i></p> <p>Including:</p> <p>Kayak</p> <p>Paddle</p> <p>Helmet</p> <p>Personal Floatation Device</p> <p>Thermal clothing as environment dictates</p>
Weather	<p><i>Understand the impact of weather on a kayaking venue.</i></p> <p>Obtain weather information for a given day and describe the limitations of this information.</p> <p>Explain the implications of the information gathered to the planned kayak experience..</p>
Access/conservation/etiquette	<p><i>Demonstrate knowledge of the environment to be visited</i></p> <p>Demonstrate an awareness of local waterway or access issues (if any apply) and comply with agreements around these</p> <p>Demonstrate and instruct clients in minimum impact strategies</p> <p>Demonstrate an awareness of responsibilities to and respect for:</p> <ul style="list-style-type: none"> – site, – other users, people in close vicinity (will include cultural appreciation)

Moving with a group	<p><i>Demonstrate an ability to lead a group (3-10 participants) kayaking on flat or sheltered water that ensures a positive and well managed experience.</i></p> <p>Demonstrate an appropriate, effective group briefing and activity closure.</p> <p>Demonstrate injury avoidance and sun smart techniques.</p> <p>Demonstrate assessment of students capability</p> <p>Demonstrate an awareness and sensitivity to the emotional, cultural and special needs of a group.</p> <p>Organise and motivate a group and individuals in a flat water kayaking environment.</p> <p>Demonstrate effective organisation and management of a group during a normal flat water kayaking session and in an emergency.</p>
Risk Management	<p><i>Demonstrate effective safety management at all times</i></p> <p>Demonstrate an awareness of the risks and appropriate risk management strategies for a flat water kayaking environment.</p> <p>Demonstrate the ability to adjust plans when the circumstances dictate.</p> <p>Demonstrate an understanding of emergency procedures appropriate to the activity including serious medical issues. (see 4.14 NZOIA)</p> <p>Demonstrate use of and carry appropriate safety equipment for the proposed session (to include tow line, whistle, first aid, method of re warming)</p> <p>Demonstrate effective loading and unloading of a kayak trailer and roof racks</p> <p>Select an appropriate venue, identify potential hazards and disclose these effectively to others.</p>
Instruction	
	<p><i>Demonstrate instructing a group in the kayaking skills required for a positive introductory experience.</i></p> <p>Effectively instruct the following basic skills.</p> <ul style="list-style-type: none"> • Selection and fitting of clothing and equipment • Getting in and out at waters edge • Paddling forward and backwards in a controlled manner • Turning • Stopping • Wet exit without a spray deck • Swim a short distance to shore with boat. <p>Demonstrate enthusiasm for the activity and creative ideas for maintaining group interest.</p>