

NZOIA™ Sea Kayak Leader Scope

Definition of qualification	<p>This qualification is for people who lead sea 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 Sea Kayak Leader qualification.

Environmental Scope			
Description	Environment	At Least (Knots)	Not More than (knots)
	Winds	0	15
	Swell	0	0.5
	Surf	0	0.5
	<p>Can lead sea 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 no tidal speed. • Air and water temperatures are within a range where it is easy to keep 		
Equipment	<p>Sea Kayak is a fully decked water craft designed for one or two paddlers (using double bladed paddles) in individual cockpits wearing spray decks. It has a minimum of two bulkheads with watertight hatches covers, creating buoyancy compartments fore and aft, which ensures the craft floats level on capsize. Hull shape should be appropriate for sea conditions, i.e. fore and aft rockers and flares ends. It has a rudder or skeg for directions control and deck lines and toggle for safety</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 		

Examples of terrain out of scope	<p>Taupo control gates)</p> <ul style="list-style-type: none"> • Avon / Healthcote and estuary • Open sea • Crossings of large lakes, bays and sounds • Grade 1 sections of rivers or above • Open ocean crossings
Group Leadership	
General	<p>A Sea Kayak Leader must manage risk within the clearly defined parameters of a safety management system.</p>
Ratio	<p>A Sea Kayak Leader qualification does not define the skill set necessary to develop a safety management system.</p> <p>A Sea Kayak Leader can work independently without direct supervision but must be indirectly supervised by a higher qualified and experienced individual</p>
Extending group scope	<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>
	<p>A Sea Kayak Leader can assist a Sea Kayak Guide / Instructor in environments specified in the Sea Kayak Instructors scope if:</p> <ul style="list-style-type: none"> • Further personal experience on open water has been logged. • Have attended a sea kayak safety course and be able to roll. • When working outside the scope of the Sea Kayak leader qualification the Leader must be under the direct supervision of the guide or instructor <p>All responsibility sits with the Sea Kayak Guide or Instructor. Guidelines for this are outlined in the Sea Kayak Instructor Scope.</p>
Training and Assessment	
	<p>A Sea Kayak Leader qualification meets the pursuits minimum assessor requirements</p>
Revalidation	
	<p>The Sea 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™ Sea Kayak Leader Syllabus

Sea Kayak Leader profile: This qualification is for people who:

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

A Sea Kayak Leader will be able to:

Personal competence

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

Leadership

- Demonstrate the ability to prepare an introductory sea 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 sea kayaking venue to ensure a safe sea kayaking experience
- Demonstrate knowledge of the environment to be visited
- Demonstrate an ability to lead a group (3-10 participants) sea 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 sea kayaking skills required for a positive introductory experience.

SYLLABUS DETAILS:

Pre-requisites	
	The sea Kayak Leader will: <ul style="list-style-type: none">• Hold a current first aid qualification completed or renewed within the last 2 years
Recommended prior to assessment	
	Risk management decisions and leadership skills require a level of maturity.

	<p>It is recommended that a sea kayak Leader:</p> <ul style="list-style-type: none"> • Be 18 years old or over <p>Sea 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 sea 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
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Personal Competence	
Sea Kayak performance	<p><i>Demonstrate personal sea kayaking skills</i></p> <p>Consistently show role model demonstrations of the following sea kayaking skills on flat or slow moving water using a closed deck sea kayak with a spray deck on both sides, with and without the use of a rudder:</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 (power, touring) • Wet exit with a spray deck. • Edging, rail turning (forward and reverse sweep strokes,) • Simple draw strokes • Support strokes from the point of capsize • Stopping • Rolling a sea kayak • Land in 0.5m surf
Equipment:	<p><i>Demonstrate basic knowledge and appropriate use of the equipment commonly used in NZ for sea kayaking on flat water</i></p> <p>Demonstrate the use, care and characteristics of sea kayaking equipment available in NZ.</p>

<p>Safety</p>	<p>including – sit on top, sea kayak, helmet, PFD, paddles, spray deck, clothing, paddle jacket, pump, paddle floats.</p> <p>Demonstrate knowledge of suitable personal floatation devices, spay deck, paddles and helmets available in NZ and how to check for there on going suitability for use.</p> <p>Candidate must be able to complete checks, maintains and store equipment correctly at the end of the trip.</p> <p>Safety equipment is checked, stored and maintained in accordance with industry standards.</p> <p><i>Demonstrate how to select and fit equipment to participants.</i></p> <p>Including:</p> <p>Sea Kayak</p> <p>Paddle</p> <p>Helmet</p> <p>Personal Floatation Device (PFD)</p> <p>Thermal clothing as environment dictates</p> <p><i>Demonstrate appropriate rescue techniques</i></p> <p>Demonstrate the ability to wet exit with a spray deck and swim 50m with the sea kayak to shore.</p> <p>Demonstrate the ability to perform rescue (with and without assistance) after a wet exit</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 sea kayak or swimmer immediately if required. Must include a quick response releasable towing system and long distance releasable towing system.</p> <p>Demonstrate a double and single rescue (with the use of a stirrup or similar system)</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>
<p>Leadership</p>	
<p>Prepare a sea kayak Session</p>	<p><i>Demonstrate the ability to prepare an introductory day (or less) sea 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</p>

Weather	<p>for safety) that includes collecting and or creating information on:</p> <ul style="list-style-type: none"> • Safety briefing • Instruction on some aspect of sea kayaking • An activity closure • risk identification and emergency management plan, • consent, • access, equipment, • weather information, • intentions, • gear lists, • medical information, • food and clothing; • and emergency procedures. <p>Loading and unloading sea kayaks from a roof rack or trailer. The candidate answers questions about their equipment choice.</p> <p>Briefing demonstration:</p> <ul style="list-style-type: none"> • Gain information from the group such as : health issues and expectations from the experience • Issues and check the groups gear • Brief the group for the planned activity • Clearly brief the group on safety issues <p><i>Understand the impact of weather on a sea 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 sea kayak experience.</p> <p>Provide clear logbook evidence that describes weather conditions predicted for a 12 hour period of a planned activity.</p> <ul style="list-style-type: none"> • obtain from a variety of sources, the weather conditions predicted for the next 12 hours on each day • Discuss the implications for the planned trip • Make decisions about the planned trip based on weather information (e.g. cancellation, clothing, equipment and or location change)
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) sea kayaking on flat or sheltered water that ensures a positive and well managed experience.</i></p> <p>Follow a plan, meet the group needs and justify the actual plan executed on the day.</p> <p>Provide feedback, encourage, motivate and keep the group interested.</p> <p>Manage risk and meet applicable safety requirements.</p> <p>Skills and techniques are applied when appropriate.</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 sea kayaking environment.</p> <p>Demonstrate effective organisation and management of a group during a normal flat water sea kayaking session and in an emergency.</p> <p>Demonstrate enthusiasm for the activity and creative ideas for maintaining group interest.</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 sea 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 sea kayak trailer and roof racks</p> <p>Select an appropriate venue, identify potential hazards and disclose these effectively to others.</p>
Evaluation	
	<i>Demonstrate an evaluation plan and an action plan for the future</i>

improvement for:

The sea kayaking trip

Their leadership of the sea kayaking trip

Gets feedback on the activity from the group

Evaluates the session delivered against the plan and explains any differences

Develops an action plan for the future improvement