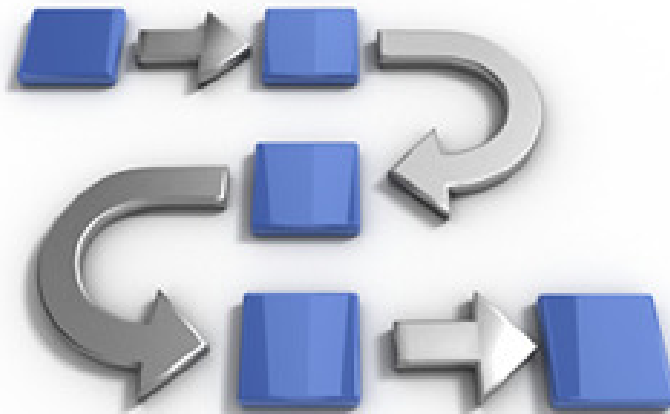


Pittwater Outrigger Racing Club Inc



Operational Handbook

(Version 1.1 - RELEASE)



Operational Handbook



Prepared By

Document Owner(s)	Club/Organization Role
Ron Gaschk	Pittwater Outrigger Racing Club Inc. (Vice President)

Version Control

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Introduction

A short message from the Club President



As president and a member of an enthusiastic committee, I am proud of the growth of the club and the efforts of the management team and our club members.

The growth necessitates some formalisation of the processes to streamline the club's activities, reduce the burden on committee members, as well as inform members of their obligations to maximise the enjoyment for all participants.

Please read these guidelines for everyone's benefit, and to maximise yours.

Let's all enjoy the new season.

See you all out there on the water.

George Floth

Intended Audience

Distribute to financial members of Pittwater Outrigger Racing Club Inc
(www.pittwateroutriggers.com)

Feedback and Changes

If you notice something that doesn't look right, or want to add some new information, please contact the Club Secretary (pittwateroutrigger@gmail.com) or any of the Committee Members.



Club structure

The Committee

The current Committee consists of the following members as voted on 17th September 2011.

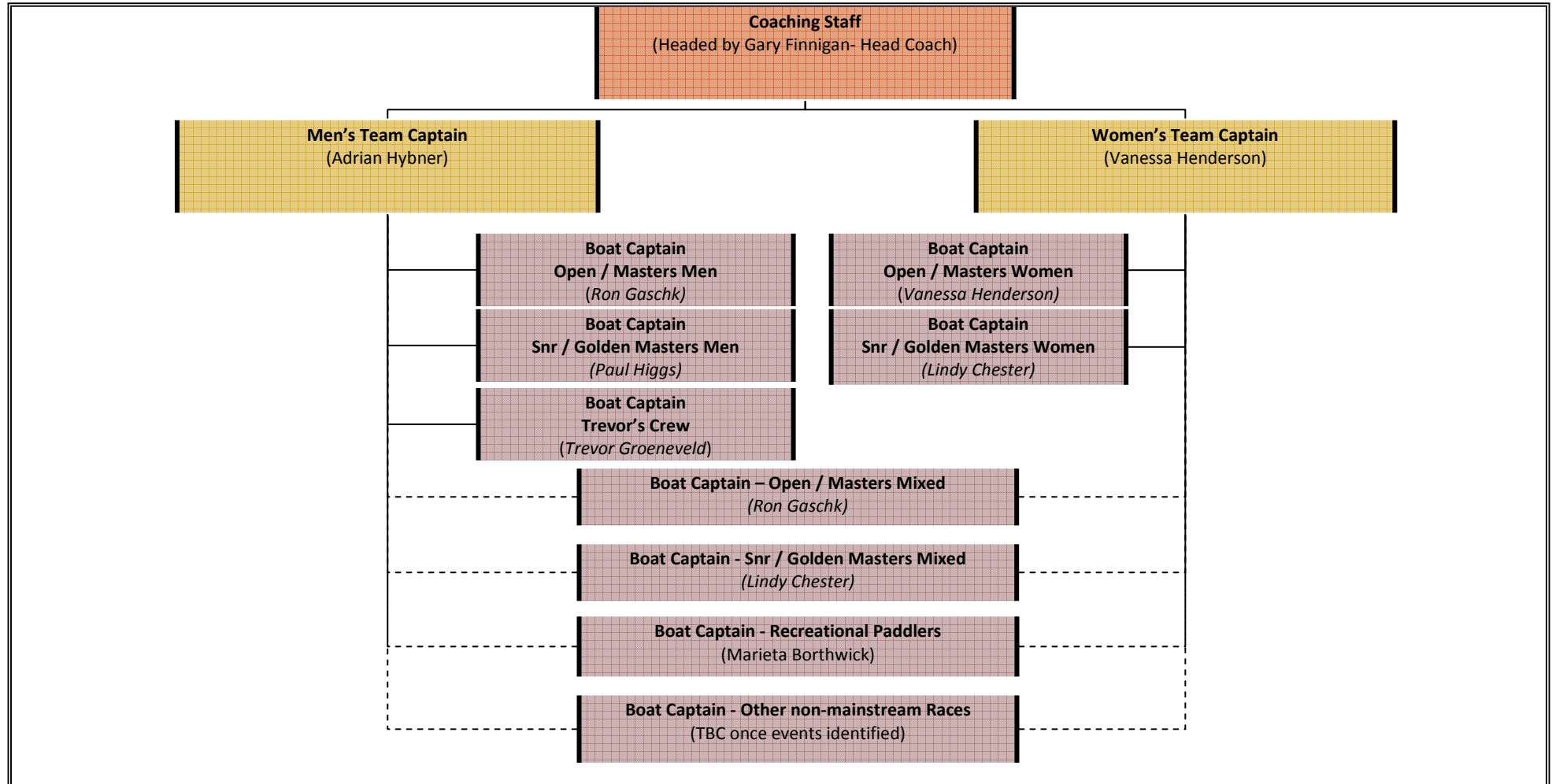
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Treasurer	Paul Higgs	E: paulhiggs123@gmail.com
Head Coach & Registrar	Gary Finnigan	E: garyfinnigan@bigpond.com
Women's Team Captain	Vanessa Henderson	E: vanessajhenderson@hotmail.com
Men's Team Captain	Adrian Hybner	M: 0410 644 985
General Committee 1.	Hillary Lamb	E: hilary.lamb@crossmark.com.au
General Committee 2.	Christopher McCulloch	E: wombatpaddle@hotmail.com

Club Coaching Support Staff

The following chart outlines the different levels of coaching support roles required to assist the Head Coach. The roles have been aligned to the potential race categories and support the overall club goal of fielding Men's, Women's and Mixed Crews.

The roles and responsibilities are further defined in Appendix D - Coaching Support Staff - Roles and Responsibilities.

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Paddler Groups

The Club has adopted the following structure based on three distinct paddler groups that exist across the membership today. The groupings will help the club coaching staff align training programs and related outrigger activities to the specific group goals.

	RACE PADDLER	RECREATIONAL PADDLER	NEW / RETURNING PADDLER
Profile	<p>Paddlers who want to Race.</p> <p>They commit to regular on/off water training, commit to most regattas, and have a strong desire to compete.</p> <p>They are less interested in social aspects.</p>	<p>Recreational / Social Paddlers are keen to paddle and keep fit.</p> <p>They may decide to participate in a few races here and there, but are not regular racers.</p> <p>They enjoy paddling and social aspects of outrigger canoeing.</p>	<p>New Paddlers with little to no experience.</p> <p>New Paddlers with experience, joining from another club</p> <p>Paddlers returning after extended absence</p>
Training	<p>Minimum of 3 on-water training sessions per week to remain competitive.</p> <p>Weekly off-water training to achieve overall fitness.</p> <p>Train with race crew.</p> <p>Time trial to achieve top crew position.</p>	<p>Attend at least 1-2 training sessions per week.</p> <p>Combine off-water training to maintain overall level of fitness.</p> <p>Train with variety of crews.</p>	<p>Initial assessment by Head Coach to determine appropriate training program</p>



Introducing a NEW paddler into club

First time paddlers will be invited to a dedicated training time (currently 6:30AM Saturday) to ensure a smooth and safe introduction into the sport of outrigger canoeing.

The Head Coach is responsible for conducting an initial assessment of previous experience, possible injuries, and general fitness.

Returning paddlers who have not paddled for 12 to 18 months or more would also be required to go through the brief assessment with the Head Coach before committing to more aggressive training sessions.

Following the assessment, the Head Coach (or nominated Team/Boat Captain) will then oversee the three (3) free sessions each new paddler is entitled. Each of these sessions must be recorded in the AOCRA Indemnity Handbook located at BYRA.

On completion, the Head Coach will make recommendations on which training sessions would be most suitable for the paddler.

At this stage, paddlers who would like to as members will be directed to complete the membership form (available on www.pittwateroutriggers.com).

The Head Coach provides each paddler with the club documentation, including:

- Club Welcome Pack
- Operational Handbook
- Risk Management Policy
- Membership Form (*including shirt order form*)



Training session guidelines

The Club has a responsibility to provide a safe paddling environment for its members and anyone looking to paddle for the first time.

Paddlers are welcome to attend any / all of the training sessions after firstly consulting with the Head Coach. The Head Coach will make the final call and will direct a paddler(s) to specific training sessions based on current paddling ability and overall fitness.

The following key points should be read in conjunction with the club Risk Management Policy (included in Appendix) which sets out clear guidelines for all members (Document reference: Pittwater Outrigger Racing Club Inc – Risk Management Policy - Appendix A).

AOCRA Indemnity Forms

First time paddlers must be recorded on the AOCRA Indemnity Forms located on the equipment cupboard at BYRA. This is mandatory to ensure both paddler and our Club are covered for any unforeseen incidents.

For each session, it is the responsibility of the Head Coach, Team / Boat Captains, or person running the session to make sure this form is completed properly.

The form has provision to record the 3 x free sessions which both the new paddler and financial club member need to initial.

Note: *All completed forms are collected and forwarded to AOCRA at the end of each season.*

Recording training session attendance

The Club requires that each session be recorded via the training log at BYRA (or equivalent log) by the person(s) running the session. At the end of each month (or agreed timeframe between Head Coach and Session Coach), the log needs to be sent to the Head Coach.

Training records are essential and must be kept as part of adhering to the Club's risk management policy. They provide valuable information to Coaching staff through the season and during pre-race crew selection.



Essentials for Boat Captains / Steerer

- A. Check the latest weather and if in doubt, don't go out.
- B. Read and understand the latest NSW Maritime rules for Outriggers (see below)
- C. Make sure necessary safety gear is in working order and then on the canoe before setting off:
 - a. Life jackets (PFD's) for each person in canoe
 - b. Suitable tow rope (12mm rope 20/25metres in length) secured to front spreader of canoe
 - c. Bailers x 2
 - d. Spare paddle / steering blade [not essential but recommended]
 - e. Mobile phone [not essential but recommended]

The steerer / captains have the right to refuse entry to a canoe to person/s that they feel are unsuitable or incapable of safely completing the planned sessions.

Steerers / captains are also responsible for ensuring the general water safety of persons under his/her care and that all paddlers in the craft should at all times heed the directions of the steerer / captain.

NSW Maritime sets out key guidelines for both enclosed and open water paddling. Steerers should familiarize themselves with the latest information.

As of the 1st November 2010, there are new maritime rules for outrigger canoes in NSW Waters.

Please see section 7 in the following link –

<http://www.legislation.nsw.gov.au/fragview/inforce/subordleg+109+2009+sch.5+0+N?tocnav=y>

Additionally, should you never need to cross a coastal bar, you will have to wear a PFD as detailed in Clause 86 –

<http://www.legislation.nsw.gov.au/fullhtml/inforce/subordleg+109+2009+sch.5+0+N?#pt.5-div.3-sec.86>



Regatta nominations

The following activities and target timeframes are club process for managing regatta nominations. They cover the capture of pre-season paddler availability and subsequently, firming up pre-race paddler/crew commitments prior to each regatta.

The primary role of Regatta Coordinator is to bring together all the different nominations put forward by the various Boat Captains. They in turn will liaise with Team & Boat Captain to finalise crew numbers and notify paddlers of outcome.

Club Regatta Coordinator (2011-2012 Season):

Lindy Chester

E: elce211@yahoo.com

M: 0417 064 199

Pre-Season

	Activity	Owner	When to Action	Latest Due Date	Duration
1	Send out "Pre-Season Survey" to collect initial paddler commitment to race events	Regatta Co-ordinator	As early in season as possible	End October each Year	2 weeks
2	Complete "Pre-Season Survey" with anticipated commitment <i>**Note: No response by due date will be interpreted as "No Plan to Race"</i>	All Club Members	Mid-October	End October each Year	2 weeks
3	Send out consolidated spreadsheet to all Team & Boat Captains with Season Availability	Regatta Co-ordinator	End October each Year	End October each Year	1 day

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Pre-Regatta

	Activity	Owner	When to Action	Latest Due Date	Duration
1.1	Validate paddler availability for next regatta using Survey Results.	All Boat Captains	At least 3 weeks prior each regatta	2 weeks prior regatta	1 week
1.2	Compose 1 st Cut crew selections based on availability (showing reserve paddlers). Nominate preferred Race category (i.e. Short/Long Course, Mixed)				
1.3	Send validated regatta paddler list back to Regatta Co-ordinator for 1 st Cut Entry consolidation				
1.4	Collect upfront race fees and deliver to Treasurer				
2	Meeting / Conf Call with Head Coach, Team & Boat Captains to finalise team selection ready for Entry submission.	Regatta Co-ordinator	At least 2 weeks prior regatta	1 week prior regatta	1 hour
3	Email All club members with proposed Team/Race Entries				
4.1	Club members have set time to comment, respond, and provide feedback to Regatta Co-ordinator.	All Club Members		At least 5 days prior regatta	2 days
4.2	If needed, Regatta Co-ordinator will organise call with Head Coach, Team & Boat Captain to resolve any issues or last minute changes.	Regatta Co-ordinator	At least 7 days prior regatta	At least 7 days prior regatta	1 day
5	Final submission via AOCRA website	Regatta Co-ordinator		Day before*	3-5 days
6	Regatta Co-ordinator distributes Final Nomination Forms to Head Coach, Team & Boat Captains			2 days before regatta	Night before regatta
	Notes: 1. Head Coach has final say in crew selection. 2. Existing race nominations (i.e. those already entered MIN 1 week prior regatta) can only be changed electronically				



Race crew selection criteria

In order to make the process of race crew selection as open and consistent, the following criteria have been defined and agreed by the Committee.

Criteria in each level need to be satisfied first before proceeding to next level - Start at Level 1. Each paddler would also be assessed via feedback from Head Coach, Team and Boat Captains.

Selection Level 1 (<i>Minimum Requirement</i>)			
No.	Criteria	(Y/N)	Comments
1	Paddler must be financial member of Pittwater Outrigger Racing Club and hold current AOCRA Insurance		
2	Paddler must have completed at least 1 x recent Safety Drill (Huli & Swim) prior the regatta (2 x Safety Drills required per annum).		
3	Paddler must have no injury or medical condition that would place themselves or any other crew members at risk		
4	Paddler must commit to being available (Collected race fees will not be reimbursed in most cases)		
Selection Level 2 (<i>all Level 1 criteria met</i>)			
No.	Criteria	(Y/N)	Comments
1	Selected based on planned crew entries for different Age / Race categories		
2	Selected based on attendance at on-water training (at least 2-3 sessions per week, recorded in training log)		
3	Selected based on available crew numbers		
Selection Level 3 (<i>all Level 1 & 2 criteria met</i>)			
No.	Criteria	(Y/N)	Comments
1	Selected based on experience to ensure Crew is balanced (input from HC/TC/BC)		
2	Selected based on completed (and recorded) time trials (OC1/2, or other agreed by HC/TC/BC and paddlers)		
3	Selected based on off-water training (HC may request evidence)		
4	Selected based on ERG Test - if required		
5	Selected based on additional measurement – if required (E.g. 20 sit-ups, 5km run, as agree by HC/TC/BC and paddlers)		



Occupational Health & Safety

The Club has set out a number of guidelines (as part of Club Risk Management Policy - Appendix A) for members to follow in the event of an incident or injury during training or race regatta. Members should familiarise themselves with the policy included as an appendix in this document.

Notes on lifting canoes:

- (i) *Before moving or lifting canoes or equipments, Paddlers with pre-existing injuries are responsible for informing the Head Coach, Team and/or Boat before taking part in any session or race activity.*
- (ii) *Paddlers should refer to the "Appendix C- Safe Manual Handling Guidelines" from WorkCover NSW before lifting any heavy canoes or equipment.*
- (iii) *Additional information on manual handling of heavy items is available on the WorkCover NSW website : <http://www.smartmove.nsw.gov.au/default.aspx?id=17>*

Should an injury or incident occur, the person involved or present must notify the Head Coach and Club Safety Officer within 24 hrs.

The Club / Member must log the incident online via <http://aocra.com.au/>

Simply sign-in under your personal/club/zone sign-in) and then click on "Report an Incident". Form details are included in Appendix B AOCRA Injury / Incident Report.

Also ensure that any necessary Maritime reports are submitted to authorities, and copies forwarded to AOCRA Safety Office.

Club Safety Officer:

Garth Locket

E: garthlocket@bigpond.com

M: 0417 489 466

Additional details on AOCRA website (<http://aocra.com.au>):

- Instructions for making an Insurance Claim
- OAMPS Sports Insurance Claim Form
- OAMPS Marine Craft Claim Form



Reporting damage to club equipment

Please report any equipment issues / damages and the seriousness of damage (i.e. high safety risk) to our Club Gear Steward as soon as possible.

The Training Log located near gear cupboard at BYRA also allows you to record any equipment damages/issues.

Boat Captains / Steerers should make sure this log is updated complete each time a club canoe is used from BYRA.

Club Gear Steward:

Paul Boler E: keepwet@optusnet.com.au
M: 0412 237 014



Order club / race clothing

Our Club race shirts must be worn at all AOCRA regattas. All new members have an option to purchase a shirt/singlet when joining, while existing members can now use the order form located on the Club website.

Order form and sizing chart located on web link:

www.pittwateroutriggers.com/28.html

Send completed forms to:

Julie Pearson

E: julie.pearson@ozemail.com

M: 0433 797 401



Club communications - Yahoo Groups

The Club uses Yahoo Groups as the primary means for Club communications. New Members are encouraged to create an account on Yahoo to ensure they receive all Club news, etc and will be invited to join the Pittwater Outriggers Yahoo Group by the Administrator.

Pittwater Outrigger Yahoo Group Administrator:

Simon McCrostie E: mxt@optusnet.com.au

Joining Yahoo (Groups)

The Club website has an option under "About Us/Yahoo Group" where members can subscribe to the "PittwaterOutriggers" Yahoo Group.

Instructions on setting up a Yahoo email account are also available on the website or from our Group Administrator.

Club email to yahoo group members

All communications via the "PittwaterOutriggers@yahoogroups.com.au"

Yahoo Group must be directed to the Club Secretary.



Club Web Site

The Club website www.pittwateroutriggers.com provides a wealth of information but relies solely on input from club members.

If you have a story, want to add some pictures, or find something that isn't quite correct, please contact the Site Administrator.

Site Administrator:

Ron Gaschk

E: rgaschk@bigpond.net.au

M: 0401 718 896



Appendices

Appendix A. Risk Management Policy

Pittwater Outrigger Racing Club Inc. (PORCI)

RISK MANAGEMENT POLICY

A. General:

1. All PORCI paddlers must comply with the current risk management Policies of AOCRA and in compliance with any relevant rules or regulations issued by NSW Maritime.
2. All paddlers must either be financial members of PORCI or registered/insured with AOCRA or equivalent international body or prospective members trying the sport. Prospective members are entitled to no more than 3 sessions on a signed Indemnity Form. Corporate day paddlers must also sign an Indemnity Form before paddling.
3. Where possible, all prospective members with limited paddling experience must participate in a Novice Program until the novice coaches deem them to be capable for progression to the more experienced squads.
4. AOCRA rules state that all registered paddlers must pass an annual 400m swim test (to be conducted in an ocean/saltwater environment) and be proficient in 2, OC6 capsize drills per season. Prospective members are exempt from this until full members of PORCI.
5. Steerer &/or coach is to check that weather conditions & forecast are safe for the session according to AOCRA and NSW Maritime rules which must be adhered to at all times. If conditions are within the rules but not ideal, then canoes are recommended to stay in sheltered bays.
6. The steerer/coach is to ensure that the canoes are in a safe working order prior to the commencement of a session.
7. A sufficient number of Personal Floatation Devices (PFD's) for each paddler, 2 bailers, a spare paddle and tow rope are to be taken with OC6 canoes at all times.
8. A mobile phone (or equivalent communication device) in a waterproof case with safety strap is recommended to be taken on all offshore and long inshore sessions.
9. During non daylight sessions, lights must be fixed to the canoe as follows - a white beam visible from 360 degrees, which may include or be additional to a forward facing solid white beam or red and green navigation lights, and a rear facing flashing strobe (preferably) or solid white beam.
10. Follow the scheduled training program and location, unless alterations are required due to either; the weather, number of paddlers, crew or paddler proficiency, or other.
11. If the coach is not present, then they are to be notified of any changes to the scheduled session within 24 hours.
12. If an incident (a near miss or collision with another vessel or shoreline) occurs or a paddler is injured, the coach and the Club Safety Officer or a member of the PORCI Executive Committee

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are to be notified within 24 hours. Details of all such incidents shall be recorded by the coach or Club Safety Officer.

13. The steerer is in charge of the canoe and has the ultimate say in the canoe's direction, location, speed. The steerer has the right to shorten/cancel a session due to a change in the weather or due to a lack of a paddler's or crew's ability to cope with the session or conditions. Wherever possible the steerer should make themselves familiar with local Maritime rules and conditions.
14. In non-daylight hours, paddlers are to avoid paddling in boating channels and when crossing an area of high boating traffic, do so quickly and in a highly visible location.
15. Coaches are recommended to draft a training program outlined for at least a 3 month period in the season and if requested make each session available for members to peruse. Members to be aware that this program is subject to change according to training progress and attendance. Each training session is to be kept in a logbook detailing the following items –
 1. Time & date
 2. Attending paddlers
 3. Direction/location
 4. Weather conditions
 5. Type of & duration of the session
 6. Any incidents or injuries.

B. Local Environmental Risks:

1. Paddlers are to be aware of sand stingrays that frequent the shallow bay areas of Bayview, and wear appropriate footwear at relevant locations, including at BYRA and Rowland Reserve.
2. All paddlers/steerers/coaches are to be aware of the local boating traffic areas and avoid these areas where appropriate, particularly in non-daylight hours. This includes when passing the marina areas to reduce the possibility of a collision with boats/tenders exiting the marina pens.
3. No solitary canoe is to travel north of the Barrenjoey lighthouse unless accompanied by another canoe or vessel or carrying a mobile phone (or equivalent communication device) in a waterproof case.

C. OC1 / OC2 Paddlers guidelines:

1. A leg rope must be attached to the canoe at all times.
2. During non daylight sessions, lights must be fixed to the canoe. A forward facing solid white beam and a rear facing flashing strobe are recommended.
3. PFD's must be attached to the canoe/s or paddlers during all sessions. It is recommended that PFD's are worn during rough seas or when there is an increased risk of capsizing.
4. It is recommended that a mobile phone (in waterproof case) or waterproof radio, with safety strap is taken on all sessions.
5. A spare paddle strapped to the canoe is recommended.

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6. It is **HIGHLY** recommended that paddlers do not paddle alone, especially in open water or in non daylight hours.
7. Sessions are to be logged with a club coach. Under AOCRA National rules, OC1/2 paddlers are covered by insurance provided the session is logged with the coach. This can be done before or after the session up to the end of the season.

These polices are to be followed in all cases except where commonsense prevails.

Appendix B. AOCRA Injury / Incident Report

Report an Incident

Incident Details.

Date & Time

Location

Canoe Type OC 1 OC 2 OC 6

Number of people involved

Name of paddler/s

Description of the events that caused the incident (describe tasks being undertaken, list the sequence of events and general conditions)

Injury Type

Body Part

Cause of Injury

Is this a pre-existing injury? Yes No

Details of Treatment Nil First Aid Doctor Hospitalisation

If Additional details for treatment

Is there any evidence to suggest that there is potential for a negligence claim on any party?

Details of actions taken by club to prevent incident / injury from occurring again:

Appendix C. Safe manual handling guidelines – WORKCOVER NSW



LIFTING SAFELY FROM LOW LEVELS

Manual handling is more than just lifting. But lifting is still a physically demanding task and a common cause of manual handling injury, particularly when lifting from low levels. Australia's top exercise scientists, physiotherapists, occupational therapists, ergonomists and occupational health and safety personnel have reviewed the different lifting methods. Some of their recommendations are reported below.

SOME LIFTING METHODS ARE HARMFUL

Some methods of lifting are more harmful than others. The straight leg or 'stoop' methods of lifting can cause injuries. The straight leg or stoop lift method involves lifting with straight legs and a bent lower back (lumbar spine). Many workers continue to use this technique to lift objects. This method of lifting is bad for the back and should be discouraged. People tend to use the straight leg or stoop lift because it feels a lot easier and requires less energy than squatting. The problems with the straight leg or stoop lift include:

- ▶ high compression forces on the lumbar disc
- ▶ all the load is on the spine, which has only small muscles
- ▶ increased force on the spine when the load is held away from the body
- ▶ the lumbar ligaments are under extreme strain.

THE OPTIONS:

Traditionally we were taught to bend the knees when lifting but no one was ever sure how much to bend the knees. We are also told to keep the back straight but many people confuse the word straight with upright.

The options available to lift low lying objects are the leg lift or deep-squat, and the semi-squat.

The leg lift or deep-squat

The most commonly taught method of low lifting is the leg lift or 'deep-squat'. This method requires the knees and hips to be in almost a maximum bent position, with the buttocks close to the ground. This position is better than the straight leg or 'stoop', as there is less stress on the lumbar, spine, ligaments and muscles. However, the limitations of the leg lift are:

- ▶ there is significant stress on the knee joint
- ▶ there is poor stability through the lift action
- ▶ the strength and endurance required to extend the knees and hips under load is great
- ▶ the lift is not very adaptable
- ▶ there is reduced mechanical effectiveness of the ankle, knee and hip joints.

Safe manual handling ▶ *Smart Move*

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If a load is compact – such as a box of wine – it is possible to use the leg lift position. However, it is not recommended for awkwardly shaped objects, longer loads or loads that are hard to reach. In addition, people with poor muscle strength in their legs or restricted movement in their ankles, knees or hips can find this position difficult. Because of the limitations of the deep squat, researchers have been investigating the advantages and disadvantages of a variety of slightly different approaches.

The semi-squat

The 'semi-squat' or inclined trunk with bent knees is now widely accepted as the preferred approach to lifting items from low levels. This approach aims to be flexible in different lifting situations and uses the following patterns of movement:

- ▶ the spine is in or close to its normal shape, as in standing
- ▶ the knees are moderately bent, within the mid-range
- ▶ the trunk is inclined forward
- ▶ feet are apart, either forward/back or sideways
- ▶ shoulders are aligned
- ▶ the load is evenly distributed on the left and right sides
- ▶ the load is held close to the body
- ▶ the hips and knees work smoothly together to lift and lower the load.

Supporters of the 'semi-squat' claim it provides the best stability, power, endurance, vision and adaptability for the user.

SOLUTION

The best solution is to avoid putting loads on the floor in the first place. Locate loads at least as high as mid thigh level by providing a bench, table or other surface. Lifting loads from that level will minimise the strain on the knees and back. When this is not possible, try to modify the load to make it easier to grasp by:

- ▶ putting handles on the top of loads
- ▶ making loads more compact so they fit between the knees in a semi-squat position
- ▶ adjusting or redesigning storage bins so it's possible to bend the knees when reaching into the bins
- ▶ avoiding storing heavy items in low positions.

There is no proven 'best way' to lift low lying objects that is right for everyone and for every type of load. However, apply the following principles when using any lift:

- ▶ keep the load as close to the body as possible
- ▶ lightly bend the knees and use the leg muscles
- ▶ bend forward at the waist
- ▶ bend the back as little as possible.

When combined with careful design of the workplace these principles can help reduce the risk of manual handling injuries from lifting.



WorkCover NSW
92 – 100 Donnison St Gosford NSW 2250 Locked Bag 2906 Lisarow NSW 2252
WorkCover Assistance Service 13 10 50 Website www.smartmove.nsw.gov.au
V1.00 © WorkCover NSW 1007

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Appendix D. Coaching Support Staff - Roles and Responsibilities

The following tables provide members with an understanding of the different roles and responsibilities applicable to the coaching support staff.

Head Coach (HC)	<p>Prerequisites:</p> <ul style="list-style-type: none"> ▪ Must hold current first Aid Certificate (including CPR) ▪ Must hold current AOCRA Level 1 Outrigger Coaching Certificate ▪ Must have completed "Beginning Coaching General Principles" Course ▪ Ideally hold completion Certificate for "Discrimination and Harassment – Coaches" course 	<p>Notes:</p> <ul style="list-style-type: none"> ▪ Some prerequisites may have changed subsequent to a person achieving L1 Coaching Certification. New prerequisites would apply on recertification. 	
	<p>Responsibilities include but not limited to:</p> <ul style="list-style-type: none"> ▪ Ensure a safe training & racing environment for all member's, taking note of each members skill level ▪ Provide appropriate training methods as to advance a member's skill level and enjoyment in the sport. ▪ Ensure that all members are abiding by the AOCRA requirements while training and racing, providing education and guidance when required. ▪ Provide training programs in accordance with AOCRA's policy. These programs are to outline each training sessions and may run for a week, season or the entire year. The program is to be made available for all members to peruse. ▪ Ensure that race crews are chosen using selection criteria that is fair, justifiable, unbiased, transparent and consistent. This selection criterion is to be made available for all members to peruse. ▪ Ensure that appropriate coaching qualifications are maintained. ▪ Resolving any crew related disputes during training sessions, race crew nominations, or at regattas. 	<p>Frequency:</p> <ul style="list-style-type: none"> ▪ throughout season 	<p>Liases with:</p> <ul style="list-style-type: none"> ▪ Team & Boat Captains ▪ Individual Paddlers / Crews

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Team Captain (TC) (Men's & Women's)	Prerequisites: <ul style="list-style-type: none"> ▪ Ideally hold current first Aid Certificate (including CPR) ▪ Ideally have completed "Beginning Coaching General Principles" Course ▪ Ideally hold completion Certificate for "Discrimination and Harassment – Coaches" course 	Notes: <ul style="list-style-type: none"> ▪ Team Captain can also be Boat Captain and vice-versa 	
	Responsibilities include but not limited to: <ul style="list-style-type: none"> ▪ Input to training program (i.e. race feedback, specialised training needs) ▪ Co-ordinating the different training activities across all Boat Captains ▪ Manage crew selection and race nomination process. Handle disputes. ▪ Ensures all safety and risk management guidelines are adhered to. 	Frequency: At regular intervals throughout season At regular intervals throughout season For each regatta As required	Liases with: Head Coach & Boat Captains Head Coach & Boat Captains Regatta Co-ordinator & Boat Captains Head Coach & Boat Captains

Boat Captain(BC)	Prerequisites: <ul style="list-style-type: none"> ▪ Ideally hold current first Aid Certificate (including CPR) ▪ Ideally have completed "Beginning Coaching General Principles" Course ▪ Ideally hold completion Certificate for "Discrimination and Harassment – Coaches" course 	Notes: <ul style="list-style-type: none"> ▪ Team Captain can also be Boat Captain and vice-versa ▪ A person can be Boat Captain for multiple groups 	
	Responsibilities include but not limited to: <ul style="list-style-type: none"> ▪ Organise crew numbers for training plus ensure session objectives met. ▪ Input to training program (i.e. race feedback, specialised training needs) ▪ Handles initial regatta nominations for respective group of paddlers ▪ Ensures all safety and risk management guidelines are adhered to. ▪ Could be called upon to resolve any crew related disputes during training sessions, race crew nominations, or at regattas. 	Frequency: As required At regular intervals throughout season Refer "Regatta Nominations" Section As required As required	Liases with: Head Coach (prior session) and Crew Head Coach & Team / Boat Captains Regatta Co-ordinator, HC, TC & BC Head Coach & Team / Boat Captains Head Coach & Team / Boat Captains



Appendix E. Useful templates and forms

A range of downloadable forms are available on the Club's website:

www.pittwateroutriggers.com/28.html

Some useful forms included in this Handbook include:

- Training Session Register
- *More to be added soon*

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Sign in and Out sheets - Instructions on how / when to use !!

PLEASE ENSURE THAT THIS PROCEDURE IS FOLLOWED EACH TIME YOU ENTER THE WATER IN AN OUTRIGGER CANOE.
BY SIGNING THE FOLLOWING SHEETS YOU ARE AGREEING THAT YOU HAVE CHECKED ALL THE FOLLOWING CRITERIA

Checklist --- (guidelines based on ADCRA and 1-Nov-2016 NSW Maritime PFD reforms - Schedule 5)

<i>Safety Gear Checklist</i>	OC6 & OC4	OC1 & OC2
At least 1 x spare paddle	Enclosed & Open Water	Open Water
Safety Pack (including flares / mobile phone / duct tape in watertight container)	Enclosed & Open Water <i>(see notes 1 & 2)</i>	Enclosed & Open Water <i>(see notes 1 & 2)</i>
At least 2 buckets (bailers) with a lanyard attached to each	Enclosed & Open Water	n/a
PFDs for each person under each seat (OC6) or on canoe (OC1/OC2)	Enclosed & Open Water	Enclosed & Open Water
Rigging and bungs checked	Enclosed & Open Water	Enclosed & Open Water
Lights (if operating between sunset and sunrise)	Enclosed <i>(see notes 2 & 3)</i>	Enclosed <i>(see notes 2 & 3)</i>
Tow rope - at least 25m long, 12mm (dia) of type known as "silver rope", securely attached to forward canoe spreader or lashing point (the "wae") for towing	Enclosed & Open Water	n/a
Leg rope on canoe	n/a	Enclosed & Open Water
<i>General Checklist</i>		
Signed onto the water (Sign IN/OUT sheets)	Enclosed & Open Water	Enclosed & Open Water
New paddlers briefed	Enclosed & Open Water	Enclosed & Open Water
Storm Covers (if necessary)	Open Water	Open Water
Seawind state checked	Enclosed & Open Water	Enclosed & Open Water
Advised on land person of training schedule	Enclosed & Open Water	Enclosed & Open Water

Note 1.	For enclosed waters, flares or mobile phone (in water tight container), where the vessel is operating between sunset and sunrise
Note 2.	For any outrigger canoe operating between sunset and sunrise in open waters, refer to specifics in NSW Maritime Schedule 5. MIN safety equipment to be carried on recreational vessels
Note 3.	For enclosed waters, the vessel is displaying a white strobe light on a one metre pole or 2 fixed white lights, one mounted at each end of the canoe, when operating between sunset and sunrise if that vessel is an OC4 or OC6 outrigger canoe.
Note 4.	For enclosed waters, the vessel has one (1) all round white light affixed to the highest point of the vessel, when operating between sunset and sunrise, if that vessel is an OC1 or OC2 outrigger canoe.

