

# NZOIA™ Kayak Leader Scope

<b>Definition of qualification</b>	<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>
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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"> <li>• includes estuaries, river delta, sheltered beaches, lakes, coastal inlets and swimming pools.</li> <li>• means wind must not exceed gusts of 10knts if blowing off shore.</li> <li>• means wave height must not exceed 25 cm (trough to peak)</li> <li>• means no tidal speed</li> <li>• includes rivers when the flow and the hazards present no greater risk than flat water</li> <li>• air and water temperatures are within a range where it is easy to keep participants warm in the equipment and clothing available.</li> </ul>
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"> <li>• Sheltered bays on any lake (e.g. Acacia Bay Lake Taupo)</li> <li>• Sheltered Bays in a sheltered Harbour (Evans Bay)</li> <li>• Slack sections of the Waikato (Lake Karapiro, Big Eddy below the Lake Taupo control gates)</li> <li>• Avon / Healthcote and estuary</li> </ul>
Examples of terrain out of scope	<ul style="list-style-type: none"> <li>• Open sea</li> <li>• Crossings of large lakes and sounds</li> <li>• Grade 1 sections of rivers or above</li> <li>• Control gates to Reids Farm section of the Waikato – Because of flow and hazards involved with moving water</li> <li>• Big Eddy on the Buller – because it's too small to manage a group and keep them out of the current.</li> </ul>

<b>Group Leadership</b>	
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"> <li>• Further personal experience on grade 2 white water or above has been logged.</li> <li>• Have attended a River Safety course and be able to roll.</li> <li>• When working outside the scope of the Kayak leader qualification the Leader must be under the direct supervision of the instructor</li> </ul> <p>All responsibility sits with the Kayak Instructor. Guidelines for this are outlined in the Kayak Instructor Scope.</p>
<b>Training and Assessment</b>	
	<p>A Kayak Leader qualification meets the pursuits minimum assessor requirements (MARs) for unit 20818 Demonstrate kayaking skills on sheltered or slow moving water</p> <p>The generic MARs relating to assessment are not met by this qualification.</p>
<b>Revalidation</b>	
	<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>

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

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

	<ul style="list-style-type: none"> <li>• Recommended reading: <ul style="list-style-type: none"> <li>○ Haddock, C. (2004) Outdoor Safety - Risk Management for Outdoor Leaders. Wellington: New Zealand Mountain Safety Council Manual 38.</li> <li>○ Griffin, C (2002). New Zealand Outdoor First Aid. Wellington: New Zealand Mountain Safety Council Manual 33.</li> <li>○ Ministry of Education, (2002). Safety and EOTC. A good practice guide for New Zealand Schools.</li> <li>○ SPARC (2002) Outdoor Activities, Guidelines for Teachers.</li> <li>○ Organisational Codes of Practice</li> </ul> </li> </ul>
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<b>Syllabus</b>	
<b>Personal Competence</b>	
Kayak performance	<p><b><i>Demonstrate personal kayaking skills</i></b></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"> <li>• Selection and fitting of clothing and equipment</li> <li>• Getting in and out at waters edge</li> <li>• Forward and reverse paddle strokes</li> <li>• Wet exit with a spray deck.</li> <li>• Turning (forward and reverse sweep strokes,)</li> <li>• Simple draw strokes</li> <li>• Support strokes</li> <li>• Stopping</li> </ul>
Equipment:	<p><b><i>Demonstrate basic knowledge and appropriate use of the equipment commonly used in NZ for Kayaking on flat water</i></b></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, spay deck, paddles and helmets available in NZ and how to check for there ongoing suitability for use.</p> <p>Demonstrate knowledge of current safety standards in kayaking equipment.</p>
Safety	<p><b><i>Demonstrate appropriate rescue techniques</i></b></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</p>

	<p>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>
<b>Leadership</b>	
Prepare a kayak Session	<p><b><i>Demonstrate the ability to prepare an introductory kayak experience that is consistent with the safety management system of the organisation.</i></b></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><b><i>Demonstrate how to select and fit equipment to participants.</i></b></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><b><i>Understand the impact of weather on a kayaking venue.</i></b></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><b><i>Demonstrate knowledge of the environment to be visited</i></b></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"> <li>– site,</li> <li>– other users, people in close vicinity (will include cultural appreciation)</li> </ul>

Moving with a group	<p><b><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></b></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><b><i>Demonstrate effective safety management at all times</i></b></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>
<b>Instruction</b>	
	<p><b><i>Demonstrate instructing a group in the kayaking skills required for a positive introductory experience.</i></b></p> <p>Effectively instruct the following basic skills.</p> <ul style="list-style-type: none"> <li>• Selection and fitting of clothing and equipment</li> <li>• Getting in and out at waters edge</li> <li>• Paddling forward and backwards in a controlled manner</li> <li>• Turning</li> <li>• Stopping</li> <li>• Wet exit without a spray deck</li> <li>• Swim a short distance to shore with boat.</li> </ul> <p>Demonstrate enthusiasm for the activity and creative ideas for maintaining group interest.</p>