

Camp Bentzon Activity Specific RAMs for Activity Leaders – Use with Marine Management Plan

Sit-On-Top Kayaking/SUP at North Cove V5.2

Activity Description	Introductory Flat Water Kayaking using Sit-On-Top Kayaks or Stand up paddle boards (SUP)		
Location Description	Sheltered inlet of maximum 380m width at any point, including cove mouth on northwestern coastline of Kawau Island. Extremely sheltered in all wind directions bar direct westerly. Sheltered from all swell directions. Restricted Area = Camp Bentzon Wharf western boundary, wharf to East is the eastern boundary and within 100m of shore at all times Unrestricted Area = Full cove area Other = Pemples Bay - Rocky island 150m distance from mouth of North Cove; Rocky Bay – located on NE side of Kawau Island; Northern end of Vivienne Bay; Northern shore of Bon Accord to Yacht Club. Within 200m of the shore or structure at any time.		
Supervision Structure	Max participant kayakers = 12 in single kayaks in normal conditions only + 1 competent adult help per 4 participants. Total group size = 15:1 Lead Instructor with up to 3 competency checked / in-house trained group adult helpers Lead instructor can also fill the role of Adult helper. Where adult helpers are deemed not competent enough to assist, they are considered as a participant kayaker with max of 12.		
	<div style="border: 1px solid black; background-color: #e6f2ff; padding: 5px; margin: 5px auto; width: 80%;">Lead Instructor in Instructor kayak</div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; background-color: #e6f2ff; padding: 5px; width: 30%;">Trained Competent Adult Helper in Kayak</div> <div style="border: 1px solid black; background-color: #e6f2ff; padding: 5px; width: 30%;">Trained Competent Adult Helper in Kayak</div> <div style="border: 1px solid black; background-color: #e6f2ff; padding: 5px; width: 30%;">Trained Competent Adult Helper in Kayak</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; background-color: #e6f2ff; padding: 5px; width: 30%;">4 student Kayakers</div> <div style="border: 1px solid black; background-color: #e6f2ff; padding: 5px; width: 30%;">4 Student Kayakers</div> <div style="border: 1px solid black; background-color: #e6f2ff; padding: 5px; width: 30%;">4 Student Kayakers</div> </div>		
Activity Policies	All participants must be wearing correctly fitted buoyancy aid. Camp Bentzon Lead Instructor must determine Activity Area to use. All Kayaks are to be lifted by two persons at a time – Do Not Drag		
Operational Limits (actual weather in area)	Restricted Area = < 20kts		Other = <10kts
Reconsider activity /areas as weather approaches limits	Unrestricted Area = < 15kt		
Communication Procedures	Voice, whistle for group management. UHF radios for activity leaders. When other instructor (sail, snorkel etc) is on the water, you can keep in communication via radios regarding weather and any timing/ group support issues.		
Overdue Group Response	Direct supervision therefore should not have overdue group separate from Instructor. Group & Instructor Overdue without notice given : No response to UHF communication or Sighting. Emergency search begins Immediately.		
Previous significant activity specific incidents	None		
Industry Accepted Qualification & Standards (Lead Instructor)	Not less than Skills Active / NZOIA Kayak Leader. For standards refer Skills active website Kayak leader Scope and syllabus.		
Camp Bentzon Accepted Adult Helper / Assistant Competence	Be water confident, Able to swim 50m in open sea; Able to self-rescue onto a sit-on-top kayak. Comfortable in rough or unstable weather conditions;		
Recommended Minimum Participant Ability	Comfortable around water, Swimming ability desirable but not essential. Open to adventure (like it / embrace it)		
Technical Advisors	Internal	Name: Erin Hyde Mobile: on-site	External Name: Fiona Ryder Mobile: 021 024 95 914
ASG / Standard	Skills Active & NZOIA Kayak Leader Syllabus / Instructor Local Knowledge / Activity Reviews with other Operators		
Compulsory Instructor Equipment	PFD, tow line, whistle, UHF, clothing appropriate to conditions, securely fitting shoes for water use. Hat, sunglasses, sunblock, Waterproof first aid kit.		
Suggested Instructor Equipment	Wind/rain jacket, wetsuit, drink bottle		

Compulsory Participant Equipment	Swim wear, T-shirt, clothing appropriate for conditions, Securely fitting shoes for water use. Buoyancy aid, sunblock
Suggested Participant Equipment	Hat, Sun glasses, shorts etc. for summer days. Wetsuits or light wind break jacket if cold; Rash Vest for sun protection.
Pre-Activity Procedures – Specific to Kayaking – See SOP for general pre-activity procedures	Re-check Participant health and abilities in line with conditions of the day. Choose kayak area – into wind/tide to start? & Communicate
Assistant Training – Specific to kayaking – See SOP for general pre-activity procedures	Where appropriate Instruction for how to right a kayak and help a participant back into kayak. Stabilize from opposite side to participant and use straps of buoyancy aid to haul person back into boat. Ensure participant keeps low and rolls onto their bum to swing legs back in. Do not allow them up on their knees if unstable.
Group Briefing – Specific to kayaking – See SOP for general pre-activity procedures	Introduce gear – kayak, paddle. Land-based drills – use of paddle, strokes Marine education – observe stingray from distance, do not provoke or corner.
Post Activity Procedures – Specific to Kayaking	As per SOP

Hazard Management – Specific to Kayaking - See Marine for general water hazards

Activity Specific Hazard	Management – I/E = Isolate/Engineer; A&T = Awareness & Training; PPE = Personal Protective Equipment	Potential Severity 1-10	Minimising Strategy
People (staff, participant, public)			
Kayak capsize	Most students can help themselves back into kayak. If needed further instruct competent adult helper to help paddler back into boat. If instructor required to help, ensure main group is under control.	3	A&T
Equipment (activity, emergency, other)			
Impact from paddle	Emphasize awareness of others around you. Provide extra instruction during a raft up around keeping paddle down and along boat until space to start paddling. If impact does occur, instruct injured to splash cold water on bruised area.	3	A&T
Damage to kayak from dragging	Review rules repeatedly. Highlight extra precaution when tide is low and oyster shells are more exposed. Choose launch and landing areas with minimum rocks, shells.	3	A&T
Impact from kayak while swimming / capsized	Advise and coach other kayakers to keep clear. Direct helper to opposite side of kayak to person in water, then to reach over empty kayak to balance the kayak while assisting person back onto kayak.	3	A&T
Environment (see marine hazards)			
Sharp rocks and shells	Ensure kayakers are wearing solid footwear before getting out on rocks or oyster shells. Choose landing area depending on tide and amount of oyster shells present.	5	A&T
Weather deteriorates	Prepare to change kayak area as appropriate – take rest at beach / land. Return to base if required	4	A&T

Emergency Response – Specific to Kayaking – FIRST STEPS – Camp Bentzon Emergency Procedures

STOP, THINK, ACT

3 Sharp Blows of the Whistle – All kayakers to go to nearest land (ideally back to camp)

If participant is in water / drowning distress. Focus on **stabilizing head/mouth above water** – DRS ABC . Set up appropriate tow .

Approved by	Erin Hyde	Date	July 2022	Review in	36 months – July 2025
Technical Advisor	Fiona Ryder	Date	Feb 2019	Comments	Review D106
TE / Audit		Date		Comments	