

## **Kayak Leader**



Photo: Outward Bound

## **Scope and Syllabus**

With the support of:



# NZOIA™ Kayak Leader Scope

## Kayak Leader Profile

The NZOIA Kayak Leader is able to:

- Plan and prepare introductory kayak experiences
- Instruct groups in the kayak skills required for a positive introductory experience
- Lead and manage groups kayaking on flat or slow moving water
- Demonstrate effective safety management
- Obtain a weather forecast and apply weather interpretation skills
- Provide interpretive information about natural and cultural history and about flora and fauna
- Role model and promote accepted environmental practices

The NZOIA Kayak Leader can work independently without direct supervision. Leaders are qualified to operate within an activity specific risk management plan. The qualification does not define the skill set required to write or approve such a plan.

This is a foundation qualification and provides a stepping stone towards NZOIA Kayak 1.

## Scope

The NZOIA Kayak Leader can:

- Lead kayak activities on flat or sheltered water, including estuaries, river deltas, sheltered beaches, lakes, coastal inlets and swimming pools
- This includes rivers when the flow and the hazards present no greater risk than flat water
- This includes leading groups in sit on tops, inflatable kayaks, closed deck kayaks with or without spray decks and open deck kayaks

The following are examples of flat or sheltered water environments that could be within the scope of the Leader depending on the characteristics of the group, weather conditions and equipment:

- Sheltered bays on any lake (e.g. Acacia Bay, Lake Taupo)
- Sheltered bays in a harbour (e.g. Evans Bay)
- Flat water sections of the Waikato (e.g. Lake Karapiro, Big Eddy below the Lake Taupo control gates)
- Avon/Heathcote rivers and estuary

The following are examples that would be beyond the scope of the NZOIA Kayak Leader:

- Open sea
- Crossing of large lakes or sounds
- Class 1 white water sections of rivers

## **Prerequisites**

Be a current Full Member or working under an Affiliated Membership of NZOIA

Be 18 years old or over

Hold a current First Aid Certificate (minimum of 12 hours or 2 day course including some direct contact with course tutors)

Have the following experience as evidence in a logbook:

**Personal experience** – at least 10 days personal kayak experience (a kayak day is considered to be at least 4 hours)

**Instructional experience** - at least 5 days additional experience as a co-leader or assistant leader on flat or sheltered water

The prerequisite experience requirements are minimums, extra days are recommended.

## **Registration and Revalidation**

Registration and revalidation with NZOIA provide proof of currency for NZOIA qualification holders.

### **Progressing to NZOIA Kayak 1**

As the NZOIA Kayak Leader gains more experience they may progress towards gaining the NZOIA Kayak 1 qualification. The steps they would follow include:

- Gaining the experience outlined in the NZOIA Kayak 1 prerequisites
- Attending a NZOIA/WWNZ River Rescue 1 course
- Attending an NZOIA Kayak 1 training course
- Working with a NZOIA Kayak 1 or 2 holder

# Syllabus

## **Assessment Notes**

The syllabus outlines what the content of the assessment will include and gives an idea of what assessment tasks the candidate will be asked to complete. All judgements on how the candidate meets the syllabus must be based on current good practice and industry standards.

Assessors use three types of direct evidence to judge a candidate's competency:

- Written questions/assignment
- Questioning and discussion
- Observation of practical tasks

Evidence of personal paddling skills can be demonstrated through games, warm-up activities or drills. While these would normally be demonstrated as part of the personal competence part of the assessment, they could be demonstrated as part of the model client day.

The expected standard for the all-in rescue is that each candidate has a turn being the leader and that they must have control of the group throughout the task. No person or equipment should be at risk of being blown away or drifting apart from the group.

Candidates are required to demonstrate all personal skills components of assessment in a closed deck kayak. A range of craft are suitable for model clients to paddle on an assessment and the use of spray decks is included in the scope of the Kayak Leader qualification. If model clients are using craft without spray decks then Assessors will use questioning and discussion to assess a candidate's understanding of teaching a wet exit/capsize procedure using spray decks.

## **Technical Competence**

### **1. Demonstrate knowledge, care and appropriate use of kayak equipment and clothing**

The candidate will:

- 1.1** Use equipment that is in good condition and is well maintained
- 1.2** Carry and use the appropriate clothing for the environmental conditions
- 1.3** Complete a pre-activity check of equipment for damage and fit
- 1.4** Uses equipment in accordance with the manufacturer's recommendations and current good practice
- 1.5** Correctly fit their PFD
- 1.6** Correctly fit spray deck to their kayak
- 1.7** For all equipment used demonstrate and/or be able to describe; the properties, common use, advantages, limitations, minimisation of wear, damage checking and storage

### **2. Demonstrate effective personal paddling skills on flat or slow moving water**

The candidate will demonstrate:

- 2.1** Entering the water using a method appropriate to the location
- 2.2** Forward and reverse paddling
- 2.3** Forward and reverse sweep strokes on both sides and used in combination
- 2.4** Simple draw strokes on both sides to move kayak 1m sideways
- 2.5** Support strokes on both sides to recover from 45°
- 2.6** Stopping within 3 strokes from fast paddling
- 2.7** Using a combination of strokes to manoeuvre around objects, other craft and to raft up

### **3. Demonstrate effective rescue skills on flat or slow moving water**

The candidate will demonstrate:

- 3.1** A wet exit with a spray deck
- 3.2** Swimming 20m with their kayak and paddle
- 3.3** A deep water X rescue
- 3.4** A boat tow of a swimmer, their kayak and paddle
- 3.5** Using an effective towline system to tow:
  - a kayak and/or paddle
  - an unconscious swimmer
  - and be able to release the tow immediately if required
- 3.6** Managing an all-in rescue of themselves and a minimum of three participants (suggested time allowance is 5 minutes plus 1 minute for each extra participant over three)

## **The Environment**

### **4. Obtain a weather forecast and apply weather interpretation skills**

The candidate will:

- 4.1** Obtain a relevant weather forecast for the planned kayak session and provide a verbal summary of the forecast
- 4.2** Describe the implications of the weather forecast for the planned kayak session and make decisions about the session based on the forecast
- 4.3** Observe any changes to the weather and modify the session if necessary

### **5. Demonstrate cultural and environmental knowledge and interpretation of areas visited**

The candidate will provide interpretive information about:

- 5.1** The natural or cultural history of the area
- 5.2** Local flora and fauna

### **6. Role model and promote accepted environmental practices**

The candidate will:

- 6.1** Demonstrate and/or describe the responsibilities to land owners and other users, including access protocols
- 6.2** Role model and promote the principles of Leave No Trace

## **Group Management and Leadership**

### **7. Lead and manage a group kayaking on flat or slow moving water**

The candidate will be responsible for a group of clients kayaking in a flat or slow moving water environment for a minimum of one hour and demonstrate:

- 7.1** Preparing and briefing the group including setting boundaries/safe areas and ground rules
- 7.2** Managing time appropriately in relation to the activity plan and conditions
- 7.3** Coaching, encouraging, motivating clients to ensure they are interested, engaged and have a fun and positive experience
- 7.4** Effective management of the group on the water
- 7.5** Managing capsizes and gear recovery efficiently
- 7.6** Establishing rapport with clients and an awareness of the emotional, cultural and other needs of the group

### **8. Demonstrate effective safety management**

The candidate will:

- 8.1** Demonstrate safe practices and good judgement and decision making within the scope of this qualification
- 8.2** Demonstrate an awareness of the risks and appropriate risk management strategies for a flat or slow moving water environment
- 8.3** Select a suitable venue and demonstrate an awareness of any site specific hazards
- 8.4** Have a first aid kit and be able to deal with first aid situations as required
- 8.5** Take reasonably practicable steps to eliminate or minimise the effect of significant risks for self and others

## **Instruction**

### **9. Plan and prepare an introductory kayak experience**

The candidate will prepare a written activity plan which will contain the following information:

- 9.1** A clearly defined purpose and session appropriate for the group
- 9.2** A logical sequence of progressions and activities
- 9.3** Any consent or access issues
- 9.4** Clothing and equipment list for both individuals and the group
- 9.5** A weather forecast
- 9.6** Risk and hazard identification and management
- 9.7** Emergency procedures

## **10. Instruct a group in the kayak skills required for a positive introductory experience**

The candidate will provide clients with effective instruction in the following kayak skills:

- 10.1** Selection and fitting of kayak, paddle, helmet, PFD and clothing appropriate for the conditions
- 10.2** Getting into and out of kayak at water's edge
- 10.3** Wet exit/capsize procedure
- 10.4** Swimming with kayak and paddle
- 10.5** Forward and backwards paddling
- 10.6** Turning
- 10.7** Stopping

The candidate will use:

- 10.8** A logical sequence of progressions
- 10.9** Clear demonstrations and explanations