



## SKOANZ™ Sea Kayak Guide Syllabus

(The New Zealand Outdoor Instructors Association administers and assesses the Sea Kayak Guide Award on behalf of the Sea Kayak Operators Association of New Zealand)

### 1. SCOPE

- 1.1 For *professional* (refer Appendix 1) sea kayak guides who take clients on kayaking trips involving coastal, lake or open water paddling.
- 1.2 SKOANZ Guides will be *competent* (refer Appendix 1) and familiar with the use of both single and double *sea kayaks* (refer Appendix 1) in a guiding environment.
- 1.3 SKOANZ Guides shall be able to demonstrate the required skills outlined in this award in *adverse* (refer Appendix 1) conditions.

### 2. PREREQUISITES

Prior to being assessed, all candidates must;

- 2.1 Submit a copy of their logbook detailing sea kayaking and *other relevant experience* plus a summary of the candidate's experience relating to the following categories of sea kayaking paddling experience. This shall detail a minimum of 50 *days* total sea kayaking experience in a variety of locations and conditions and must include at least;
  - 2.2 35 days of personal kayak trips of which at least 2 must be three or more days duration.
  - 2.3 15 days of leadership experience on trips as a guide or instructor.
  - 2.4 Have passed an approved first aid certificate.
  - 2.5 Have passed a VHF Radio Operators License Course.
  - 2.6 Have passed the Coastguard Boating Education (CBES) Day Skippers qualification.
  - 2.7 It is recommended that candidates have passed a CBES Boatmaster or higher marine qualification.
  - 2.8 It is recommended that candidates have attended a risk management training course.
  - 2.9 It is recommended that candidates have learnt camping and food preparation skills.

### 3. PERSONAL SEA KAYAKING SKILLS

- 3.1 The SKOANZ Guide shall be able to demonstrate the following in a single sea kayak;
  - 3.1.1 *Effective* (refer Appendix 1) and safe paddling strokes and kayak handling skills as identified both with and without use of a rudder;
    - forward paddling
      - power strokes
      - touring strokes
    - reverse paddling strokes
    - forward and reverse sweep strokes

- draw strokes
  - brace/support stroke that rights the kayak from past the point of capsize
  - emergency stopping strokes that stop the kayak in 3-4 strokes
  - stern rudders
  - railing/edging
- 3.1.2 A competent roll on one side
  - 3.1.3 A competent unassisted self rescue with kayak ready to paddle within 2 minutes (e.g. re-entry and roll, 'John Wayne', etc.)
  - 3.1.4 An assisted self rescue with kayak ready to paddle within 2 minutes (e.g. paddle float, stirrup, etc.)
  - 3.1.5 Ability to competently and *safely* (refer Appendix 1) rescue clients after capsize from a single kayak with kayak ready to paddle within 2 minutes
  - 3.1.6 Ability to competently and safely rescue clients after capsize from a double kayak with kayak ready to paddle within 5 minutes
  - 3.1.7 Ability to rescue a client who is either weak or tired in both single and double kayaks within 3 minutes
  - 3.1.8 Ability to launch and land in surf of up to 1.0 metres safely and efficiently using safe braces/support strokes and effective stern rudders on both sides
  - 3.1.9 Ability to ferry glide
  - 3.1.10 An efficient quick response towing system that is fast to deploy and is releasable under load.
  - 3.1.11 An efficient long distance towing system that is fast to deploy and is releasable under load. (including whilst capsized)
  - 3.2 Swim in kayaking gear with paddle in adverse conditions

## 4. EQUIPMENT

- 4.1 The SKOANZ Guide shall be able to;
  - 4.1.1 Demonstrate the use, care and characteristics of personal and safety equipment appropriate for the conditions in which a guided trip may operate, including the equipment to be carried for a safe and successful day trip per the SKOANZ Code of Practice
  - 4.1.2 Check kayaks and equipment for wear and damage and that they comply with the SKOANZ Code of Practice
  - 4.1.3 Provide the means to carry out basic field repairs to kayaks and equipment and demonstrate an understanding of carrying out basic field repairs
  - 4.1.4 Demonstrate an ability to safely transport kayaks on trailers or roof racks

## 5. SEA KAYAK TRIP MANAGEMENT SKILLS

- 5.1 The SKOANZ Guide shall be able to demonstrate;
  - 5.1.1 Competence in leadership of clients on and off the water in a guided sea kayaking trip situation
  - 5.1.2 A professional and client-centred approach to a guided sea kayaking trip
  - 5.1.3 The necessary planning and systems for a successful guided kayaking trip
  - 5.1.4 Briefing for a guided sea kayaking day trip
  - 5.1.5 Understanding and practice of the principles of group, risk and hazard management on and off the water in a guided sea kayaking trip situation
  - 5.1.6 The ability to effectively manage changing situations (e.g. one or more capsized kayaks, differences in abilities of group members, changes in weather and sea conditions)
  - 5.1.7 A knowledge and understanding of the SKOANZ Code of Practice
  - 5.1.8 The ability to work with other guides

## **6. INSTRUCTION SKILLS**

- 6.1 The SKOANZ Guide shall be able to demonstrate the ability to teach the skills necessary for a guided sea kayaking trip. These include but are not limited to;
  - 6.1.1 Strokes
    - forward
    - stopping
    - turning
    - brace/support
  - 6.1.2 Safety
    - wet exit
    - assisted re-entry
    - rafting-up
    - signals on the water
  - 6.1.3 Equipment
    - fitting of kayaks, buoyancy aids and spray decks
    - lifting and carrying sea kayaks

## **7. NAVIGATIONAL, NAUTICAL AND METEOROLOGICAL KNOWLEDGE AND SKILLS**

- 7.1 The SKOANZ Guide shall be able to demonstrate;
  - 7.1.1 A knowledge and understanding of tides, currents and wind and their effect on kayaks
  - 7.1.2 Ability to predict tidal flows from charts and tide tables
  - 7.1.3 Ability to predict local conditions based on topography and other relevant factors
  - 7.1.4 A knowledge and understanding on the use of weather maps and forecasts
  - 7.1.5 A practical interpretation of weather signs (e.g. cloud types, wind speed, wind direction)
  - 7.1.6 Navigational skills using maps, charts and compass
  - 7.1.7 A knowledge and understanding of beacons, buoyage and rules of the sea

## **8. CONSERVATION AND HISTORY**

- 8.1 The SKOANZ Guide;
  - 8.1.1 Shall be able to role model and demonstrate the ability pass on to clients the need to appreciate and care for the environment and ensure that clients adheres to the Environmental Care Code
  - 8.1.2 Shall be able to demonstrate a knowledge and understanding of the development of kayaking as a recreation, sport and industry
  - 8.1.3 Shall be able to demonstrate a knowledge and understanding of, and the ability to pass onto clients, the relevant history, geology, flora, fauna and general information about the area in which they are in that adds value to the client's experience

## APPENDIX 1

- Adverse Conditions - wind of up to 20 knots  
surf up to 1.0 metres  
swell of up to 1.5 metres  
tidal current of up to 4 knots
- Competent - the ability to perform consistently and repeatably in a variety of conditions up to and including *adverse conditions*
- Day - a trip of at least 6 hours duration from start to finish
- Effective - achieve the purpose of the task/skill. Technical elements of the task/skill are identifiable
- Other Relevant Experience – including but not limited to white water kayaking, Canadian canoeing, risk management courses, polytechnic courses, sea related activities
- Professional – an attitude that portrays excellence (including but not limited to; on-time, presentation, open communication, social and cultural awareness, customer service, ethical practice)
- Safely - without injuring or damaging people or equipment or putting people or equipment at risk from damage or injury
- Sea Kayak - a kayak with positive buoyancy fore and aft built primarily for use on the sea
- Ready to Paddle – with spray deck on and paddling in control.
- Quick response tow system - from physical contact within 10 seconds.

## SKOANZ Assessment Task: Trip Plan

**TASK:** You are required to complete and present by/at the start of the assessment, a trip plan for a guided day trip for 6 clients who have beginner-intermediate paddling experience, in Lyttleton Harbour or an Auckland area using the attached weather map as if it was the forecast for your trip.

Your plan must include and will be assessed on your ability to include the following information:

- Map/chart showing proposed route, bearings (true and magnetic), potential lunch spots, estimated travel times, points of interest, hazards.
- Completed and detailed Hazard identification eg. RAMS form or similar.
- Detailed contingency plan and alternate route for:
  1. SW change blowing to 20+ knots forecast for 11am
  2. NE winds to pick up by 2pm
- Access details and contact phone nos. for DOC, Local Iwi, Land owners, Metphone, Metfax, Coastguard, Marine VHF Channels for emergency and wx forecast.

# SKOANZ GUIDES ASSESSMENT

## NOTES FOR CANDIDATES

### 1. Assessment Process

- The specific format and requirements of assessments will be at the assessors' discretion.
- The assessment will take place over three days. One day will be a guided day trip with clients. The area for the guided trip may be dictated by the assessors
- Candidates will need to be able to travel to certain locations within the assessment area
- At least two assessors will be present for the entire assessment
- Assessment will be a mixture of demonstration, plus written and oral examination. Any candidate who may have problems with the written part of the assessment must inform NZOIA upon enrolment for the assessment

### 2. Logbooks

- Copies of logbooks and first aid certificates must be presented at least **SIX weeks** prior to the assessment along with a summary of logged sea kayaking experience (refer to 2.1.1 SKOANZ Guides Syllabus)

### 3. Professionalism and Preparedness

- When presenting yourself for assessment, assessors will expect you to be professional in your attendance and attitude during the assessment. This includes being on-time, open to feedback and willing to undertake any duties that would be expected of a sea kayak guide
- You are expected to present yourself for assessment having prepared yourself with the skills and knowledge in the syllabus plus the full extent of equipment necessary for a guided trip. Assessments are not the place to be trying new gear or techniques, nor are they a training course

### 4. Appropriate Techniques

- There are a range of techniques for the syllabus points to choose from that you may use to demonstrate competency that are appropriate to the conditions encountered. There may be time to discuss other techniques during the assessment

### 5. Navigational, Nautical and Meteorological Knowledge

- Past assessments have highlighted a lack of knowledge and skills relating to navigation and the sea (tides, beacons, etc). It is recommended that candidates attend a Coastguard Day Skippers or Boat Masters course
- During the assessment you will be required to answer questions and demonstrate your ability with these subjects both in a practical, verbal and written format

### 6. Possible Assessment Outcomes

- There are three possible outcomes for candidates presenting themselves for assessment;
  1. Pass - The candidate has satisfied all of the criteria of the assessment and is awarded the SKOANZ Guides certificate
  2. Defer (Criteria to be reassessed and deadline within 6 months)
  3. Re-sit – re-do the whole assessment

## **Re-Assessments**

Assessment of candidates following deferrals –

\$300.00 / day (under 8 hrs contact)

\$160.00 / half day (under 4 hrs contact)

\*\*\* plus any expenses.

\*\*\* plus NZOIA Administration Fee - \$50

## **7. Grievances**

If you have a grievance from your assessment you must write to NZOIA within five days and it will be put to the Technical Sub and Executive Committee for review

*(If an assessee disagrees with their final result from the assessment programme they are able to appeal the decision. The assessee writes to the Technical sub-committee, requesting a review and outlining why they disagree with the result. A three person group will review the results; a TSC appointee, another assessor of that award and an award holder nominated by the assessee. The fee for this process is \$50 upon application, which is refunded if the original result is changed).*

## **Reference Material**

Weather books

Safety in Small Craft

KASK Handbook

### **NZOIA**

**Web:** [www.nzoia.org.nz](http://www.nzoia.org.nz)

**Email:** [admin@nzoia.org.nz](mailto:admin@nzoia.org.nz)

### **SKOANZ**

**Web:** [www.skoanz.org.nz](http://www.skoanz.org.nz)