



Fraser Coast Outrigger Canoe Club paddles out of a compound near the boat ramp at Scarness Beach, Charlton Esplanade HERVEY BAY. The beach faces in a northerly direction on the bay. We paddle in waters sheltered by Fraser Island in our North & East and by the mainland in our Southern, Eastern and Western directions.

RISK ASSESSMENT

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INTRODUCTION

Fraser Coast Outrigger Canoe Club Outrigger Canoe Club Inc. (FCOCC) is a non-profit organisation whose safety and operation is managed by club members. FCOCC adheres to the 'Member Protection Policies (MPP)' and 'Regatta and Training Rules' as supplied by the national governing body – Australian Outrigger Canoe Racing Association (AOCRA).

The club is made up of an Executive or Management Committee of 7 members, subcommittee/s and members. The Management Committee members are as follows: President, Secretary, Vice President, Treasurer, Head Coach, Registrar and Club Captain. We also have a group of members who volunteer for 'committee' positions as deemed necessary and report to General Meetings.

The Secretary is the primary point of contact for club members and is also the person who makes direct contact with AOCRA and the zone. At the commencement of each Season, the club Secretary issues AOCRA with a list of contact personnel for the Club. The list includes all committee members contact details and conduct activities as outlined in the Secretaries Handbook.

Management meets monthly a week before the monthly General Meeting and Committee members report to our general meetings on a monthly basis to discuss current and new business, including new guidelines and directives as issued by AOCRA or the zone from time to time.

All paddlers are made aware of current and future requirements and their obligations as paddlers in relation to safety and conduct when representing the club at regattas and other paddling related functions and fundraisers.

This risk assessment outlines the process required to ensure training sessions are conducted in a safe manner. **The risk assessment process is every individual paddler's responsibility** not just that of the coach/ steerer /crew captain. Every paddler is responsible for his/her safety at all times. To ensure that all paddlers are

aware of their responsibilities, all club members are obliged to read, understand and acknowledge this risk assessment. (PLEASE SEE ATTACHMENT 5).

Covid-19

- FCOOC works within the guidelines as published by AOCRA. We are guided in updates from Qld Health as applicable.
- Paddlers are informed to stay home if unwell.
- Covid appropriate signage is clearly displayed in the compound.
- Strict adherence to hand hygiene is required on immediate attendance to club compound.
- Sign in and out with times is mandatory for all participants to enable contact tracing in the event of a Covid positive result on any members.
- All canoes are washed and disinfected as per guidelines after each use. They are stored then sprayed with a chlorine bleach compound.
- Where possible, social distancing is strongly encouraged.
- Hard copy information is stored in the club shed, and easily accessible for reference, along with MSD of chemical cleaning compounds.
- A Covid Co-Ordinator has been appointed.

ADMINISTRATION

Club and AOCRA Membership

Once a paddler has had six free paddling sessions he/she must join as a member of the club and of AOCRA to be able to continue paddling.

Insurance fees are governed by AOCRA and membership fees are governed by the FCOCC Inc Committee and may be reviewed and set before the AGM each year.

AOCRA membership and insurance involves renewing or registering for membership at www.aocra.com.au

Club paper work includes completing the following:

- FCOCC Inc Membership Registration Form ATTACHMENT 4
- Reading and Signing the FCOCC Code of Conduct form ATTACHMENT 3

- Acknowledgement of risk assessment understanding by club members (SEE ATTACHMENT 2 & 5)
- Sign an AOCRA Indemnity Form for club records.
- Members must also Registering for AOCRA membership online at www.aocra.com.au

It is the responsibility of members to pay their fees when due. This can be done online in two steps:

1. Log onto the AOCRA website and follow the links to pay AOCRA membership, this includes AOCRA paddler insurance.
2. Transfer club fees into FCOCC bank account

Paddlers are not permitted to paddle if AOCRA fees or club fees have not been paid.

Insurance fees are governed by AOCRA and membership fees are governed by the FCOCC Inc and are reviewed periodically.

If a paddler has a medical condition, then he/she must disclose this in his/her AOCRA application (www.aocra.com.au). A Medical Declaration form (available online at the time of application) must be completed by the paddler's doctor, and returned to the AOCRA registrar. The paddler's membership with AOCRA will not be complete until this Medical Declaration is received by the AOCRA registrar.

Visiting / New Paddlers

- Visiting or new paddlers will be under direct supervision of Coach or Captain.
- A brief rundown of the sport will be discussed prior to entering the water
- For a non-AOCRA member an indemnity and release form will be completed.
- New paddlers are entitled to 6 sessions only. After 6 sessions, the paddler MUST complete all club membership paperwork as listed above and pay AOCRA insurance money and Club membership fees if they wish to continue paddling.

- New paddlers are not permitted to paddle for any further sessions until completed paperwork and monies are received by club registrar.

REPORTING PROCEDURES

AOCRA

www.aocra.com.au is the website for AOCRA and all administrative documents, regatta schedules, sporting updates, latest news and regatta results are available on this site

Incidents – Injuries and Equipment Damage

- An online incident report (www.aocra.com.au) must be completed as per AOCRA requirements (Regatta and Training Rules). Members MUST log into the AOCRA website to be able to lodge an incident report. Incidents must be reported within 7 days of the event.
- A copy of the report is automatically sent to the AOCRA Safety Officer and the zone and club secretaries.
- An incident report MUST be completed to enable a paddler to make an insurance claim for medical or related expenses and for equipment damage claims.

Coaching

- FCOCC has a Head Coach and registered coaches and volunteers.
- All coaches MUST be registered club members.
- All junior coaches and volunteers must meet the requirements of AOCRA's Member Protection policy – Part C Screening Working with Children. (Blue card)
- Coaches must meet the requirements outlined in the AOCRA MPP – Section 5.2 Coaching.
- Coaching records are kept by all coaches and may be periodically reviewed by the head club coach.

- Swim and tread water tests are logged by all coaches and records given to the club secretary and the head coach.
- Canoe huli / tipping drills (with and without covers for OC6) are logged by all coaches and records given to the club secretary and the head coach.

GENERAL WATER SAFETY PREVENTATIVE MEASURES

Fraser Coast Outrigger Canoe Club Paddles and trains at Scarness Beach. Charlton Esplanade, Scarness. Hervey Bay. Qld

When paddling in Hervey Bay there are some unique risk management issues. We have changeable weather, capsizing is likely but surf is rare. It is rare that we have equipment issues or remote emergencies. Boat handling issues are likely.

There is a risk for interactions between outrigger canoes and large marine vessels including the Whale Watch fleet, tourist vessels, fishing boats and general marine pleasure craft. All preventative measures must be taken to avoid collisions including actions such as canoes giving way to larger craft and the use of lights during after hours or early morning paddling.

Our canoe launch point is several kilometres west of most of the major marina traffic and is relatively protected.

All paddlers must be aware of the other craft or swimmers in the area and alert the steerer when required.

Paddlers need to be aware that there are, at times, shark and crocodile sightings, Irukandji jellyfish, blue bottles, sting rays and blue blubbers in the waters of Hervey Bay.

Swim Tests

Swim tests must be conducted in accordance with the AOCRA Member Protection Policy – section 5.3 Paddler Suitability (Swim, tread and huli).

The policy is in place to ensure that paddlers are able to support themselves in the water, right and reboard a canoe in the event of a huli or other incident.

Huli / Tipping Drills

Canoes do tip over both in races and training sessions. Every season club members must undergo a “tipping drill” during a training session. The coach will explain the tipping drill prior to the canoe entering the water and then a practical “tip” is carried out. The drill participants and date are logged by the coach.

The drill is conducted each season to ensure that each paddler understands his/her role in the case of a real “tip”. Never paddle with possessions that you are not prepared to lose should the canoe tip.

Sun Protection

AOCRA have a sun protection policy within the MPP. Paddling involves long periods of time exposed to the elements and appropriate sun protection should be used including, hats, sun cream, long sleeved sun shirts, sun glasses and seek shade when available.

Hydration

Another part of being in the sun for long periods is the risk of dehydration from over exposure. **Suitable water bottles or Camel Packs should be taken and used** during long paddles. For new paddlers frequent stops should be built into the training session by the coach.

Strong Wind Warning

AOCRA has a strict policy on the use of canoes during strong and gale force wind warnings. Under no circumstances are canoes to be put in to the water during a gale force warning.

Strong Wind Warning

Fraser Coast Outrigger Canoe Club paddles in protected waters but it is a policy of FCOCC for canoes not to enter the water in the event of a strong northerly wind blowing and warning of over 25 knots. In the event of a 25 knot warning a black flag is flown at the compound by the Club Captain which warns members that there is NO PADDLING.

Covers are to be fitted when there is a strong northerly swell.

Staying close to the shore line during a southerly or a south easterly is still considered safe as the beach at this location is protected and calm.

Training in forecasts under 25 knot winds is at the coaches' discretion.

Coaches or the Club Captain work out the training course suitable for the conditions.

SAFETY

- A risk assessment must be conducted prior to each Junior training / racing session
- Correctly fitted life jackets must be worn by all 9 year olds during training/racing

FCOCC requires that all canoes carry the following safety equipment during each training session.

OC6 or OC4

- 2 balers
- 1 spare paddle
- PFD's are carried on board each canoe - one for each paddler – every time the canoe is put on the water.
- Lights during winter months are placed on the stern and the front iaku.
- Covers when considered appropriate.
- Out of normal squad times canoes must be booked **in and out** with the Club Captain. Phone or text 24 hours ahead with time and names of paddlers.

OC1/2

Training is provided to members before they can use club OC1's and OC2's.

A Type 1, 2 or 3 PFD **MUST** be worn by paddlers on each club owned canoe and carried (at least) on each member owned canoe - one for each paddler – every time the canoe is put on the water.

- A Leg rope is a mandatory safety feature and must be attached to OC1/OC2 canoes. It is recommended that paddlers use them to ensure their own personal safety especially when offshore and/ or in conditions where the paddler/s may become separated from their canoe
- If training at or near dark, paddlers must wear a light attached to their person or canoe – e.g. head light

- Out of normal squad times club canoes must be booked **in and out** with the Club Captain. Phone or text 24 hours ahead with time and names of paddlers.
- All paddlers on club canoes must log the training session in the 'sign in and sign out' book in the club compound locker.
- No **club** OC1/2's canoes will be used for individual sessions. There must be at least 1 other person accompanying the paddler at all times.
- At least one phone to be carried by a group even in enclosed waters in the dark.

When training at dusk or dawn or sessions that start or finish in the hours of darkness, the following equipment must also be included:

- Navigation lights on the stern and the forward iaku.
- Storm covers are to be put on canoes in the event of rough conditions. This is at the discretion of the team Coach and Captains.
- The canoe rigging must be checked prior to every session and re-rigged where necessary.
- The steerer (or master) of the canoe is legally responsible for the navigation and direction of the canoe and the paddlers in the canoe. All paddlers must follow the steerer's directions.
- The captain of each crew is responsible for the safety of the canoe and the paddlers.
- There are no more than 6 paddlers in each canoe for any session.
- Any person showing signs of alcohol consumption or other erratic/unsafe behaviours will not be allowed in the canoe.

A coach/team captain is appointed for each crew for every training session. This person ensures the safety of all of their crew. This person ensures that the canoe is equipped for the training session and meets the club safety requirements.

Minimum and Maximum Junior Ages: (New Age Junior Ruling – 10.07.2012)

Junior competitors must turn at least **9** years of age in the racing year. The following conditions will apply to paddlers under 10 years of age.

- A risk assessment must be conducted prior to each training / racing session
- Correctly fitted life jackets must be worn by all paddlers under 10 years.

ACCIDENT PROCEDURES

All paddlers should be made aware of preventative measures and how to deal with a situation on the water.

Measures may include:

- Use of PFD's
- Bailing techniques
- Understanding the ocean / waterways
- How to rig a canoe
- How to huli (tip) and recover a canoe
- How to exit and reboard a canoe
- Managing a canoe in the surf
- Attaching storm covers if considered appropriate
- Use of a tow rope

Paddlers also must be aware of the safety procedures involved in lifting and moving the canoes.

OC6's and the OC4 must be carried on trolleys to the water's edge and where the water permits, floated off the trolleys.

OC1's & OC2's need to be carried and training is provided before members are allowed to use them.

All incidents (injury & equipment damage) will be reported immediately to the Club Secretary or President. No one else is suitable and one of these two people **MUST** be contacted. All incidents must be logged into the AOCRA online system within 7 days of incident.

CONCLUSION

FCOCC complies with all AOCRA policies, rules, regulations, requirements and guidelines. All members are made aware of their membership obligations and requirements for training.

ATTACHMENT 2



RISK ASSESSMENT ACKNOWLEDGEMENT

As a member of Fraser Coast Outrigger Canoe Club I have been made aware of the Risk Assessment document for the Club.

I have read the document.

I understand my obligations as a member of the Club to adhere to all the safety requirements as per this Risk Assessment.

Surname	
Christian Name	
Signature	
Date	

Signed on behalf of a junior person- under 18

I consent to the person named in this document to take part in activities with the Club and acknowledge that I have read and understand this Risk Assessment. I understand the obligations of the named member and guarantee that they will adhere to all the safety requirements as per this Risk Assessment.

Surname	
Christian Name	
Signature	
Date	

ATTACHMENT 3: Club Code of Conduct Form

Fraser Coast Outrigger Canoe Club - Code of Conduct

(Must be returned with registration form)



Expectations

1. Members are expected to treat all fellow members and the general community with respect, honesty and fairness.
 - a. Show respect for self, other members, competitors and the club family;
 - b. Show respect for club coaches and follow their instructions during coached sessions;
 - c. Show respect for committee members;
 - d. Show respect for the environment - especially the ocean;
 - e. Show respect for the sport and culture of canoe paddling;
 - f. Show respect for the club's equipment and property.
2. Members are expected to participate in and support club activities, events and committees.
3. Everyone is encouraged to achieve their personal best both physically and mentally and support others.
4. Behaviour such as violence, physical or verbal abuse is unacceptable and grounds for suspension or expulsion.
5. Members are encouraged to keep the best interest of the team ahead of their personal aspirations.
6. Members agree to pay the full amount of fees by the stated date or time arranged with the Treasurer.
7. Members understand that, for safety reasons, coaches reserve the right to not place a member in a race crew if that member is deemed to not meet the required level of fitness.
8. Coaches and steerers are expected to:
 - a. Treat each paddler with respect and dignity;
 - b. Provide paddlers with program requirements, practice schedule and crew selection criteria;
 - c. Make crew decisions based on fair and equitable standards;
 - d. Foster an environment of open communication with paddlers;
 - e. Mediate conflict between paddlers that affect the success of the paddling program;
 - f. Be prepared to seek help from the Head Coach or President in resolving conflicts;
 - g. Promote the values, vision and goals of the club.

Grievance procedures:

If I have a complaint, I will talk to the coach **after** the training session. If I feel my complaint isn't addressed I will talk to the Head Coach. If I still feel my complaint hasn't been addressed I will talk to the President. I understand that if a matter is brought to the President they will automatically take the matter to the Management Committee for consideration and resolution. The complainant will receive a response to the complaint from the Management Committee as soon as possible.

Contract

I uphold the Code of Conduct.

I understand that, given just cause, the Management Committee has the right to revoke my membership should I breach the Code of Conduct.

I will respect club and personal property at all times.

I understand that any of my items left on the beach or in the compound are my personal responsibility.

I understand that the club accepts no liability for damages.

I understand that the club promotes an open forum of communication and that I should follow the procedures to make myself heard.

I understand that I have the opportunity and responsibility to make a positive difference in my club.

As a member of FCOCC I agree to familiarise myself with and follow the Code of Conduct as explained above.

Name: _____ Signature _____ Date _____

Parent signature (if paddler under 18) _____

ATTACHMENT 4: Club Joining Form

Club Paddler Registration/Membership Details Form

FRASER COAST OUTRIGGER CANOE CLUB INC

Club Address PO Box 1089 Hervey Bay

Surname:		Given Name:		Date of Birth:	
Mailing address:		Email Address:		Telephone numbers:	
Age division:					
Senior:	Open 19 – 39 Male / Female	Master 40 – 49 Male / Female	Senior Master 50 – 59 Male / Female	Golden Master 60 – 69 Male / Female	Platinum Master 70+ Male / Female
Junior:	Minnow Male / Female	U12 Male / Female	U14 Male / Female	U16 Male / Female	U19 Male / Female
Next of Kin:	Name:	Telephone:	Relationship:	Address:	
Do you suffer from any medical problems?			List any medications and pre-existing injuries:		
I am a competent swimmer		YES/NO	Previous Outrigger Canoe Club/s:		
I have joined/renewed <u>AOCRA</u> and have read and will abide by their rules: YES/NO AOCRA number: Expiry Date: / /					
I agree to volunteer for fundraising activities			I have read and signed the FCOCC Code of Conduct:		
YES/NO			YES/NO		
Membership Payment - PLEASE NOTE: NO REFUNDS OF MEMBERSHIP WILL BE GIVEN					
Junior (\$90)	Senior (\$225)			Social (\$120)	
Rack Hire (\$75)	Rack Number:			Key Number:	
NO Cash or Chq's accepted	Bank Transfer: (Bank of Queensland) YES/NO BSB 124 088 Account 10360608			Paying by Instalments: YES/NO (see Treasurer)	
Paddler Signature:			Parent/Guardian signature (if under 18)		
New Member: Please return this form with your code of conduct with confirmation of your payment to fcocc.secretary@gmail.com					
MANAGEMENT USE ONLY		MONEY RECEIVED BY:		DATE:	
AMOUNT RECEIVED: \$		PAID IN FULL YES/NO		DATE:	

Fraser Coast Outrigger Canoe Club Risk Assessment

ATTACHMENT 5

#	Element	Description	Potential Hazards	Consequence	Likelihood	Risk to members	Control measures / Management Strategies	Residual Risk
1	Canoe Management	Launching canoe from the beach	Sprains , strains Knee injuries	Minor to Major	Possible	Medium	Launching Instructions to members. Training: float the canoes into the water. Extra boat handlers help.	Low Unlikely / some minor
		Lifting canoes	Sprains, strains		Possible	Medium	Training, only lift with 5 people or more present	Low Unlikely / some
		Car Park/Boat Ramp Hazards/People	Injuries/damage to property		Possible	Medium	Training/monitoring actions	Low Unlikely / some minor damage
		Flipping	Injuries/loss of possessions/exhaustion		Likely	Medium	Training for paddlers in the huli drill. Monitoring	Low
		Poor state of equipment			unlikely	Low	Training/monitoring equipment/regular maintenance.	Low
		Transporting Canoes	Damage to vehicles/trailer/canoes Sprains, strains, cuts to members.		Possible	medium	Training/monitoring equipment	Low
2	Junior Safety	Excitable/need to listen to rules	Same as for adults. Injuries Damage to canoes	Major	Possible	Medium	Coaches /parents/coordinator Monitor & train junior paddlers	moderate
		Adult coaches & volunteers	Inappropriate interactions	Major	Possible	Low	All adults must have blue card when working with juniors	Medium Rare / Major
		Children left on beach/compound			unlikely	Low	Parents need to adhere to times to pick up Children. Coaches stay until parent pick up	Rare
3	Coaching / Training	Training qualifications	Not trained, liable for damage, may result in damage to paddlers: pass on ineffective habits	Minor	Possible	Medium	All coaches must be accredited or assistants work under an accredited coach	Low

#	Element	Description	Potential Hazards	Consequence	Likelihood	Risk to members	Control measures / Management Strategies	Residual Risk
			Inappropriate exercises. Over exercising Exhaustion	Major	Possible	Low	Members need guidance & training. Members are responsible for their own cross training.	Unlikely
4	Canoe late	Canoe doesn't return from training	Failed equipment or exposed to elements for a lengthy time	Moderate	unlikely	Low	Training/ log in with Captain when taking out a canoe/ log out when return. Other paddlers alert VMR if canoe is not in sight.	Major
5	Medical Emergencies	Sunstroke / dehydration	Not dressed appropriately / lack of water / unprepared for conditions	minor	Possible	High	Follow Sun Smart rules/ Carry Water/hydration packs. Workshop Instructions for self care for members. Apply First Aide	Low
		Strains & Sprains	Self awareness / Care not being taken	moderate	Possible	moderate	Training. Coaches and some members hold first Aide Certificates.	low
6	Bad Weather	Storms / high Northerlies / Winds over 25knots	Flipping canoe, failed equipment, sprains, strains, paddler, exhaustion	moderate	Possible	moderate	Training / club rules re weather forecasts eg Black Flag hoisted to indicate members are not to paddle in these conditions.	low
7	Lack of light	Difficulty seeing // hit something	Dehydration; Failed equipment or exposed to elements for a lengthy time;	moderate	Possible	minor	Training. Use lights on stern and iaku Workshop Instructions for self care for members. . Other paddlers alert VMR if canoe is not in sight.	Low
8	Covid-19	Prevention of Transmission	Transmission of virus	Major	Possible	High	Cleaning of all Club equipment used, Hand Sanitise on entry & exit of Compound, Social Distancing, No entry to unwell members. Contact log for all members/visitors to sign in and out.	Low