

# Motueka Waka Ama – Event Operations and Safety Management Plan

## Waka Te Tasman



### BACKGROUND

Motueka waka ama club have been running this regatta for 12 years formally a long distance event the club decided to change the format into a stage race to try to attract novice paddlers to step up and meet the needs of most paddlers, offer more for the spectator and basically offer something different. It is well supported by the local community and businesses including the Kaiteriteri Recreation Reserve Board that manage Kaiteriteri including the foreshore and Aqua Taxis who supply our support boats as well as Wakatu inc. We have a typically sheltered coastline we haven't had to cancel an event so far and have alternative options for the novice races if conditions get rough.

### 1. INTRODUCTION

<b>Event Name:</b>	Waka Te Tasman		
<b>Event Dates:</b>	15/16 Nov 2013		
<b>Contingency Dates:</b>	17 Nov 2013		
<b>Event Locations:</b>	Kaiteriteri Beach. Races start and finish here. Kaiteriteri as one of two southern access points in to the Abel Tasman National Park		
<b>Race directors</b>	Todd Jago	0274335040	Roni Forsyth 0273328013
<b>Registrations coordinator</b>	Megan Wilson	0276638909	
<b>Tasman Harbour Master</b>	Steve Hainstock	0272461904	
<b>Event Start Time:</b>	Fri 15th 2pm Registration First race 3.30 race start 2 <sup>nd</sup> race start 5pm Sat 16 <sup>th</sup> first race start 8.30am 2 <sup>nd</sup> race start 1pm		
<b>Event numbers competitors and Spectators:</b>	240 competitors, 60 spectators		
<b>Event Tides:</b>	Fri 15th	3pm 1.1 m low tide.	9pm 3.7m High tide
	Sat 16 <sup>th</sup>	9.50am 3.7m high tide.	3.50 pm 1m low tide

# Motueka Waka Ama – Event Operations and Safety Management Plan

## Waka Te Tasman

### Event Outline:

#### Friday 15th November

W1 - Novice/Open/Masters/Senior Masters Men  
W1 - Novice/Open/Masters/Senior Masters Women  
W2 - Open Men, Women & Mixed  
W6 - Rangatahi J16, J19, Girls and Boys  
W6 - Novice Men, Women & Mixed

#### Saturday 16th November

W6 - Open/Masters/Senior Masters Men  
W6 - Open/Masters/Senior Masters Women

**Weather and sea state** Weather during mid Nov in Tasman Bay can still be slightly unsettled. A typical day would be a clear night with a sunny start to the day. Sea conditions are a calm morning with the wind picking up from NE (onshore) direction causing a sea breeze ,depending on the day the sea breeze can start early (10/11am) and finish early (3/4pm) or start late (12/1pm) and finish late (5/6pm) The sea breeze can cause a consistent steady breeze from 10 knots up to 20 knots with up to a metre chop and ride able waves. This can mean on the Friday pm racing could have some resonance of the sea breeze, with the sat am paddling generally calm and pm again can have the sea breeze. **Offshore winds** (W,NW,SW) generally brings gusty winds but small waves and paddling is reasonably sheltered. **On shore winds** (N,NE, E SE,S) generally choppiest sea and swell. **N, NE** is the favoured direction as it means heading into wind first and riding back **E, SE** are not so favoured. Race courses could be altered doing event depending on these factors.

**Forecasts** The Met service forecast for Motueka <http://www.metservice.com/towns-cities/motueka> gives the land forecast For the marine forecast <http://www.metservice.com/marine-surf/coastal/abel> is for Tasman bay and Golden bay. Kaiteriteri is at the head of Tasman bay and is fairly sheltered and the forecast is not always accurate for Kaiteriteri. Quite often the forecast mentions conditions for north of separation point which is less of a concern to it mentioning conditions south of separation point.

**VHF/Marine radio** Channel 22 gives marine forecast on a rotational basis for sea Areas Cook, Stephens and Abel Aqua taxis use Ch 24, Waka Te Tasman Radio Channel is Ch 17

**OC1 and OC2** For these events paddlers are required to wear a fluoro hat, top or vest. There can be boat traffic around and if conditions are choppy or poor visibility this helps with visibility, no matter the conditions paddler must adhere otherwise they will be pulled from event. The organisers have spare hats or vests if required.

# Motueka Waka Ama – Event Operations and Safety Management Plan

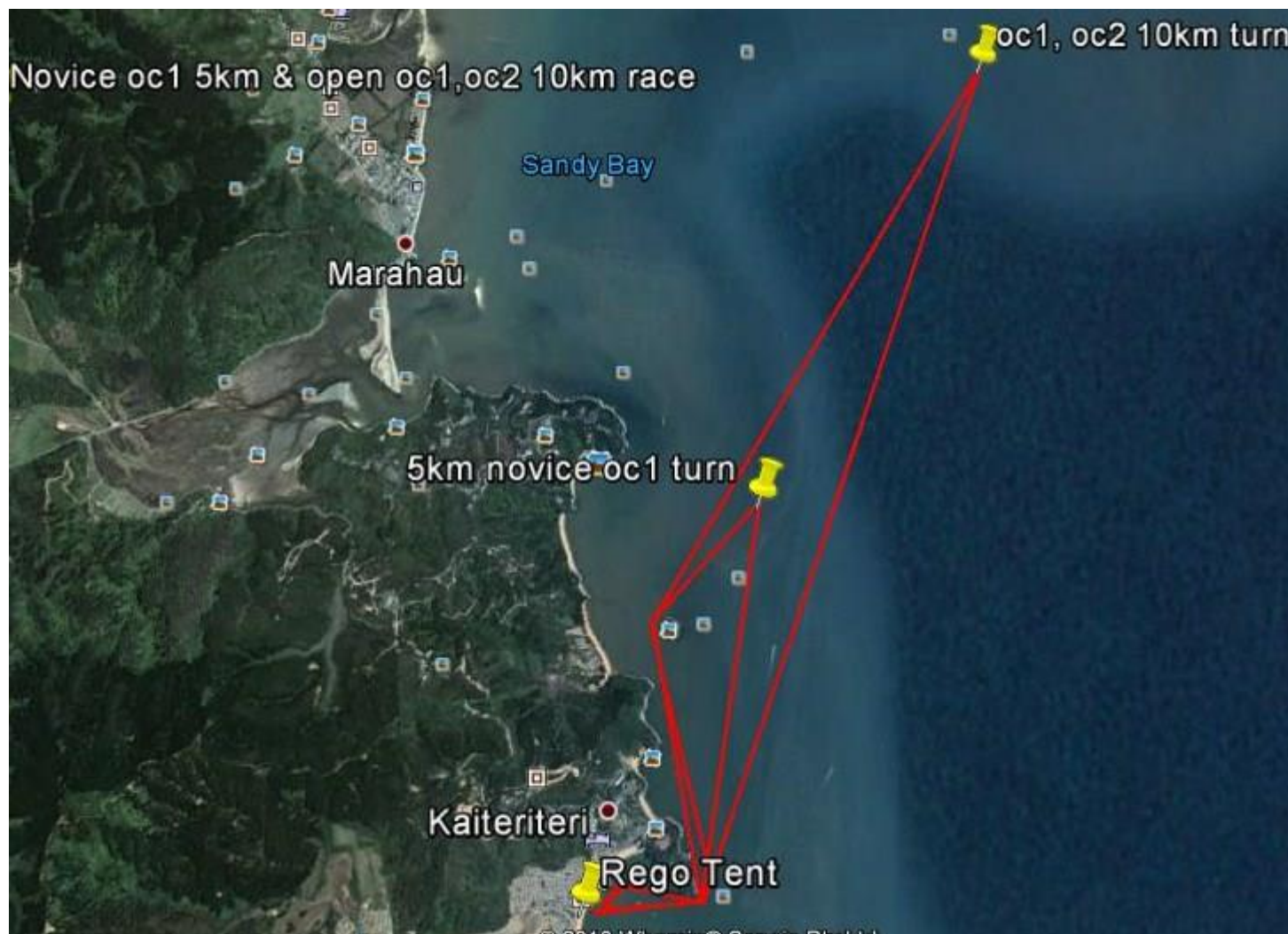
## Waka Te Tasman

<b>Waka time</b>	Waka Te Tasman runs on time as set out in race pack this is important for our support boat deadline requirements, meals etc .So races will start on time so make sure paddlers are ready and have all required safety gear well before safety checks. All races start in front of marques. Ensure paddlers have read race pack to understand procedures and all have read and understand the waiver form
<b>Waka</b>	Those hiring/loaning waka are liable for any loss or damage while in their use.
<b>Litter</b>	Please use rubbish bins provided and don't leave bottles, duct tape etc lying around on our lovely beach
<b>Incidents/Accidents</b>	Motueka waka ama club is now registered with the National incident data base <a href="http://www.incidentreport.org.nz">http://www.incidentreport.org.nz</a> which is managed by The Mountain safety council this site is used for mainly accidents, medical issues and near misses. A waka capsizing is a reality of this sport and will be reported only if there becomes an issue to the crew not being able to perform re-righting the canoe or there is an injury involve. Other potential incidents that could occur and would be reported are set out on pages 16-18. Maritime issues that arise with the public or commercial operators will be made know to The Tasman harbour master at the earliest practical time. Waka Te Tasman has had one serious medical incident in 2009 in the Men's OC2 event where a competitor suffered breathing difficulties and chest pains he was rushed to Hospital and discharged cause unknown.
<b>Race pack</b>	Competitors and team leaders need to read race pack to gain understanding of details like race itinerary, categories, how to register and particular focus on race rules! If unclear competitors should contact registration coordinator to clarify before race day.

# Motueka Waka Ama – Event Operations and Safety Management Plan

## Waka Te Tasman

Map 1: Events Novice OC1, Open OC1 & OC2



# Motueka Waka Ama – Event Operations and Safety Management Plan

## Waka Te Tasman

Map 2 Alternate Course for 10km OC1 and OC2 (Safe in offshore winds)



## Motueka Waka Ama – Event Operations and Safety Management Plan Waka Te Tasman

Map 3 Novice/Rangatahi OC6 10km 2 x 5km laps

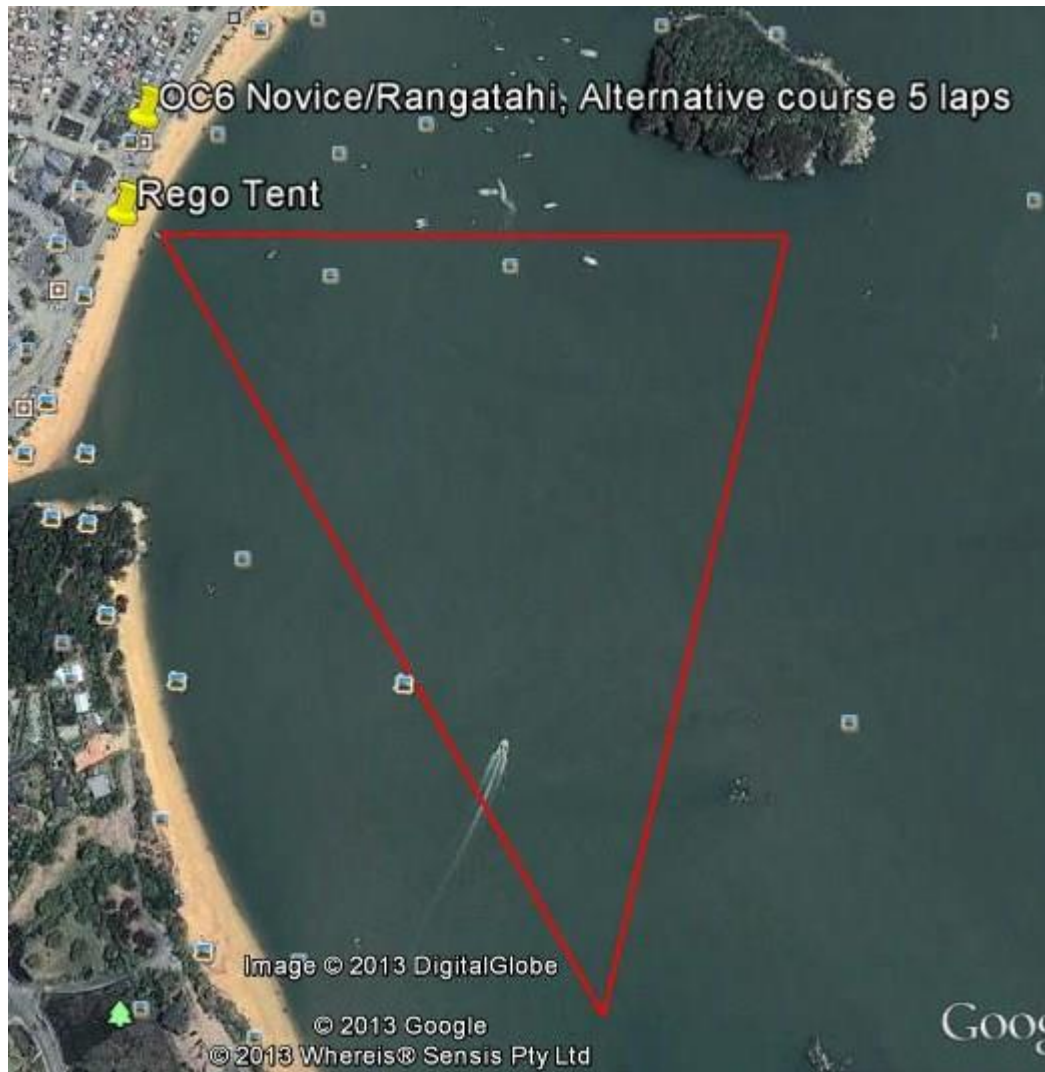




## Motueka Waka Ama – Event Operations and Safety Management Plan

### Waka Te Tasman

Map 4 Alternative course for Oc6 Novice/Rangatahi and OC1 novice 5 laps  
(safer in strong N,NE,E conditions)



## Motueka Waka Ama – Event Operations and Safety Management Plan

### Waka Te Tasman

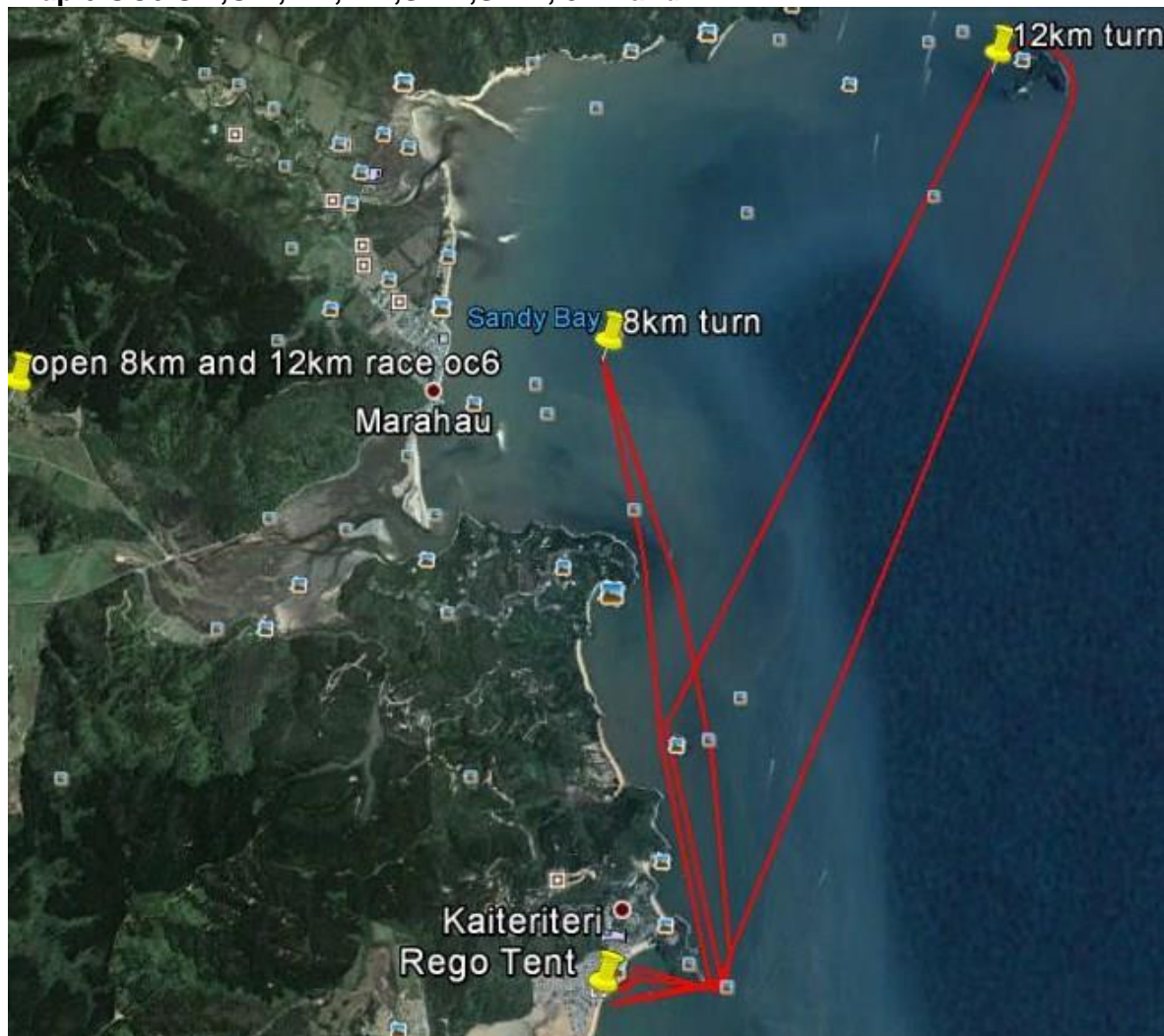
Map 5 OC6 OM,OW,MM,MW,SMM,SMW, 1km sprint





## Motueka Waka Ama – Event Operations and Safety Management Plan Waka Te Tasman

Map 6 OC6 OM,OW,MM,MW,SMM,SMW, 8km and 12km



## Motueka Waka Ama – Event Operations and Safety Management Plan

### Waka Te Tasman

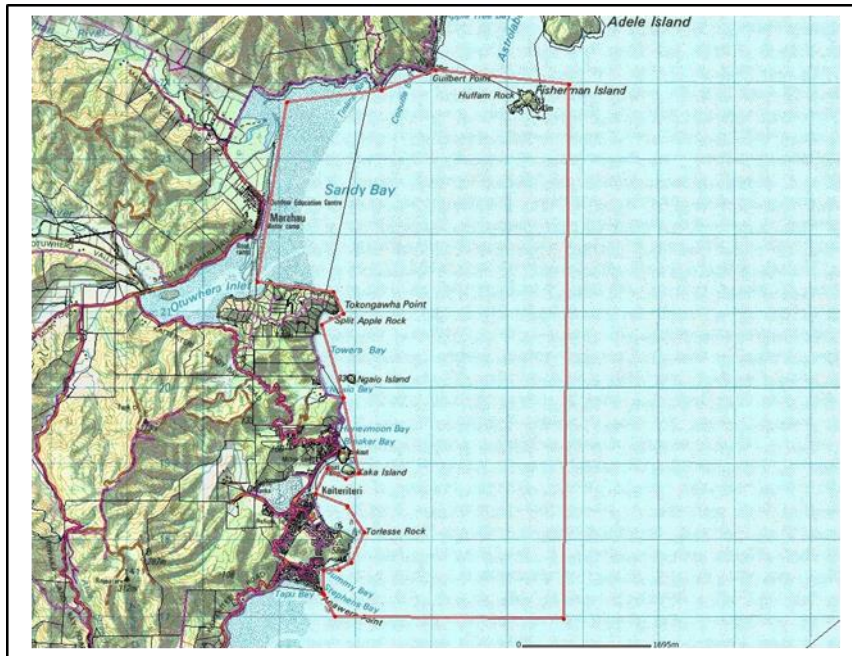
All finishes except 1km



# Motueka Waka Ama – Event Operations and Safety Management Plan

## Waka Te Tasman

Waka ama typically go over 5kph when racing so therefore require a speed up lift along with support vessels  
Approximate limits of speed-uplifted area for Waka te Tasman given by Tasman DC harbour master.

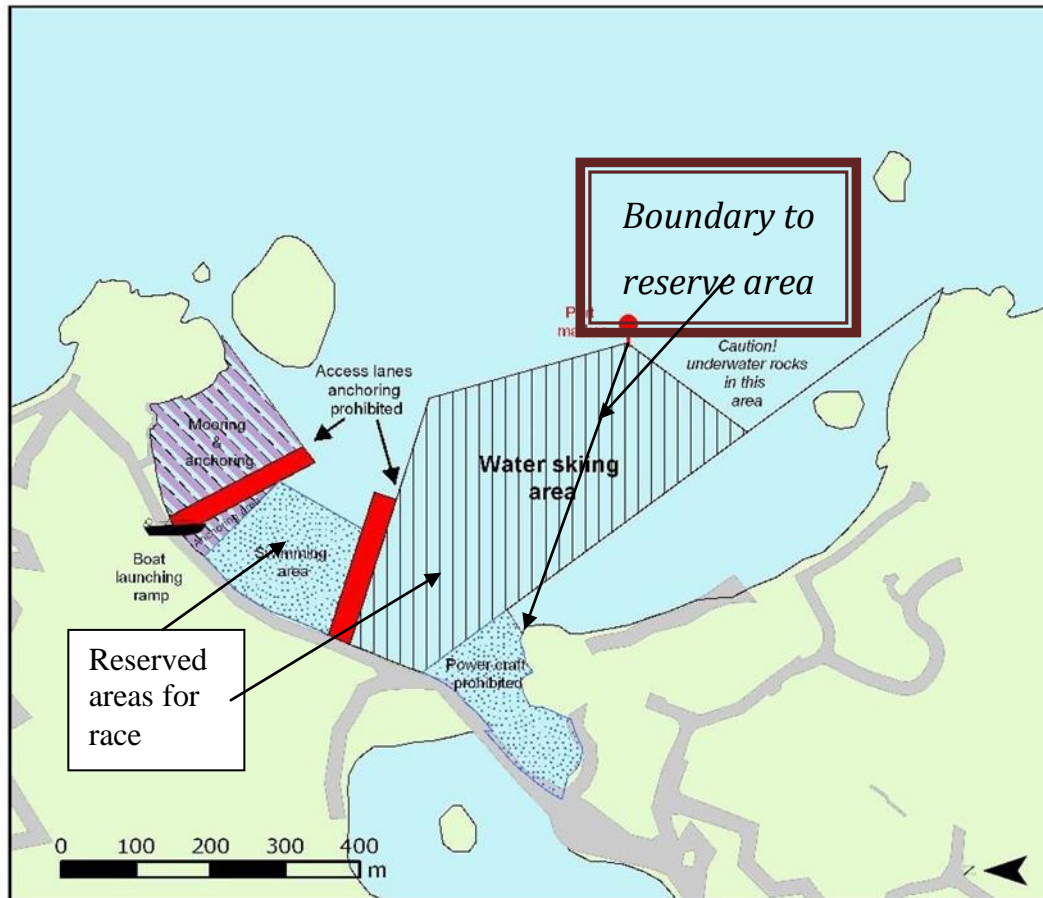




## Motueka Waka Ama – Event Operations and Safety Management Plan

### Waka Te Tasman

Limits of reserved areas for Waka Te Tasman at Kaiteriteri beach to allow for starts and finishes given by Tasman DC harbour master.



# Motueka Waka Ama – Event Operations and Safety Management Plan

## Waka Te Tasman



### EVENT WAIVER and AUTHORITY FORM

Team\_\_\_\_\_Club\_\_\_\_\_

Category entered\_\_\_\_\_

#### I declare that:

1. My accepted entry will not be transferred to another entrant.
2. In the event of any “act of God” conditions causing a cancellation of the event, my total entry fee is not transferable or refundable.
3. I acknowledge that there are risks involved with Waka Ama and fully realise the dangers of participating in an event such as this and fully assume the risks associated with such participation and my wellbeing during the event.
4. I understand and agree that situations may arise during the event, which may be beyond the immediate control of officials or organisers, and I must continually participate in a manner that does not endanger either myself or others.
5. Neither the organisers, the sponsors nor other parties associated with the event shall have any responsibility, financial or otherwise, for any risk incident that might arise, whether or not by negligence, from any direct or indirect loss, injury or death that might be sustained by me or any other party directly or indirectly associated with me, from my intended or actual participation in the event or its related activities.
6. I authorise my name, voice, picture and information on this entry form to be used without payment to me in any broadcast, telecast, promotion, advertising, or any other way pursuant to the Privacy Act 1993.
7. I agree to comply with the rules, regulations and event instructions of Waka Te Tasman 2013.
8. I agree to disclose on this waiver any medical conditions that may put myself or other paddlers at risk.
9. I consent to receiving medical treatment which may be advisable in the event of illness or injuries suffered during the event.
10. I confirm that I can swim 50 Metres/OR if I cannot swim 50 Metres I will wear a PFD during the race

***If Competitor is under 18 the Waiver must be signed by Parent or guardian. Please ☐ if so.***



## Motueka Waka Ama – Event Operations and Safety Management Plan

### Waka Te Tasman

Date	Paddlers full name	Signed	Parent/guardian signed.	Medical Conditions	Date of Birth

# Motueka Waka Ama – Event Operations and Safety Management Plan

## Waka Te Tasman

### 3. RISK ASSESSMENT

Past experience for the same or similar events	<i>11 years Prior experience with this event and the possible conditions 23 years local knowledge of marine area</i>
Anticipated number of competitors	<i>240 People</i>
Length of the course	<i>1km min to 12 km max</i>
Design of the course	<i>Variety of course all starting and finishing t Kaiteriteri except 1km sprint which starts 1km of beach and finishes at Kaiteriteri</i>
Proximity of the course to land	<i>Oc1/Oc2 open 3km of shore for less than 1km reducing to 40m 1km race, Oc1 novice 350m max of shore, Oc6 novice/rangatahi 350m max of shore, 1km race of shore, 8km race max 500m, 12km race Furthest point from shore 3.6km for approx. 3km then reduces to 2km down to 10m for approx. 3km</i>
Anticipated wave / surf size	<i>Less than ½ metre – 1 metre expected (maximum) chop or swell</i>
Assessment of paddlers ability of competitors	<i>Competitors abilities range from novice to experienced paddlers</i>
Any pre-entry qualifying criteria	<i>The safety briefing will cover the course, local weather patterns, tide times, wind direction and the likely effects on paddlers The safety briefing will cover how to raise assistance in an emergency, safe launching and exiting from the water, and safe beaching of Waka Competitors are to cross finish line between flag buoys. All competitors must have a life jacket. If unable to swim 50meters then must wear a life jacket. All competitors must be fit and competent of completing the course All Waka must complete a safety check</i>
Start / finish area	<i>The Start is off beach for all races except 1km sprint finish line will be in the water parallel with shore.</i>
Water temperature	<i>Expected to be approx 14 to 16 degrees</i>
Event apparel worn during event	<i>Club Uniform tops, no Jeans, Tracksuit pants etc</i>
Weather and tide / current conditions	<i>Tides will not adversely affect the events – tide times outlined above.</i>
Water quality assessment	<i>Water Quality in the area is good. <a href="http://www.tasman.govt.nz/environment/water/swimming-water-quality/">http://www.tasman.govt.nz/environment/water/swimming-water-quality/</a></i>
Other considerations	<p><b>Safety Requirements:</b></p> <ol style="list-style-type: none"> <li><i>All Competitors must have the waiver explained to them</i></li> <li><i>All competitors must sign a waiver confirming that they are able to swim</i></li> <li><i>All competitors must be fit and competent of completing the courses</i></li> <li><i>The event course will be printed and on clear display at the registration table</i> <ol style="list-style-type: none"> <li><i>Experienced, skippers and rescue craft will be on the course during the event 2 Safety craft will be on the water. Boats will be in VHF communication with an onshore race director</i></li> <li><i>Safety Boats will have their own safety briefing prior to the race.</i></li> <li><i>Motueka regional ambulance will be onsite. Danny Fowler 0272212122</i></li> <li><i>Each boat has ample lifejackets, first aid equipment, cell phone in a waterproof case, and emergency flare onboard. Two boats are commercial water taxis (Aqua taxis) with experienced skippers and have radio contact with many other vessels If required there will typically be a lead boat, sweep boat The chase boat will also have experienced skipper.</i></li> </ol> </li> <li><i>All starters and finishers will be counted</i></li> </ol>

## Motueka Waka Ama – Event Operations and Safety Management Plan Waka Te Tasman

	<ol style="list-style-type: none"> <li>6. A system for reporting withdrawal from the race (DNF) – will be adopted.</li> <li>7. There is ample time for each race but if a support boat feels a paddler or teams are struggling they will be asked to turn back</li> <li>8. Extreme weather conditions such as high wind and/or rain that jeopardise the safety of paddlers may lead to cancellation of the race. Event organisers will endeavour to inform all entrants of this by email or phone, or on the day at the event if adverse weather conditions arrive close to the expected start time.</li> </ol>
--	---

## RISK MANAGEMENT PLAN / RISK ACTION PLAN

EVENT	Waka Te Tasman	Race director	Todd Jago	Date	15/16 Nov 13
-------	----------------	---------------	-----------	------	--------------

<b>Risk: What could go wrong?</b>	<b>Cause</b>	<b>Prevention: Eliminate/ Isolate/ Minimise</b>	<b>Equipment</b>	<b>Check (tick)</b>	<b>Who is responsible?</b>	<b>Eliminate, Isolate, Mitigate</b>
<i>Injury related to the race</i>	<i>Pulled Muscle, fatigue, exhaustion, Heart Attack, chest pains</i>	<i>St Johns/doctors On sight, ICE and ambulance. Supports Boats aware of hazard and signs.</i>	<i>St John/MEDIC. Support Boats</i>		<i>Event manager / Onsite First aid</i>	<i>M, I</i>
<i>Paddler unable to continue</i>	<i>Person affected by alcohol, anxiety, inexperience, weather conditions etc</i>	<i>Support boats able to retrieve paddler and craft safely.</i>	<i>Support boat, Tow rope, communication</i>		<i>Race Director./Support craft</i>	<i>I, M</i>
<i>Drowning</i>	<i>Separation of canoe and paddler.</i>	<i>Ensure paddlers are aware of the course. Ensure they have a life jacket. Ensure Safety Boat communication with shore.</i>	<i>Have St Johns/doctor and Support craft (3) on the water.</i>		<i>Race director / Water support /boat drivers)</i>	<i>I</i>
<i>Wet / bad weather-causing race to be unsafe</i>	<i>Monitor weather.</i>	<i>Call off event if weather becomes to dangerous.</i>	<i>VHF/cell phone</i>		<i>Race director / Water support /boat drivers)</i>	<i>E</i>
<i>Spectators causing trouble.</i>	<i>Alcohol.</i>	<i>Have someone constantly patrolling the area. Call police if there is any kind of trouble.</i>	<i>Cell Phone,</i>		<i>Race director/ officials</i>	<i>I, M</i>
<i>unauthorised vessels entering any reserved areas</i>	<i>Unaware area is closed ignorance</i>	<i>Signs at boat ramp&amp; ski lane signs, adds in local papers, support boats to patrol while wakas are racing in reserved area</i>	<i>VHF, Cell phones</i>		<i>Race director/boat drivers/water support</i>	<i>E, M</i>

## Motueka Waka Ama – Event Operations and Safety Management Plan

### Waka Te Tasman

<i>Vandalism</i>	<i>Graffiti, Damage to Property and Buildings</i>	<i>Monitor throughout day.</i>			<i>Event manager</i>	<i>M</i>
<i>Drowning</i>	<i>Canoe capsizing</i>	<i>Capsizing Eliminated by using Double Hull waka All competitors to have a life jacket.</i>	<i>Life Jackets</i>		<i>Event manager / Water support (boat drivers)</i>	<i>M</i>
<i>Injuries</i>	<i>Running into something, pulling a muscle. Cut foot</i>	<i>First Aid Station, have ice available.</i>	<i>first aider</i>		<i>Event manager</i>	<i>I</i>
<i>Damage</i>	<i>To equipment, cars, public property, canoes etc...</i>	<i>Public Liability cover for any damage to property of the third party, including cover for illness from water drinking sources, serious injury or death of officials.</i>			<i>Event manager</i>	<i>M</i>

Hazard identification						
Event courses	Hazard		Steps to minimise		Steps taken	Responsibility
	Yes	No	Yes	No		
<i>Possible 30+ knot wind could come up and blow all the competitors off course – all the paddlers could be in trouble and need rescuing</i>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<i>Course checked by support craft roaming the course. With VHF radio's Event Manager to make the call to change the course should conditions require.</i>	<b>Event Manager</b> <b>Water support (Aqua taxi)</b>
<i>Paddlers could suffer fatigue, have a heart attack or epileptic seizure, cramp etc</i>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<i>Medical Condition disclosed on entry form and Safety craft following paddlers from start to finish &amp; VHF Radio Contact</i>	<b>Event Manager</b> <b>Water support (IRB, jet ski driver)</b> <b>Paddler</b>

## Motueka Waka Ama – Event Operations and Safety Management Plan

### Waka Te Tasman

Paddlers could capsize, get a knock on the head by ama or another waka /paddle	✓		✓		Race brief Safety craft following paddlers from start to finish & VHF Radio' contact with event base	Event Manager Water support (IRB, jet ski driver)
--	---	--	---	--	---	--

**b. Risk management: Identification of risks, causal factors and management via eliminate, isolate or minimise**

#### 4. SAFETY REQUIREMENTS (Equipment and Personnel)

Based on the risk assessment completed previously, personnel and equipment requirements will be determined for this event.

<b>Equipment Required</b>	<b>Number of equipment to be used</b>	<b>Number of experienced personnel</b>	<b>Personnel Competencies to use equipment</b>
Support Boat Aqua taxis (2) Private (1)	Three	1 per boat	Experienced skippers
Radios and other communication tools	Each boat must have access to mobile or VHF communication	N/A	VHF with on water safety.cell phones between land management

#### 5. COMMUNICATION PLAN

**It is expected that there needs to be direct (radio) communication between:**

- Race Director, Lead Support boat Driver and all other support boat drivers
- Ist aider



# Motueka Waka Ama – Event Operations and Safety Management Plan

## Waka Te Tasman

### 6. PRE START SAFETY COMMUNICATION TO PADDLERS

#### a. General Safety

##### Pre Race Safety Briefing:

1. *The safety briefing will cover the course, local weather patterns, tide times, wind direction and the likely effects on paddlers AND the explanation of the Safety Waiver.*
2. *The safety briefing will cover how to raise assistance in an emergency, safe launching and exiting from the water*
3. *Paddlers will follow marker buoys to direct paddlers of their correct path*
4. *It should be made clear to all paddlers that the race director/organiser or the event personnel can stop any paddler from competing/completing if they show signs that they will not complete it in an acceptable time or acceptable condition*
5. *The Course may be changed*
6. *There will be a process explained to all competitors should the race need to be stopped for any reason.*
7. *Competitors are to cross finish line between finish buoys*
8. *Paddlers should be encouraged to hydrate, dress appropriately and apply sunscreen prior to the event starting*
9. *All Waka must carry 2 bailers and 6 life jackets*
10. *All w6 waka must carry a Tow Rope 25m in length*
11. *All Waka Ama NZ Race rules apply*

##### Cancellation/Postponement

Extreme weather conditions such as high wind and/or rain that jeopardise the safety of paddlers may lead to cancellation/postponement of the race. Event organisers will endeavour to inform all entrants of this by email by 6 pm the day before the events or as early as possible on the day.

### 7. PRE START SAFETY COMMUNICATION TO HELPERS

- a. A register of all personnel present on the day of the event should be taken
- b. The Race director or appropriately trained representative should:
  - i. Run through all the safety and race instructions being given to the event paddlers
  - ii. Run through the risk assessment for the event
  - iii. Run through the role of the on water event personnel – support, rescue, first aid
  - iv. Run through the communication plan

# Motueka Waka Ama – Event Operations and Safety Management Plan

## Waka Te Tasman

- v. Outline what will happen in a rescue and/or emergency
- vi. Outline the role of the personnel;
  - at the start of the race
  - during the race
  - at the end of the race

### c. Personnel Wellbeing and Personal Safety

The Race director should also ensure that all event personnel have the right equipment. Event personnel should be wearing appropriate clothing for the conditions and they should wear a hat to protect from the sun and have sunscreen available to use. Event personnel should be adequately hydrated and fed for the event.

## 8. ON WATER SAFETY AND EMERGENCY MANAGEMENT

- A participant in distress will be approached by the closest available on water support personnel when they raise their paddle, or are in obvious distress.
- Event personnel will assess the severity of the situation and determine whether further assistance is needed. If not, then the paddler will head on their way
- If support is needed, then the personnel on the scene at that time will call for the assistance of the nearest rescue boat and immediately start administering first aid if possible.
- Another quick assessment will be made in the support boat by event personnel.
- If the situation is deemed an emergency, event personnel will immediately make radio contact (or cell phone call if needed) to the land based event manager.
- All efforts will be made to commence first aid treatment – dependant on conditions.
- Event personnel will then transport the participant to the agreed emergency rendezvous point where an advanced paramedic will be stationed and ready to administer medical support.
- In the event that a rescue boat has to take a victim to a different rendezvous point the land based event manager will liaise with the medical staff.
- Upon getting the emergency call from the water the advanced paramedic or primary care officers will ring for back up if needed and instruct additional ambulance and police to meet at the emergency rendezvous point.
- Race number of participant reported to the event manager.
- Boat crew in the support boat will continue first aid until it is suitable to hand over to the land based medical team.

# Motueka Waka Ama – Event Operations and Safety Management Plan

## Waka Te Tasman

The following minimum first aid resources will be available at the event:

- 1 x Race director
- Cell Phone
- At least 1 key personal with Current First Aid
- Ice
- Defibrillator ( In ambulance)
- On Call - 111 Ambulance

Resources will be positioned at the following locations:

- Start of the Event/Emergency Rendezvous point.
- In rough conditions a spotter will be up on Kaka point with communications with race director.
- At least 1 x Qualified First aider on the Water.

### 9. RESCUES OR FIRST AIDS DURING AN EVENT

The Race director should record all incidents during the course of an event - incidents will include:

- i. Event personnel supporting a paddler – but allowing that paddler to continue
- ii. Event personnel withdrawing a paddler who they feel is not able to continue the event
- iii. Event personnel rescuing a paddler who identifies themselves as being in distress via physical or verbal communication
- iv. All first aid interventions as highlighted on hazard identification table.

### 10. POST EVENT DE-BRIEF

There should be at least two levels of event de-brief.

- i. The Race director should meet with all on water event personnel immediately following the completion of the event. Areas to cover will include: an assessment of the risk factors, whether there was adequate on water presence, and areas where improvement could be made. This is a good time for the Race director to ensure that the volunteers are all okay (physically and emotionally) and thanked for their efforts.

## Motueka Waka Ama – Event Operations and Safety Management Plan

### Waka Te Tasman

- ii. If there are other key authorities involved with the event, such as Harbour Master, Police etc then they should be included in this meeting if required.

The purpose of the de-brief is to run through all aspects of the event for the purpose of assessing the effectiveness of the planning for this event, and areas that improvements could be made for similar events be held in the future.

Notes from these meetings should be recorded.

#### 11. POST EVENT SAFETY DE-BRIEF WITH ON WATER PERSONNEL

Date:

Time:

Venue:

Incident Summary:

- # Interventions where the paddler continued
- # Interventions where a paddler was withdrawn
- # Rescues
- # First aid interventions

General comments from the event personnel about the event: