



SPORT  
**AUS**

MOVE IT AUS  
PARTICIPATION  
GRANT

MOVE IT AUS PROGRAM

**PADDLE OZ**

*Paddle*   
*Australia*



## ABOUT PADDLE AUSTRALIA

Paddle Australia is the peak national body for paddling in Australia. The Paddle Australia Qualification Scheme (PAQS) is the national benchmark for paddling, with PAQS presenting the highest standards of skills and safety to the general public, recreational paddlers, commercial operators and educational organisations.

Paddle Australia has six affiliated State Paddle Associations throughout Australia, namely Western Australia (PaddleWA), South Australia (PaddleSA), Victoria (PaddleVIC), New South Wales (PaddleNSW), Queensland (PaddleQLD) and Tasmania (PaddleTAS).

Each of these six State Paddle Associations has affiliated Clubs scattered around their region offering paddling to suit all ages and abilities from competitive discipline paddling, including Canoe Polo, Wildwater, Marathon, Ocean Racing, Slalom, Sprint, and Para Canoeing, to unstructured, fun, recreational paddling on lakes, moving rivers, and the ocean.

Paddling can be done in pairs, as a family, with a club or community group or as a social trip with friends.

***Paddling has something for everyone!***

The Sport Aus logo is a green shield-shaped emblem. Inside the shield, the words "SPORT" and "AUS" are written in white, bold, sans-serif capital letters. "SPORT" is smaller and positioned above "AUS".

**SPORT  
AUS**

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## MOVE IT AUS

'Move It Aus' is an initiative from Sport Australia to encourage inactive Australians to become more active, more often.

Paddle Australia has received support from Sport Australia under the 'Move It Aus' initiative to deliver the Paddle Oz program to high school aged children from rural and remote areas.

This program will introduce participants to the sport of paddling, providing education on basic water safety and paddling techniques, while also offering opportunities for participants to continue paddling at the conclusion of Paddle Oz.

## PADDLE OZ PROGRAM

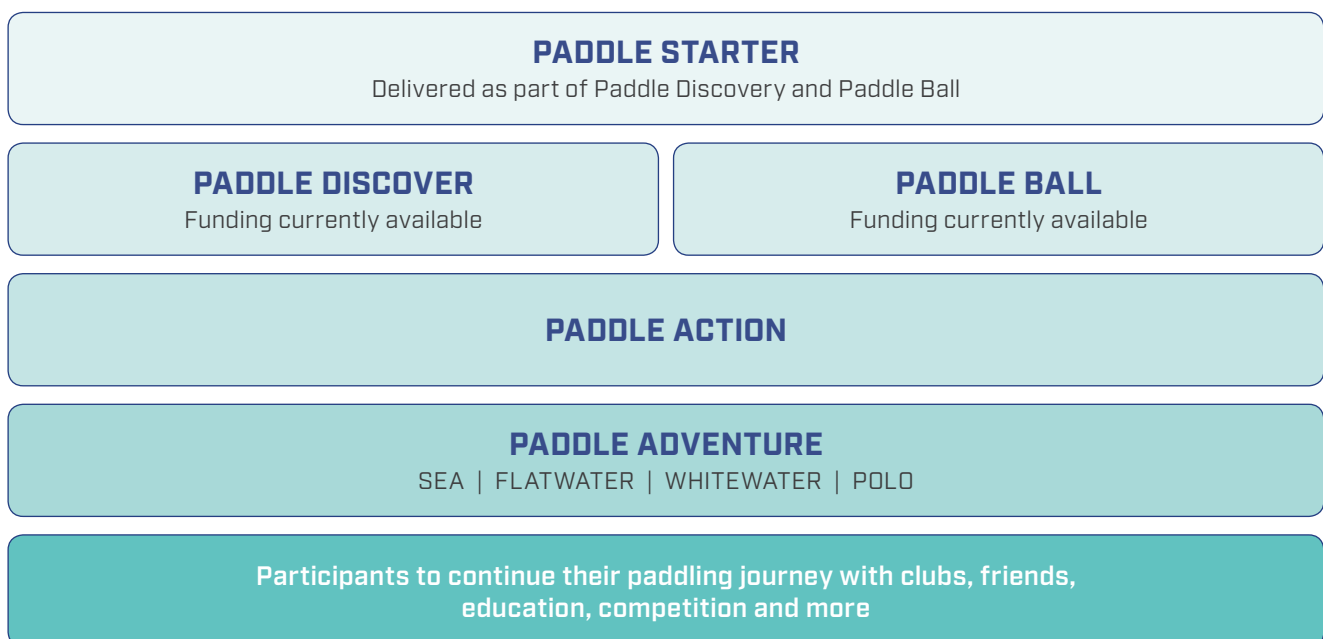
Paddle Oz is Paddle Australia's national participation program. With the support of Sport Australia's 'Move It Aus' initiative, two programs which form part of Paddle Oz will be offered as free paddling programs, consisting of 4 x 1-hour sessions, delivered at a lake, slow moving river or swimming pool nearby.

### AIMS OF PADDLE OZ

- Enable more young people to try paddling and stay paddling
- Engage young people in the sport of paddling through the power of play
- Provide a quality, enjoyable, sociable and safe introduction to paddling
- Eliminate barriers to participation by providing access to equipment and instruction
- Use games and activities to support experiential learning
- Establish basic paddling skills and knowledge that support future paddling pathways
- Provide a progression through to specialised areas of paddling
- Develop an awareness of all aspects of paddling
- Provide links to clubs, Paddle Education and other paddling opportunities
- Assist clubs in developing young paddlers
- Allow flexibility in delivery according to venues and situations
- Increase the level of safe paddling practices in the community through educating young people

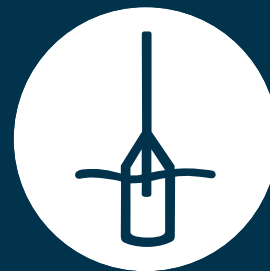
### PATHWAY

Below is the pathway for the complete Paddle Oz program. The 'Move It Aus' program will consist of the Paddle Discovery and Paddle Ball programs only.



# PADDLE DISCOVERY

The Paddle Discovery program is designed for participants to learn the basic skills of paddling in an experiential manner through a range of games and activities. Basic instruction may be required to consolidate learning from the games and activities. Very basic craft handling and safety skills should be achieved by the completion of this level.



## AIM OF PADDLE DISCOVERY

The Paddle Discovery program aims to introduce young people to the activity of paddling. Through the use of games, participants will learn basic paddle skills in a fun environment, discovering what an exciting activity paddling can be.

## VENUE

The venue for the Discovery program can be almost any swimmable, enclosed flat water. This program would work well in a swimming pool or a lake or on a slow moving river which would allow for a very controlled environment for safety and ease of communication during activities.

## EQUIPMENT

All equipment used for the program needs to be checked to ensure it is at a safe standard for its intended use.

### Equipment will include:

- Paddle craft - Sit on craft are Paddle Australia's craft of choice as they are cheap to purchase, robust and safe for wet exits. Single sit in kayaks are also suitable.
- Lifejackets
- Paddles
- Games resources

## DELIVERING THE PROGRAM

The Paddle Discovery deliverer is required to plan how they would like to run the program. Only a sample of a lesson plan is given so that deliverers can develop a delivery style that will suit the participants' abilities and requirements. The program needs to be delivered over a total of four hours.

The concept of the Paddle Discovery program is to introduce paddling and learn some skills through active participation in fun games and activities. Some teaching or demonstrations will be required but these would be best kept short and spread out.

The final objectives for the Paddle Discovery program are opposite. It is up to the deliverer to assist participants in reaching these objectives.

## OBJECTIVES

- Awareness of water safety
- Choose and fit your lifejacket and appropriate clothing for conditions
- Demonstrate basic knowledge and use for parts of paddle
- Get into and out of craft from shore without assistance
- Paddle your craft with an upright sitting position
- Change direction while paddling to follow a course
- Maintain balance while rocking craft from side to side
- Exit your craft, swim around, self-rescue with assistance
- Make appropriate safe decisions when paddling with others
- Improved water confidence

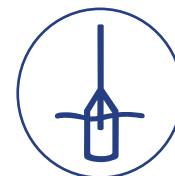
## BRIEFING CHECKLIST

Briefing may include but is not limited to:

- ☒ Introduction
- ☒ Clothing, footwear and weather protection check
- ☒ Purpose and duration of activity
- ☒ Lifejacket fitting
- ☒ Craft introduction
- ☒ Paddle introduction
- ☒ Strokes as required
- ☒ Launching
- ☒ Capsize procedure
- ☒ Communication
- ☒ Limits
- ☒ Foreseeable risks
- ☒ Warm up

# PADDLE DISCOVERY

## RECOMMENDED TRAINING SEQUENCE - 4 x 1 HOUR SESSIONS



### SESSION ONE

- 5 min Check names against registrations
- 15 min Complete briefing (briefing points provided)
- 5 min Water safety talk (e.g. look before you leap, water movement, never paddle alone, check the weather, tell someone where you are going)
- 5 min Launch (give assistance to steady craft)
- 15 min Forward, backwards and stopping stroke practise (games e.g. boat glide, before the ball)
- 10 min Paddle explore (if waterway allows or play another game)
- 5 min Exit water

### SESSION TWO

- 5 Min Check names against registrations
- 10 min Complete briefing (use questions to draw the answers from the participants and ask them to demo when required)
- 5 min Water safety talk (ask participants to recall these from last session)
- 5 min Launch (participants to launch themselves or assist each other)
- 5 min Introduce forward and reverse sweep strokes
- 15 min Sweep strokes game (360 race, cats and dogs)
- 10 min If weather and water quality allow, participants to capsize, swim around and under craft then tow craft to shore holding the handles
- 5 min Exit water

### SESSION THREE

- 5 Min Check names against registrations
- 10 min Complete briefing (ask participants to do briefing as a team)
- 5 min Water safety talk (ask participants to recall these from last session)
- 5 min Launch (participants to launch themselves)
- 5 min Forward and reverse sweep stroke recap from participants
- 10 min Introduce basic and feathered draw stroke
- 10 min Draw strokes games (e.g. cat and mouse)
- 5 min Bracing intro and practise. Once capsized, swim to shore
- 5 min Exit water

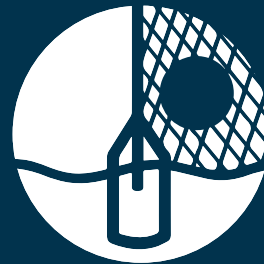
### SESSION FOUR

- 5 Min Check names against registrations
- 5 min Confirm briefing (quick recap)
- 5 min Launch
- 30 min Paddle explore or games (e.g. go fetch, blowing in the wind, sponge tag)
- 5 min Exit water
- 5 min Water safety reminder
- 5 min What happens next
  - › Hand out certificates
  - › Complete questionnaires
  - › Local paddling opportunities
  - › Local paddling contact



# PADDLE BALL

The Paddle Ball program is designed for participants to learn the basic skills of paddling in an experiential manner to enable them to develop skills and knowledge to participate in the team sport of Paddle Ball. Very basic craft handling, safety skills and rules of the game should be achieved by the completion of this level.



## AIM

The Paddle Ball program aims to introduce young people to the sport of Canoe Polo using a modified version of the game, known as Paddle Ball. The aim of the program is to promote an activity that can be delivered by a local community or group, on their local waterway or pool, targeting teenagers between 13-18 with little ongoing support required.

## VENUE

The venue for the Paddle Ball program can be almost any swimmable, enclosed flat water such as a swimming pool or similar venue which would allow for a very controlled environment for safety and ease of communication during activities.

## EQUIPMENT

All equipment used for the program must be checked to ensure it is of safe standard for the intended use.

### Equipment will include:

- Paddle craft - sit on craft are Paddle Australia's craft of choice as they are cheap to purchase, robust and safe for wet exits. Single sit in kayaks are also suitable
- Lifejackets
- Paddles
- Helmets with face guard are recommended but not mandatory
- Soft ball (such as a Wahu soccer ball)
- Goals - blow up goals can be purchased, otherwise a floating hula-hoop, rubber ring, or buoy etc will work

## DELIVERING THE PROGRAM

The concept of the Paddle Ball program is to introduce participants to paddling and the sport of Paddle Ball. This will help develop paddling skills through active participation. The Paddle Ball program will be delivered over a 4-hour program.

Some basic instruction and introduction to paddling should be completed prior to entering into the game of Paddle Ball.

The game itself can be played from 2 to 5 aside and can be unbalanced if necessary and split between skill levels. To identify the teams, we suggest different coloured netball bibs (with numbers if you need to identify specific players). You could play with more than 5 aside but this would be determined by the size of the "pitch" and how engaged everyone would be - i.e. more on the field, less ball contact etc.

## OBJECTIVES

- Choose and fit your lifejacket and appropriate clothing for conditions
- Show basic knowledge and use of parts of paddle
- Get into and out of craft from shore without assistance
- Paddle your craft with an upright sitting position
- Change direction while paddling
- Maintain balance
- Make appropriate safe decisions
- Awareness of water safety
- Improved water confidence
- Gain knowledge and experience the game of Paddle Ball
- Work as part of a team
- Strengthen relationships

## RULES

- Aim of the game is to get the ball into the goal (or net, hoop, buoy etc)
- Games can be played with up to 5 aside, preferably no more
- No catching allowed
- Ball must touch the water before it can be thrown
- No guarding the goal: patrolling is ok but sitting still is not
- Start is by coin toss: winner takes possession, loser chooses initial direction
- All start from behind the goal line
- After each score, return to goal line
- Hand to hand combat for the ball is ok but paddle to hand or any part of the body is NOT ok. The offender loses possession
- Any penalty results in loss of possession, with the ball handover at place of infringement
- No boundaries
- Ball still in play behind the goal
- No "travelling" with the ball

## BRIEFING CHECKLIST

Briefing may include but is not limited to:

- ☒ Introduction
- ☒ Clothing, footwear and weather protection check
- ☒ Purpose and duration of activity
- ☒ Lifejacket fitting
- ☒ Helmet fitting
- ☒ Craft introduction
- ☒ Paddle introduction
- ☒ Strokes as required
- ☒ Launching
- ☒ Capsize procedure
- ☒ Communication
- ☒ Limits
- ☒ Foreseeable risks
- ☒ Warm up

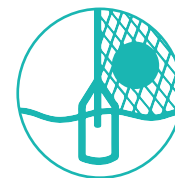
## PADDLE BALL SETUP

- Fields to be set up roughly 40 metres in length with a goal at each end
- Fields to be roughly 20 metres apart
- Goals to be weighted down
- Boats to be laid out and ready
- Paddles to be laid out and ready
- Lifejackets laid out in size order to expedite fitting of participants.
- Helmets laid out ready



# PADDLE BALL

## RECOMMENDED TRAINING SEQUENCE - 4 x 1 HOUR SESSIONS



### SESSION ONE

- 5 min Check names against registrations
- 15 min Complete briefing (briefing points provided)
- 5 min Water safety talk (e.g. look before you leap, water movement, never paddle alone, check the weather, tell someone where you are going)
- 5 min Launch (give assistance to steady craft)
- 10 min Forward, backwards and stopping stroke practise (games e.g. boat glide, before the ball)
- 5 min Split into teams
- 10 min Play a game of Paddle Ball
- 5 min Exit water

### SESSION TWO

- 5 Min Check names against registrations
- 10 min Complete briefing (use questions to draw the answers from the participants and ask them to demo when required)
- 5 min Water safety talk (ask participants to recall these from last session)
- 5 min Launch (participants to launch themselves or assist each other)
- 5 min Introduce forward and reverse sweep strokes
- 5 min Split into teams. Get teams to raft up facing each other
- 20 min Play a game of Paddle Ball using new skills. Make up of teams different to first week  
If necessary, develop powerplay – e.g. losing team gets double points
- 5 min Exit water

### SESSION THREE

- 5 Min Check names against registrations
- 10 min Complete briefing (ask participants to do briefing as a team)
- 5 min Water safety talk (ask participants to recall these from last session)
- 5 min Launch (participants to launch themselves)
- 5 min Introduce basic and feathered draw stroke
- 5 min Split into teams
- 20 min Play a game of Paddle Ball using new skills. Make up of teams different to first week  
If necessary, develop powerplay – e.g. losing team gets double points
- 5 min Exit water

### SESSION FOUR

- 5 Min Check names against registrations
- 5 min Confirm briefing (quick recap)
- 5 min Launch
- 5 min Introduce bracing
- 25 min Play a game of Paddle Ball using new skills
- 5 min Exit water
- 5 min Water safety reminder
- 5 min What happens next
  - › Hand out certificates
  - › Complete questionnaires
  - › Local paddling opportunities
  - › Local paddling contact



# FUNDING APPLICATION AND PROGRAM WORKFLOW

Program Coordinator	Paddle Australia	Participant
Complete funding request form		
Submit form to PA	Review request form	
	Advise applicant of funding result: approved / declined / pending	
Send PA invoice for 50% of approved funds	Pay invoice	
	Create program in education system	
	Email to PC (first program only): participant rego link, video, apparel order form/link, risk management template, program booklet, Paddle Oz games booklet	
Send participants registration link or advertise program link		
	Auto email sent to include: thanks for registration, contact, location, time, what to bring	Participants register in program (up to 36 hours prior) Info collected to include : registration, medical, waiver, preprogram questions
Plan program		
	Review registrations and advise PC of numbers (72 hours prior)	
	Potential request a revised funding application dependent on registration numbers	
Review and resend revised funding request and submit to PA		
	Review new funding request and advise PC	
	Send PC list of participants and info (24 hours prior) plus preliminary certificates	
	Send preprogram question results to SA	
Review participant registrations		
Complete preprogram checklist (24 hours prior to each session)		
Deliver program		Attend program
Send to PA: attendance records		
	Issue participant certificates	
	Email participants and PD post program feedback link	
Complete PC feedback		
		Complete participant feedback
Invoice PA for remaining approved funds		
	Follow up email to participants (3 months)	
PA: Paddle Australia	PC: Program Coordinator	PD: Program Deliverer
		SA: Sport Australia

# TRAINER CHECKLIST

For each program, the deliverer should complete a program checklist.

**Deliverer:**

**Program:**

**Date:**

**Session:**

## BEFORE PROGRAM AND LEAVING FOR SITE

- Sign in sheets ready or completed [trial canoeist forms]/ participant medical forms
- Check BOM weather forecast and determine how the forecast will affect your area of operation
- Review and adjust the risk management process for the given people, environment and equipment

## AT LOCATION

- Prepare all equipment and ensure all is in good repair  
*[Bungs are in, hatches attached, lose rope fastened, lifejacket attachments etc]*
- Prepare equipment for games e.g: buoys in water, markers, balls etc
- Check surrounding area for any new hazards e.g: broken glass, slippery ground etc
- Identify evacuation point
- Brief assistants on safety, session plan and roles for the session
- Welcome participants
- View medical forms to be aware of potential issues
- Deliver briefing and program

## AFTER PROGRAM

- Gear check and pack up  
*[Make note to repair any faulty equipment]*
- Location check for any equipment left behind
- Record new hazards or identified risks and forward to PA or MA
- Fill out incident forms / first aid reporting and forward to PA or MA

# STUDENT GROUP MANAGEMENT

## TIPS AND MESSAGING

- Be well prepared prior to the commencement of the program.
- Set the scene of expectations for the group and the leaders – fun, enjoyment!  
Why we are doing it? Feeling great after being active. Why do you, as an instructor, love sport?
- Be empathetic towards and aware of barriers to getting involved.  
e.g. never played sport before, body image, lack of confidence.
- Assign each participant a buddy who is responsible for accounting for them during the activity.
- Keep the participants within communication distance.
- Keep participants engaged throughout the program – emphasis on fun and playing age appropriate games.
- Ensure all participants are listening prior to giving instructions.  
Identify “ringleader” to help with keeping group engaged.
- Discontinue with instructions and wait if all participants are not paying attention.
- Use a buddy system when on and off the water.
- When walking to facilities go in pairs and advise PD.

## RATIOS

PA recommends a max ratio of 1:10 for the Move it Aus programs. The Paddle Oz deliverer should complete a risk assessment to determine if this ratio is appropriate for the intended group

## OTHER FORMS

Other forms to be used if required can be found on the Paddle Oz website found [here](#).



## RISK MANAGEMENT SAMPLE

### LIKELIHOOD

Level	Descriptor	Description
A	<b>Almost Certain</b>	<i>The event is expected to occur</i>
B	<b>Likely</b>	<i>The event will probably occur</i>
C	<b>Moderate</b>	<i>The event should occur at sometime</i>
D	<b>Unlikely</b>	<i>The event could occur at sometime</i>
E	<b>Rare</b>	<i>The event may occur in exceptional circumstances</i>

### CONSEQUENCE

Level	Descriptor	Description
1	<b>Insignificant</b>	<i>No injuries, low financial loss</i>
2	<b>Minor</b>	<i>First Aid treatment, medium financial loss</i>
3	<b>Moderate</b>	<i>Medical treatment required, high financial loss</i>
4	<b>Major</b>	<i>Extensive injuries, major financial loss</i>
5	<b>Catastrophic</b>	<i>Death, huge financial loss</i>

### RISK LEVEL

#### Consequences

Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
	1	2	3	4	5
<b>A</b> (almost certain)	S	S	H	H	H
<b>B</b> (likely)	M	S	S	H	H
<b>C</b> (moderate)	L	M	S	H	H
<b>D</b> (unlikely)	L	L	M	S	H
<b>E</b> (rare)	L	L	M	S	S

### RISK LEVEL EXPANDED

**H = High Risk**

**S = Significant Risk**

**M = Moderate Risk**

**L = Low Risk**

RISKS	RISK LEVEL		CAUSAL FACTORS	RISK MANAGEMENT STRATEGY
<b>Drowning</b>	Likelihood	E	People <ul style="list-style-type: none"> <li>→ Capsize, staff not able to rescue</li> <li>→ Not able to swim/keep head above water</li> <li>→ Medical condition</li> </ul>	<ul style="list-style-type: none"> <li>→ Participants briefed in capsize</li> <li>→ PDs trained and practise rescues</li> <li>→ Swim check done prior to activity</li> <li>→ Medical forms completed and checked</li> </ul>
	Consequence	5	Equipment <ul style="list-style-type: none"> <li>→ No lifejacket</li> <li>→ Lifejacket incorrectly fitted</li> <li>→ Lifejacket faulty</li> <li>→ No safety lines/handles</li> </ul>	<ul style="list-style-type: none"> <li>→ Lifejacket supplied, donned and check by PD at regular intervals</li> <li>→ Lifejacket condition checked by PD</li> <li>→ Craft has end handles or grab loops</li> </ul>
	Risk Level	S	Environment <ul style="list-style-type: none"> <li>→ Waves too large</li> <li>→ Caught in rip</li> <li>→ Water too deep</li> <li>→ Objects in water</li> </ul>	<ul style="list-style-type: none"> <li>→ Weather forecast checked</li> <li>→ Weather visually checked by PD</li> <li>→ PDs skilled in reading the water to avoid rips</li> <li>→ Launch and landing sites are chosen by PD</li> <li>→ One PD goes out first to check water</li> </ul>
<b>Separation</b>	Likelihood	E	People <ul style="list-style-type: none"> <li>→ Not paying attention</li> <li>→ Poor briefing</li> <li>→ Poor ratio choice</li> </ul>	<ul style="list-style-type: none"> <li>→ Signals and formation briefed prior</li> <li>→ Briefing points supplied</li> <li>→ Ratio of 1: 10 (as a guide)</li> </ul>
	Consequence	3	Equipment <ul style="list-style-type: none"> <li>→ Unfamiliar craft</li> <li>→ Incorrect gear</li> </ul>	<ul style="list-style-type: none"> <li>→ Program conducted close to shore</li> <li>→ Gear checked by PD</li> </ul>
	Risk Level	M	Environment <ul style="list-style-type: none"> <li>→ Strong winds</li> <li>→ Rips</li> <li>→ Tides</li> </ul>	<ul style="list-style-type: none"> <li>→ Weather and tides checked by PD</li> </ul>
<b>Cuts, Bruises, Sprains and Strains</b>	Likelihood	C	People <ul style="list-style-type: none"> <li>→ Incorrect technique</li> <li>→ Poor fitness</li> <li>→ Poor carrying technique</li> <li>→ Inappropriate behaviour</li> </ul>	<ul style="list-style-type: none"> <li>→ PD briefs and checks technique</li> <li>→ Regular breaks</li> <li>→ Craft to be carried in 2s if required</li> <li>→ Behaviour expectations are agreed by group</li> <li>→ Trailer loading and unloading is briefed by PD</li> </ul>
	Consequence	1	Equipment <ul style="list-style-type: none"> <li>→ Incorrect equipment</li> <li>→ Poorly maintained equipment</li> <li>→ Hit with paddle</li> </ul>	<ul style="list-style-type: none"> <li>→ Gear check by PD</li> <li>→ Paddle briefing and reminder given prior to games and activities</li> <li>→ Helmets worn if appropriate and available</li> </ul>
	Risk Level	L	Environment <ul style="list-style-type: none"> <li>→ Slippery surfaces</li> <li>→ Sharp items on ground</li> </ul>	<ul style="list-style-type: none"> <li>→ Surfaces are checked by PD, participants briefed</li> <li>→ All participants wear shoes</li> </ul>



RISKS	RISK LEVEL		CAUSAL FACTORS	RISK MANAGEMENT STRATEGY
<b>Hypothermia</b>	Likelihood	E	People <ul style="list-style-type: none"> <li>→ Not enough food</li> <li>→ Poor health</li> <li>→ Fatigued</li> </ul>	<ul style="list-style-type: none"> <li>→ Gear list sent prior</li> <li>→ Spare food available</li> <li>→ Short program time</li> <li>→ Regular stops</li> <li>→ Medical forms completed</li> </ul>
	Consequence	3	Equipment <ul style="list-style-type: none"> <li>→ Incorrect clothing</li> </ul>	<ul style="list-style-type: none"> <li>→ Clothing list sent prior</li> <li>→ Clothing checked</li> <li>→ Spare clothes carried</li> </ul>
	Risk Level	M	Environment <ul style="list-style-type: none"> <li>→ Cold conditions</li> </ul>	<ul style="list-style-type: none"> <li>→ Weather forecast checked prior to trip each day</li> </ul>
<b>Hyperthermia</b>	Likelihood	E	People <ul style="list-style-type: none"> <li>→ Not enough water</li> <li>→ Over exertion</li> <li>→ Medical reason</li> </ul>	<ul style="list-style-type: none"> <li>→ Drink breaks</li> <li>→ Spare water carried</li> <li>→ Medical forms checked</li> <li>→ Regular breaks</li> </ul>
	Consequence	3	Equipment <ul style="list-style-type: none"> <li>→ Incorrect clothing</li> </ul>	<ul style="list-style-type: none"> <li>→ Clothing list sent prior</li> <li>→ Clothing checked</li> <li>→ Spare clothes carried</li> </ul>
	Risk Level	M	Environment <ul style="list-style-type: none"> <li>→ Hot conditions</li> </ul>	<ul style="list-style-type: none"> <li>→ Weather forecast checked prior to trip each day</li> <li>→ Seek shade when possible</li> </ul>
<b>Sunburn</b>	Likelihood	C	People <ul style="list-style-type: none"> <li>→ Not applying sunscreen</li> </ul>	<ul style="list-style-type: none"> <li>→ Spare sunscreen carried</li> <li>→ Application time given</li> <li>→ Participants briefed on sun care</li> </ul>
	Consequence	1	Equipment <ul style="list-style-type: none"> <li>→ No hat</li> <li>→ No protective clothing</li> <li>→ No sunscreen</li> </ul>	<ul style="list-style-type: none"> <li>→ Equipment list sent</li> <li>→ Clothing checked</li> <li>→ Spare/s carried</li> </ul>
	Risk Level	L	Environment <ul style="list-style-type: none"> <li>→ Long time in sun</li> </ul>	<ul style="list-style-type: none"> <li>→ Seek shade when possible</li> </ul>
<b>Dehydration</b>	Likelihood	E	People <ul style="list-style-type: none"> <li>→ Not drinking</li> <li>→ Over exertion</li> <li>→ Incorrect clothing</li> </ul>	<ul style="list-style-type: none"> <li>→ Regular drink breaks</li> <li>→ Regular stops</li> <li>→ Small overall distance</li> <li>→ Towlines carried</li> <li>→ Clothing list issued, checked, spare/s carried</li> </ul>
	Consequence	2	Equipment <ul style="list-style-type: none"> <li>→ No water</li> </ul>	<ul style="list-style-type: none"> <li>→ Spare water carried/available</li> <li>→ Water locations noted</li> </ul>
	Risk Level	L	Environment <ul style="list-style-type: none"> <li>→ Hot conditions</li> </ul>	<ul style="list-style-type: none"> <li>→ Weather report/forecast checked</li> </ul>

RISKS	RISK LEVEL		CAUSAL FACTORS		RISK MANAGEMENT STRATEGY
<b>Medical conditions</b>	Likelihood	C	People	→ Unknown condition → Not completing medical form → PD not having access to medical info	→ Emergency contact details held by PD → Medical form is part of registration → Medical info is printed as part of participant list
	Consequence	2	Equipment	→ No first aid equipment	→ First aid kit available
	Risk Level	M	Environment	→ Triggers in area of program	→ Review medical info and avoid if possible and educate participants
<b>Fatigue</b>	Likelihood	E	People	→ Fitness level → Poor technique	→ Regular breaks → PD skilled in teaching correct technique
	Consequence	2	Equipment	→ Incorrect gear	→ Gear checked by PD
	Risk Level	L	Environment	→ Strong winds, waves, tide → Large distance	→ Weather forecast checked prior and during trip. Appropriate craft & gear for program

## SCHOOL AND JURISDICTIONAL REQUIREMENTS

### Notes:

Items to review include but not limited to:

- Lifejacket regulations
- Ratios
- Equipment to carry

### General:

- First aid kit to be carried
- Current First Aid and CPR award held
- Evacuation and emergency response plan in place
- A current Working with Children Check or equivalent is held by all PDs