



Flatwater (Canoe Sprint) Competition Safety Checklist

Introduction & Instructions

This checklist is the minimum standard to ensure safety of **competitive flatwater (canoe sprint) activities** of Australian Canoeing affiliates. Its purpose is to ensure that all appropriate steps have been taken to ensure the safety of participants in Australian Canoeing sanctioned paddling activities.

How to use this checklist:

When organising competitive events – Complete this checklist to confirm that all reasonable steps have been taken to ensure the safety of all participants.

Where an action or activity is not required, tick the NO column and note why in the comments column.

NOTE: This checklist does not negate the requirement to follow the ICF rules for Canoe Sprint as modified by national and state canoeing body requirements and local regulatory authorities.

Information about the Activity Safety Checklist

Name of organisation hosting activity:	
Name of activity:	
Competition Manager	
Chief Safety Officer	
Description of activity and participants: <i>Participants includes competitors, coaches, officials, assistants and other volunteers and spectators</i>	
Activity date(s) and time(s):	
Activity venue(s)	
Other relevant information about the activity	



Checklist

Have the following steps been actioned?	Yes	No	Date completed	Comments (if applicable)
<p>1.1. Prevention – Screening and Prohibited Person Declarations</p> <p>(a) (mandatory) Have all of the following personnel been screened* for their roles, whether appointed or seeking appointment with Australian Canoeing, State Associations, or Affiliated Clubs for reward:</p> <ul style="list-style-type: none"> ▪ Coaches and registered Instructors and Guides ▪ Volunteer personnel who will or are likely to travel with canoeists under 18 years of age; and ▪ Persons in a role in which that person is likely to have individual and unsupervised contact with canoeists under 18 years of age? 				
<p>(b) (highly recommended) Have all of the following personnel been screened* for their roles, whether appointed or seeking appointment with Australian Canoeing, State Associations, or Affiliated Clubs not for reward:</p> <ul style="list-style-type: none"> ▪ Volunteer coaches and Registered Instructors and Guides who will or are likely to travel away with teams of canoeists over 18 years or age; and ▪ Persons whose role means that person is likely to have contact with canoeists under 18 years of age but where such contact is supervised at all times by another adult. 				
<p>* Screening means: • Checking the Preferred Applicant's referees; • Interviewing the Preferred Applicant as to their suitability for the proposed role and their suitability for involvement with children under 18 years of age; and • Obtaining a Police Check of Preferred Applicants and Existing Approaches.</p>				
<p>(c) (In the event that the person screened is found to have committed any criminal offences or whose history suggests that he/she may be a questionable candidate for the role) has appropriate action been taken? Refer to Australian Canoeing Member Protection By Law, for details of appropriate action.</p>				

Have the following steps been actioned?	Yes	No	Date completed	Comments (if applicable)
1.2. Breaches (a) Harassment– Do you have a policy and procedure to prevent or deal with harassment of any kind during your activity, including: * <ul style="list-style-type: none"> ▪ Sexual harassment ▪ Racial harassment ▪ Sexuality harassment ▪ Disability harassment ▪ Abuse ▪ Vilification ▪ Discrimination – direct and indirect? 				
(b) Codes of behaviour Have you circulated, posted the appropriate codes of behaviour to the participants *				
(c) Complaint resolution Do you have a system for complaints or protests *				
(d) Appeals Have you procedures in process to exercise the appeals process as outlined in Clause 18 of the AC Member Protection By Law? *				
* 1.2 may be part of your membership/entry requirements (notation of AC's policies in the entry or membership form)				

2. Risk Management

Have the following steps been actioned?	Yes	No	Date completed	Comments (if applicable)
The risk management plan should be appropriate to the size of the activity and venue characteristics. It should be simple and easy to follow				
2.1 Risk Management – Has an emergency Management Plan been developed, which includes the following:				
(a) Chain of command <ul style="list-style-type: none"> ▪ Establish <ul style="list-style-type: none"> ▪ Chief Official ▪ Chief Safety Officer ▪ Technical Director ▪ Who will report to whom in the event of an emergency? 				

Comment; A structure that includes overall command, area commands (e.g. Chief Safety Officer) and instant communication through the structure is required. Size and number is determined by size of the competition.



Have the following steps been actioned?	Yes	No	Date completed	Comments (if applicable)
<p>(b) Communication systems and technology</p> <ul style="list-style-type: none"> ▪ Communication technology (mobiles, radios, satellite phones etc) that can be relied upon to work at the venue been organised? ▪ Has emergency response information been documented and is it readily available in the event of an emergency that requires external assistance? Information should include: <ul style="list-style-type: none"> ▪ Communication and contact details ▪ Escape route and location information ▪ Participant lists ▪ Medical forms ▪ Transport details. 				
<p>(c) Emergency procedures</p> <p>i) Have emergency procedures been developed and documented, for each of the following events (as applicable):</p> <ul style="list-style-type: none"> ▪ Serious injury or fatality ▪ Serious threats to personal safety from high-risk environmental conditions (e.g. flood, storm, bushfire, etc.) ▪ Lost participants ▪ Behavioural management problems? 				
<p>Activity managers may choose to use 3rd party groups for first aid and safety including; St Johns, Security guards, SES, etc.</p>				



Have the following steps been actioned?	Yes	No	Date completed	Comments (if applicable)
ii) Do the emergency procedures include (as applicable): <ul style="list-style-type: none"> ▪ Priority of tasks: immediate, second, third ▪ Roles and responsibilities ▪ Exit routes, emergency and evacuation procedures ▪ Contact details for Chief Official, and program administrators as required ▪ Contact details for police, rescue and medical services in the area ▪ Communication modes and protocols ▪ Location management ▪ Vehicular access ▪ Boat access ▪ Helicopter access ▪ Identification of nearest medical facilities ▪ Identification of natural hazards and appropriate response (as required) ▪ Post incident management: contact of insurer, legal procedures, post incident trauma, counselling? 				

3. People

Have the following steps been actioned?	Yes	No	Date completed	Comments (if applicable)
3.1. Competition Manager Responsibilities (often known as the Chief Official) Has the Competition Manager completed the following minimum responsibilities (as applicable): <ul style="list-style-type: none"> ▪ Appointed a Chief Safety Officer ▪ Chief Safety Officer has <ul style="list-style-type: none"> ▪ Researched likely hazards ▪ Confirm participants experience/capabilities ▪ Ensure a full briefing of ALL participants is clearly carried out and understood ▪ Check environmental conditions (weather reports) and as appropriate river levels, etc. 				

Have the following steps been actioned?	Yes	No	Date completed	Comments (if applicable)
<p>3.1. Competition Manager Responsibilities (cont.)</p> <ul style="list-style-type: none"> ▪ Ensure that all equipment is <ul style="list-style-type: none"> ▪ Set up and fully operational ▪ Or stored ready for its intended use ▪ Has each team leader received printed or written instructions, at least 5 hours before the beginning of the competition, containing, among other things, "obligatory safety equipment requirements?" ▪ Confirm head count before the activity with provision for checks during and after activity ** ▪ Have systems to confirm the physical and psychological condition of the group ▪ Designate responsibility to other leaders <p>**Participant group management including areas such as head count may be relaxed for adults out of competition and transferred to team leaders for junior groups (team leaders must be informed of the requirements prior to the event).</p>				
<p>After the activity</p>				
<ul style="list-style-type: none"> ▪ Confirm headcount ▪ Notify appropriate persons of safe completion ▪ Check all equipment on return? 				
<p><i>For junior programs a boat or competitor number that must be handed in at the end of competition is recommended.</i></p> <p><i>Officials and volunteers should be clearly marked with a hat, vest or tag which is counted out and in.</i></p>				
<p>3.2. Competency and qualifications of Officials</p> <p>Are all officials qualified for the roles that they will perform at the event?</p> <ul style="list-style-type: none"> ▪ Proof that their qualification and skills are current – this means: <ul style="list-style-type: none"> ▪ Registration / re-registration was less than 4 years ago ▪ Coaches and Officials have consistently complied with and observed the constitution, bylaws, regulations of AC. 				



Have the following steps been actioned?	Yes	No	Date completed	Comments (if applicable)
<p>3.3. First Aid</p> <p>Do you have first aid services within immediate access that comply with your state’s regulations for;</p> <ul style="list-style-type: none"> ▪ First aider numbers ▪ First aider qualifications ▪ First aid kit requirements ▪ Has the Competition Manager ensured that all event staff and participants (as necessary) are fully briefed on: <ul style="list-style-type: none"> ▪ First aid personnel, services and procedures ▪ Emergency procedures ▪ The role of each staff member & participant ▪ The chain of command ▪ Codes of behaviour ▪ Communication systems and technology ▪ Weather conditions (as relevant) ▪ Other information as relevant to the event. 				
<p>3.4 Ratios and group size</p> <p>Competition control</p> <ul style="list-style-type: none"> ▪ Is there a dedicated Radio or Communications coordinator <ul style="list-style-type: none"> ▪ Do they have direct access to the Chief Safety Officer ▪ Are safety personnel appropriately qualified and trained ▪ Are there enough safety personnel to see all competitors during the event ** ▪ Are there enough craft to clear the water in the event of an emergency*** ▪ Is there direct communication between the Competition Manager and the Chief Safety Officer ▪ Is there a method to rapidly inform the entire activity of; <ul style="list-style-type: none"> ▪ Abandonment ▪ Emergency mustering ▪ Have all competitors been made fully aware of their obligation to rescue competitors in danger 				



** Safety personnel numbers are determined by the age and experience of the competitors and the conditions at the venue.

*** Minimum rescue craft:

- There must be enough rescue boats to warn/evacuate the venue in the event of an emergency. Numbers will be determined by the age and experience of the competitors, the remoteness of the warm up area, the width depth and water temperature of the venue.

<p>3.5. Skills of participants</p> <ul style="list-style-type: none"> ▪ Has the Competition Manager taken all reasonable steps to ensure that participants are competent to participate in the proposed activity? ▪ Is there a system for refusal of participation to anyone who is considered not sufficiently capable or responsible? 				
<p>For adult groups a self screening system may be used</p>				

4. Equipment

Have the following steps been actioned?	Yes	No	Date completed	Comments (if applicable)
<p>4.0. Equipment</p> <p>a) Have all possible eventualities been considered when selecting equipment for the activity?</p> <ul style="list-style-type: none"> ▪ Waterproof ▪ Floats ▪ Battery life ▪ Shock resistance ▪ Portability ▪ Range 				
<p>b) Have measures been put into place to ensure that all necessary equipment (including emergency supplies) is available to all participants, as and where appropriate for the event?</p>				



Have the following steps been actioned?	Yes	No	Date completed	Comments (if applicable)
4.1. Boats and associated equipment <ul style="list-style-type: none"> ▪ Are the kayaks and canoes used suitable for the nature of the activity, and the skill levels of all participants? ▪ Are all ICF class vessels scrutinized for positive buoyancy ▪ If not using ICF class craft, do you have clear craft rules? ▪ Is scrutineering arranged for all craft 				
4.2. PFDs Have competitors been informed prior to and briefed on PFD competition rules <ul style="list-style-type: none"> ▪ Under 16s – mandatory PFD wearing ▪ Poor conditions – at discretion of Safety Officer 				
4.3. Maintenance, replacement and storage of equipment <ul style="list-style-type: none"> - Is all equipment used in canoeing activities used, maintained and stored according to manufacturers' instructions where applicable? 				

5. Incident Reporting

Have the following steps been actioned?	Yes	No	Date completed	Comments (if applicable)
5.1. Recording and reporting incidents: <ul style="list-style-type: none"> ▪ Do you have a record system for accidents, incidents and injuries ▪ Are all accidents, incidents and injury details forwarded to Australian Canoeing 				



6. Other requirements

Have the following steps been actioned?	Yes	No	Date completed	Comments (if applicable)
<p>6.1 Clothing</p> <p>Are competitors informed prior to and briefed on</p> <ul style="list-style-type: none"> ▪ Wearing SunSafe clothing ▪ Hat ▪ Shirt ▪ Sunglasses ▪ Sun cream ▪ Lip screen ▪ Wearing clothing appropriate to the environmental conditions ▪ Wearing footwear appropriate to the launching and landing area as well as possible landing areas in emergency situations 				
<p>6.2 Food and drink</p> <ul style="list-style-type: none"> ▪ Are competitors briefed on the local availability of drinking water, and retail supplies of food and drink ▪ Do safety vessels carry suitable emergency water supplies (min 4 litres) ▪ Is water available at all first aid stations ▪ Is water available at the competition control centre 				

End of Checklist

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