

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:

- Demonstrate effective personal paddling skills on flat or slow-moving water
- Demonstrate effective rescue skills on flat or slow-moving water
- Role model and promote accepted cultural and environmental practices including relevant aspects of te ao Māori
- Obtain a weather forecast and apply weather interpretation skills
- Manage a group kayaking on flat or slow-moving water
- Demonstrate effective safety management
- Plan and prepare introductory kayak experiences
- Instruct groups in the kayak skills required for a positive introductory experience

The NZOIA Kayak Leader can work independently without direct supervision. Leaders are qualified to operate within Safe Operating Policies (SOPs) and Safety Management Systems (SMS). The Kayak Leader must be inducted into the site and it is recommended this is completed by a NZOIA Kayak 1 or 2. The qualification does not define the skill set required to write or approve SOPs or SMS's.

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

Scope

The holder of this qualification can organise, instruct and guide:

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.

The NZOIA Kayak Leader has two pathways to choose from:

1. Kayak Leader

Complete the assessment in a sit-in kayak* with a spray deck. A Kayak Leader will be able to instruct both sit-on and sit-in kayaks.

2. Kayak Leader (sit-on)

Complete the assessment in a sit-on kayak*. A Kayak Leader will be able to instruct on and have clients on sit-on kayaks only.

*See assessment notes for craft definition.

The following are examples of flat or sheltered water environments that could be within the scope of the NZOIA Kayak 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 of environments that would be outside the scope of the NZOIA Kayak Leader:

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

Refer to Good Practice resources at www.supportadventure.co.nz for operational good practice.

Prerequisites

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

Be 18 years old or over. Refer to NZOIA's policies for [exemptions](#).

Hold a current First Aid Certificate

Have the following experience as evidenced in a logbook:

Personal experience – at least 15 sessions (a session is considered to be at least 2 hours)

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

Personal experience can include training course sessions. The prerequisite experience requirements are minimums and 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 can use three types of direct evidence to judge a candidate's competency:

- Workbook answers
- Observation of practical tasks
- Questioning and discussion

Kayak Leader

Candidates who wish to gain the Kayak Leader qualification are required to demonstrate all of the personal skills in a sit-in kayak with a spray deck. A range of craft are suitable for model clients to paddle during an assessment and the use of spray decks is included in the scope. If model clients are using craft without spray decks then candidates are required to demonstrate their teaching of a wet exit/capsize procedure using spray decks to either other candidates or the assessor.

Sit-in Kayak. These are kayaks that may require a spray deck, will fill with water in the event of a capsize, and require emptying (minnow, touring kayak, white-water kayak). A spray deck may be fitted to these kayaks requiring the need to perform a wet exit.

Kayak Leader (Sit-on)

Candidates who wish to gain the Kayak Leader (sit-on) qualification can sit the assessment in a sit-on kayak of their choice that allows candidates to demonstrate all components of the syllabus. Candidates are not required to undertake any assessment tasks related to sit-in kayaks.

Sit-on Kayak. These are kayaks that do not require a spray deck (sit-on-top kayak, inflatable kayak, pack raft) and will not fill with water in the event of a capsize. When capsized a person should fall out and is not required to perform a wet-exit.

In all cases a kayak is defined by being in a seated position using a double-bladed paddle.

Candidates attending the Kayak Leader or the Kayak Leader sit-on qualification can attend the same assessment. There will be additional assessment tasks for those wanting to gain the sit-in kayak qualification outlined in the syllabus.

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. Recommended time allowance is 5 minutes (plus 1 minute for each additional participant over three).

The recommended time for completion of a deep-water rescue is 3 minutes.

Technical Competence

1. Demonstrate knowledge, care and correct use of kayak equipment and clothing commonly used in Aotearoa for flat or slow-moving water

The candidate will:

- 1.1** Carry and use equipment, clothing and footwear that is in good condition and is fit for purpose for the environmental conditions
- 1.2** For any equipment used demonstrate and/or describe; the properties, common use, advantages, limitations, how to minimise wear, checking for damage and storage
- 1.3** Use equipment in accordance with the manufacturer's recommendations and current good practice
- 1.4** Complete a pre-activity check of equipment for fit and any damage
- 1.5** Correctly fit their PFD
- 1.6** Correctly fit and adjust their kayak

2. Demonstrate effective personal paddling skills

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 the kayak 1m sideways
- 2.5** Stopping within 3 strokes from fast paddling
- 2.6** Using a combination of strokes to manoeuvre around objects, other craft and to raft up

In addition, the Kayak Leader candidate (not the Kayak Leader sit-on candidate) will demonstrate:

- 2.7** Correctly fitting a spray deck to their kayak
- 2.8** A wet exit with a spray deck

3. Demonstrate effective rescue skills

The candidate will demonstrate:

- 3.1** Swimming 20m with their kayak and paddle
- 3.2** A boat tow of a swimmer, their kayak and paddle
- 3.3** 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
- 3.4** Managing an all-in rescue:
 - Containment of group and equipment
 - Manage themselves and a minimum of three participants

In addition, the Kayak Leader candidate (not the Kayak Leader sit-on candidate) will demonstrate:

3.5 A deep-water rescue

Environment

4. Obtain information regarding environmental conditions and apply weather interpretation skills

The candidate will:

- 4.1** Obtain relevant environmental information for the day and location e.g. weather forecast, river flow, tide, marine for the planned session and provide a verbal summary
- 4.2** Describe the implications of the weather forecast and environmental conditions for the planned kayak session and make decisions about the session based on that information
- 4.3** Observe any changes to the weather and modify the session if necessary

5. Role model and promote accepted environmental practices

The candidate will:

- 5.1** Demonstrate awareness of the responsibilities to the site, land owners, mana whenua, and other users
- 5.2** Role model and promote the principles of Leave No Trace
- 5.3** Operate within the principles of kaitiakitanga and identify examples in accordance with the tikanga and kawa of local iwi or hapu

6. Demonstrate historical and environmental knowledge and interpretation of areas visited

The candidate will provide interpretive information about:

- 6.1** The natural or cultural history of the area
- 6.2** The geography and geology of the area
- 6.3** Local flora and fauna
- 6.4** Tikanga Māori, mana whenua and pūrākau relevant to the area

Group Management

7. Plan an introductory kayak experience

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

- 7.1** Aims based on the knowledge of the clients and the SMS they are operating under

- 7.2** A logical sequence of teaching progressions and activities
- 7.3** Any consent or access requirements
- 7.4** Risk and hazard identification and management
- 7.5** A weather forecast and environmental conditions e.g. river low, marine information
- 7.6** A conservation plan to minimise human impact
- 7.7** Clothing and equipment list for both individuals and the group
- 7.8** Contingency plan
- 7.9** Emergency procedures
- 7.10** Intentions Form

8. Manage a group kayaking

The candidate will be responsible for a group of clients kayaking for a minimum of one hour and demonstrate:

- 8.1** Preparing and briefing the group including setting ground rules and safety parameters
- 8.2** Pre-activity equipment checks
- 8.3** Managing time appropriately in relation to the activity plan and conditions
- 8.4** Effective management of the group on the water
- 8.5** Professional conduct i.e. role modelling; behaviour, clothing, use of equipment, conservation etc
- 8.6** Establishing rapport with clients in a manner that embraces diversity and maintains a positive learning environment
- 8.7** Managing capsizes and gear recovery efficiently

9. Demonstrate effective safety management

The candidate will:

- 9.1** Carry appropriate communications and know how to use them
- 9.2** Have a first aid kit and be able to deal with first aid situations as required
- 9.3** Carry safety equipment appropriate for the session and conditions
- 9.4** Demonstrate an awareness of the risks and appropriate risk management strategies
- 9.5** Demonstrate an awareness of any location specific natural hazards and how to manage them
- 9.6** Take reasonably practicable steps to eliminate or minimise the effect of significant risks for self and others
- 9.7** Demonstrate safe practices and good judgement and decision making
- 9.8** Position themselves at appropriate places to manage risks
- 9.9** Describe how they would manage a crisis with reference to the operations SOPs
- 9.10** Select a suitable venue and demonstrate an awareness of any site-specific hazards

Instruction

10. Prepare and deliver an introductory flat or slow-moving water teaching session

The candidate will:

- 10.1** Prepare the location for client success as outlined in the SMS they are operating under
- 10.2** Brief clients and outline the learning outcomes
- 10.3** Use clear demonstrations and explanations
- 10.4** Use a variety of teaching skills and methods
- 10.5** Provide opportunities for clients to practice
- 10.6** Deliver feedback that is timely and specific
- 10.7** Use a range of activities and games that support learning
- 10.8** Maintain a positive learning environment

11. Teach kayak skills

The candidate will teach:

- 11.1** Selection and fitting of kayak, paddle, helmet, PFD and clothing appropriate for the conditions
- 11.2** Getting into and out of kayak at water's edge
- 11.3** Swimming with kayak and paddle
- 11.4** Forward and backwards paddling
- 11.5** Turning
- 11.6** Stopping

In addition, the Kayak Leader candidate (not the Kayak Leader sit-on candidate) will teach:

- 11.7** Wet exit/capsize procedure
- 11.8** Appropriate safety checks and group management techniques