

Scouts WA

WATER ACTIVITIES OPERATING PROCEDURES

as at 2nd November 2016

Revised and updated by members of the WA Sea Scout Council 2016
(Replaces previous editions)

SCOPE NOTES:

NOTE 1 This document stipulates the rules for safe boating when carried out as a Scouting Activity by Members or Formations within Scouts WA. However, it does not overrule WHS rules and other Safety requirements already in place at Scouts WA Branch-Operated facilities such as Manjedal Activities Centre.

For any questions about the WHS rules and any other Safety guidelines at Scouts WA Branch-Operated Facilities such as MAC, please send an email to empa@scoutswa.com.au or phone BHQ on 6240 7700.

NOTE 2 This document does not cover Safe Operating Procedures for Canoeing or Rafting. For any questions about Safe Operating Procedures for Canoeing or Rafting, please refer to the Branch Commissioner Adventurous Activities, Branch Leader Canoeing, or Branch Leader Rafting.

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1. NATIONAL RULES

WA Branch rules for water activities are governed by the relevant rules in ‘Scouts Australia Policy and Rules 2015’. These are:

R12.13 Boating

1. Branches shall prescribe procedures and rules for the issue of Boat Certificates and Charge Certificates, and shall specify construction, positive buoyancy, maintenance and operational requirements.
2. The Branch rules shall cover compliance with relevant statutory regulations, the compulsory use of personal flotation devices in all circumstances, and the swimming capabilities of participants. The Branch rules shall apply to boats, canoes, kayaks and rafts.

R12.10 Swimming

The person in charge of a swimming party of Joey Scouts, Cub Scouts or Scouts shall take the following precautions:

1. The safety of the place must be checked for depth, currents, underwater obstacles, etc
2. A responsible adult must be appointed to take charge and personally supervise the activity
3. The Buddy System must be used, with all swimmers paired off and each swimmer accepting responsibility for keeping the other in view and reporting any mishap or disappearance. The supervising adult must call for regular buddy checks
4. Two competent swimmers equipped with a lifeline must remain on guard as pickets during the activity
5. In properly supervised swimming baths these rules may be modified at the discretion of the person in charge of the activity.

R12.11 Swimming: Scout Patrols

In the case of Scout Patrol activities where no adult is present, the leader shall take the following precautions prior to the activity:

1. The parent/guardian must be advised that swimming is proposed without adult supervision
2. The site must be checked for safety by a responsible adult

3. The Patrol Leader must be briefed by the leader on the requirements of Rule R12.10
4. The Patrol Leader must undertake to comply with the provisions of Rule R12.10 with the exception of adult supervision.

R12.12 Swimming: Venturer Scouts

Venturer Scouts must exercise all reasonable precautions when swimming.

P7.1 Duty of Care DEFINITION

1. Scouts Australia has a Duty of Care to all members of the Movement and their parents/guardians to provide a safe environment that protects members to the best of its ability from physical or emotional harm.
2. Scouts Australia shall ensure when recruiting and managing leaders and other persons in control of, or in contact with, young people that this duty is exercised.
3. All leaders are accountable to exercise this duty on behalf of Scouts Australia at all times.

P7.2 Authorised Person in Charge

1. The authorised person in charge of an activity shall exercise the Duty of Care on behalf of Scouts Australia and parents or guardians.
2. Leaders planning an activity for which they do not have the prescribed qualifications to enable them to exercise the responsibilities of the authorised person in charge, shall obtain an appropriately qualified person to conduct the activity. That person shall conduct the activity to the requirements of Scouts Australia and shall be the authorised person in charge of the activity.

R4.4.1 Group Leader – Youth Program and Development

3. Ensure that the training program for young people is delivered in accordance with the performance and safety standards of the Association.

R12.1 Safe Practice Branch Procedures

Branches shall prescribe the following procedures for the safe conduct of activities for each Section:

1. Procedures for approval to conduct the activity
2. Appointment of the authorised person in charge
3. Information for, and approval from, parent/guardian. The information must include leadership attendance, sleeping and transport arrangements
4. Emergency arrangements including first aid

5. Transport to and from the activity.

R12.16 Adventurous Activity Programs

All activity programs including adventurous activity programs shall be based on documented community standards.

R14.4.9 Badges Indicating a Qualification or Skill – Anchor Badge

2. Activity Leader Badge (ie Anchor Badge) Scouts, Venturer Scouts, Rover Scouts and Leaders who have qualified may wear an Activity Leader Badge on the right sleeve.

2. BRANCH RULES

Most Western Australians live near the water, and it is not surprising that water activities are popular with young people. Water activities are also an ideal opportunity to use Scouting methods and the Scouting way of life to help young people become good citizens.

2.1 Objective

The objective of the Branch Water Activities Program is:

To train as many young people as possible to be good citizens, through a challenging and enjoyable program of water activities,

2.2 Strategy

2.2.1 The objective will be achieved through outdoor, water-based challenges that develop teamwork, leadership and self esteem.

2.2.2 The core of the training team will mostly come from Sea Scout Groups, but the program will embrace all Scout groups. Assistance at a District level is required.

2.3 Management Plan

2.3.1 Activity Leaders

Branch Activity Leaders for power boating, sailing and canoeing will be appointed to coordinate their respective activity areas and to represent the activity at Branch Adventurous Activity meetings.

Activity leaders for Power boating, Sail and Canoe will be appointed to lead activities in their respective areas. Activity leaders will have met the criteria as detailed in this book and any future amendments.

2.3.2 Appointments

The Branch Commissioner for Adventurous Activities (BCAA) will appoint Branch Activity Leaders (BAL)

2.3.3 Branch Activity Leaders for sail, power and canoeing will forward names of qualified persons to the BCAA for appointment to the role of Activity Leader (AL) for Sail, Power or Canoeing.

2.3.4 Relevant Activities

The following activities are part of Adventurous Activities

Inland Sailing and Rowing
Ocean Sailing
Power Boats
Canoeing
Kayaking
Sea Kayaking
Rafting (still water)
Sailboarding
Snorkelling
Scuba diving
Water Skiing

Some activities will have prescribed Branch training with certificates awarded by a qualified Water Activity Leader, eg: sailing and power boats. Nationally accredited outside programs will cover others eg: sailboarding, snorkelling, scuba diving, water skiing. Canoeing certificates are issued by the BC Adult Training and Development. Rafting has it's own Safe Operating Procedures booklet.

2.3.5 Role of Water Activity Leaders

- To train youth members to safely participate in canoeing, sailing and power boat activities as per these regulations
- To organise and conduct activities in their area of qualification
- To manage the water activities of their Group or District
- An appropriately qualified activity leader must directly supervise all youth sailing or power boating activities, except where all boats have Coxswains with Inside Charge (sail) or Power Charge qualifications then supervision can be indirect eg via radio or other communications with the crews. Table 3.3.1 and 2 refers
- An appropriately qualified activity leader must directly supervise all youth canoeing activities – according to the following guidelines:-

For Joey Scouts, at least one activity leader per six youth must supervise activities. Additionally, there must be no more than one Joey Scout in each vessel, per the Joey Scout policy, and an adult must be present in each vessel.

For Cub Scouts, at least one activity leader per eight youth must supervise activities.

For Scouts, at least one activity leader per twelve youth must supervise activities.

For Venturer Scouts, at least one activity leader per twelve youth must supervise activities, unless all youth members hold the nationally-accredited level 1 units listed in section 2.3.9, and at least one youth member per twelve youth holds the nationally-accredited level 2 units listed in section 2.3.9.

For Rover Scouts and other Adults, at least one activity leader per twelve unqualified Rover Scouts or Adults, is recommended for activities.

(Note: these ratios are derived from the Western Australian Adventure Activity Standards for Canoeing, Kayaking & Sea Kayaking.)

The extra authority given to activity leaders under the above arrangements requires greater responsibility from them in maintaining high standards. It is crucial that we maintain our excellent safety record.

Activity leaders (Sail and Power) are expected to act as an instructor at a minimum of one youth or adult training and testing activity at which certificates are awarded, per year.

2.3.6 Badges

Upon the attainment of a Coxswain's Certificate or Power Certificate or higher, the Nationally-mandated Scouts Anchor Badge will be awarded. This badge is round, with blue border and displays a blue anchor with the word "Scouts" in blue text on a black background. The Scouts Anchor Badge should be worn by qualified Youth and Leaders on the right sleeve of the Scout uniform. Only one of these badges may be awarded and worn, even if the recipient earns other Certificates later.

In addition to the Scouts Anchor Badge, there are two tapes and four badges which are awarded to Youth or Leaders who pass Water Activity Certificates or Charges for Sail or Power as detailed in Section **3.1 Types of Water Activities Certificates**.

The Boating Permit and the Power Permit are basic boating skills tapes originally intended to encourage learning for Scouts section Youth members, but could be applied to any Youth section or Adult training situation as the Group sees fit. These tapes are awarded at Group level and not recorded in MyScout. The tapes are navy blue with white writing. The tape is worn on the Group Activity Shirt. The two permits are not part of the standard Scout awards scheme.

The four badges are Coxswain's Certificate, Power Certificate, Inside Charge and Power Charge. Note these are approved as alternate Proficiency Badges in the Scouts section Awards Scheme (the Green Book) but are not worn on the uniform. The Scouts Anchor Badge is awarded for the first of these Certificates or Charges earned, but not for subsequent ones. The Scouts Anchor Badge is worn on the uniform and the individual qualification badges are worn on the Group Activity Shirt.

Upon completion of the training and/or passing the examination as appropriate for each Permit, Certificate or Charge, approved Water Activity Leaders can order badges from the Branch Activity Leader Sail and Powerboating. Assessment criteria are listed in section **3.2 Branch Requirements for Water Activities Certificates**.

The Sea Scout Council recommends that Youth and Leaders should be wearing their Group Activity Shirts during all Sea Scout activities. The Group Activity Shirt should display all badges which indicate accredited skill levels for Water Activities, including the Boating or Power Permit Tapes. These badges should

be worn on the right sleeve of the Group Activity shirt, matching the position of the Scout Anchor badge on the right sleeve of the Scout uniform.

Although there are no Branch-issued certificates for canoeing, all holders of level 2 units as described below may wear a circular badge with an anchor on a black background.

2.3.7 **Boat Inspections**

The onus for ensuring the inspection of watercraft is on the Group Leader. This does not mean that the Group Leader would be expected to carry out the inspection but that, if necessary, he/she obtain the help of a suitable activity leader to do so or seek the advice of other experienced persons eg shipwright, marine surveyor, canoe builder. Since it is primarily Groups who have raised the money to buy canoes and boats, and since it is Groups who maintain these craft, it is beholden on the Group to ensure that they are also safe to use.

Coxns of all scout boats should be trained to check their crafts safety equipment for accessibility and fitness for the intended voyage prior to every use of the boat and to report deficiencies.

The Group will inspect its boats (this includes canoes and all other water craft) annually, and issue Boat Inspection Certificates by 31 October each year. The Certificates will be held by the group leader as evidence of the seaworthiness of boats in his/her Group. There will be no central file kept by Branch. Certificate forms can be obtained from the Branch website.

The certificate will indicate the “Class” of the boat.

Class A: To sail under its own power (sail, motor, oar or paddle) from and to any part of the Western Australian coast and any inland waters bounded thereon.

Class B: To sail by its own power within inland and protected coastal water, eg: Cockburn Sound.

Class C: To sail under its own power within the limits of inland waters. Vessels of Class C may also operate within the area for Class B, provided that an escort boat with Class A or B certificate is in close attendance at all times. Canoes will not be certified above this class. Canoes can only be certified C, D or E.

Class D: To sail under its own power within limits of 3km or visible radius, whichever is the least, of any point of supervision determined by the Activity Leader, within inland waters. A vessel of Class D may operate in Class C area if it is escorted by a rescue craft of Class A, B or C.

Class E: To sail or paddle under its own power within 1 km or visible radius, whichever is the least, of any point of supervision determined by the Activity Leader, within inland waters, provided that a rescue boat is on standby at all times or accompanied with the group. Class E includes but is not limited to rowing dinghies, small tenders, sail boards, stand up paddle boards and sit on top paddle boards with

double ended paddles. (Note “sit on tops” are not to be confused with kayaks and canoes)

2.3.8 **Rafting**

Being the traditional scout rafting with improvised materials and lashings.

Please refer to Safe Operating procedures – Rafting

2.3.9 **Water Activity Leader Appointment**

To be appointed as a Water Activity Leader, the following requirements must be met:-

- Be a Rover or adult member of the Scout Association. Where adult members are not attached to Groups or Districts, they will be attached to the Adventurous Activities Fellowship at Branch

Note: Where an activity leader does not hold a Certificate of Adult Leadership, they are limited to the supervision of the actual boating activity. A certified leader must be in attendance and remains responsible for the welfare and conduct of the youth members as per Branch policy.

- Hold a current Senior First Aid certificate (HLTFA301B Apply First Aid or suitable equivalent as determined by BC AA)
- Working With Children Card
- Hold **at least one** of the following qualifications

Sail

Inside Charge Certificate (adult level)

Yachting Australia inshore certificate or higher

Yachting Australia - Small boat sailing instructor/coach

Yachting Australia - Keelboat Yacht cruising or racing instructor/coach

Must also hold a National Powerboat handling certificate and RST

Power

National Powerboat handling certificate and RST

Yachting Australia – Powerboat Instructor and RST

Department of Transport Accredited RST assessor

Canoe

Activity Guide must hold the following units of competency:

Level 1:

SISO CNE 201A (Demonstrate simple canoeing skills)

SISO CNE 202A (Perform deep water rescues)
PUA OPE 002B (Operate communications systems and equipment)
SISO OPS 202A (Use and maintain a temporary or overnight site)

Level 2:

SISO CNE 303A (Apply canoeing skills)
SISO NAV 201A (Demonstrate navigation skills in a controlled environment)

Both level 1 and 2 must be attained to be appointed as a Canoe Activity Leader. They must also hold their Adult Leader Training Qualification.

2.3.10 Renewal of Appointments for Canoe Activity Leaders

Canoe Activity Leader appointment lasts 3 years. (validity)

Appointments will be renewed if the activity leader submits evidence of a current (Branch approved) first aid certificate (HLT Apply First Aid) and a logbook, which shows evidence of:

1. Conducting the activity for at least three days per 12 month period.
2. Participating in one Branch-approved rescue day per 12 month period.

Logbooks must detail date & time, place, equipment, number of participants, conditions, and a contact for verification.

2.3.11 Personal Flotation Devices (PFDs)

All participants involved in or on the water for Scouting Water Activities, **must** wear a correctly fitted approved personal flotation device (PFD) with the exclusion of swimming. The minimum requirement is that all persons in canoes, rafts, sailing boats, power boats and windsurfers in 'inside' waters, ie: not in the ocean, wear a personal floatation device (lifejacket) with the PFD2 classification, such PFD having a label saying it conforms to Australian Standard AS1499 or AS 4758 level 50.

PFD3 jackets, (complying to AS2260 or AS4758 level 50 special purpose) may be used for rafting and canoeing activities in daylight only on inside waters at the discretion of the qualified Water Activity Leader.

The activity leader in charge can impose whatever extra safety requirements he/she considers necessary under the conditions. For example safety harnesses may be required on off-shore vessels. Similarly the activity leader can relax these requirements for crews only below decks on keel boats when anchored/moored.

In the ocean, which includes Cockburn Sound, the minimum requirement is that all persons wear a PFD1, conforming to AS1512 or AS4758 Level 100 or higher.

Certain jackets certified by the EU as listed on the Marine Safety website are accepted by DPI though not having the Australian Standard markings.

Therefore these jackets are approved for scout water activities at the discretion of the qualified Water Activity Leader.

Personal flotation devices made to the standards *Australian Standards 1512*, *Australian Standard 1499* and *Australian Standard 2260* are still acceptable for use as long as they are in good condition. You do not have to upgrade your current personal flotation device.

In compliance with Yachting Australia Special Regulations, Part 2, for Off the Beach Boats, section 5.01.3. **Inflatable PFDs shall not be used on any sailing dinghies, open ballasted sailing vessels under 6.1m LOA or trailer sailers under 5.2 m LOA.** For vessels above these limits, then consult YA Special Regulations, Part 1, Section 5.

2.3.12 Rules Specific to Canoeing

Craft permitted for canoeing under Water Activities Rules are one, two and three-seat Canadian-style canoes. Craft must be positively buoyant. Sit in kayaks and sit in sea kayaks are not permitted under canoeing rules. Activities are to be conducted in conditions to which the activity leader has been trained. This will generally be flat water, grade 1 and grade 2 flowing water. (Note: conditions are described in the Western Australian Adventure Activity Standards for Canoeing, Kayaking & Sea Kayaking.)

3. WATER ACTIVITIES CERTIFICATES

3.1 Types of Water Activities Certificates

These are listed in Table 3.1

Note that the **Power Charge** is awarded on completion of the Australian Yachting Federation's National Powerboat Handling Certificate. (Formerly known as a TL3) Powerboat operators must also have a Recreational Skippers Ticket (RST)

Windsurfing Courses are to be run by persons who have completed the Australian Yachting Federation's Instructor Certificate TL7.

Scouts of WA Types of Water Activities Certificates

Level	Sailing	Power
Introductory	Boating Permit	Power Permit
Intermediate	Coxswain's Certificate	Power Certificate (RST)
Advanced	Inside Charge	Power Charge (NPHC)

There are no Branch charges, permits or certificates issued for canoeing. All canoe training requirements are set nationally and form part of the Certificate III and IV in Outdoor Recreation.

3.2 Branch Requirements for Water Activities Certificates

3.2.1 Boating Permit Requirements

1. Swim 50 metres wearing shirt, shorts and socks.
2. Demonstrate the correct wearing of all styles of PFD normally used in the group.
3. Know the seven basic scout Safety Rules.
 1. All on board can swim
 2. All on board are wearing a PFD
 3. Bailer or pump on board
 4. Suitable anchor and line aboard
 5. Alternative means of propulsion available eg paddles
 6. Coxn holds appropriate certificate
 7. The boat has a current boat inspection certificate
4. Know the following parts of an oar: grip, loom, leather, shaft, blade and tip, or the equivalent parts of a canoe paddle. Demonstrate correct use and care of oars or paddles.
5. Know the following parts of a boat: stern, stem, gunwale, keel, transom, crutch, crutchbearing.
6. Row around a 200 metre triangular course.
7. Make fast to a jetty and a buoy.
8. Confidently make the following: reef knot, clove hitch, sheet bend, bowline, anchor bend, and sail maker's whipping.
9. Set up and use an anchor.
10. Clean and stow a boat
11. Understand crew roles in a small sailing craft

3.2.2 Coxswain's Certificate Requirements

1. Hold a Boating Permit
2. Swim 200 metres.
3. Know the 7 safety rules.
4. Local weather pattern and signs of foul weather.
5. Navigation mark systems by day and night.
6. Rules of the Road for sail and power.
7. Load a boat and trim correctly.

8. Parts of a boat: stern, stem, gunwale, keel, transom, crutchbearing, crutch, mast, boom, gaff, yard, stays, shrouds, chainplates, centrecase, ringbolts, thwarts, painter, lanyards, rudder, tiller, gudgeon, pintle.
9. Parts of an oar: grip, loom, leather, shaft, blade and tip.
10. Parts of an anchor: ring, crown, stock, shank, flukes
11. Parts of a sail: luff, head, leach, foot, clew, tack, throat, peak, cringle, reef-pendants and boltrope.
12. Parts of rigging: shrouds, stays, spreaders, lanyards, vang, sheaves, blocks and their parts, halyards and sheets.
13. Row or scull a dinghy over a 150 metre course.
14. Row as a member of a boat's crew.
15. Coxswain and control a boat's crew under orders.
16. Crew in a sailing vessel in all positions.
17. Act as the helmsman of a sailing vessel.
Same practical as per Master Mariners, standard would normally leave room for further work but should be safe in moderate winds
18. Demonstrate correct capsized recovery drill.
19. Rig a boat for sailing.
20. Know the minimum gear to carry in a sailing vessel for a full day sail
21. Knots: figure of eight, reef, reef draw, clove hitch, rolling hitch, bowline, round turn and two half hitches, sheep shank, anchor bend, sailmakers whipping, eye splice.
22. Heave a line over 10 metres to land on/over a 1 metre target
23. First aid. Have completed Pioneer water activities first aid section

3.2.3 **Inside Charge Certificate Requirements**

1. Hold a Coxswain's Certificate.
2. Swim 250 metres. Demonstrate rescue and release methods.
3. Hold a (Branch approved) First Aid Certificate.
4. Know the 7 safety rules and their importance.
5. Forecast local wind and weather for 24 hours.
6. Demonstrate practical competency in Rules of the Road.

7. Know the Swan River: Spit markers, landmarks, ski areas, sandbanks, etc or equivalent local waters for country groups
8. Demonstrate how to safely load a boat with stores and crew.
9. Row a dinghy around a 200 metre course (solo). Take command of a rowing crew over a 2 kilometre course.
10. Perform in all sailing crew functions. Take charge of a sailing vessel and anchor, gybe, capsize, man overboard, reef, and come alongside a jetty.
11. Demonstrate how to read a chart, plot a position and lay off a course.
12. Demonstrate the correct setting up and use of a marine radio
13. Heave a line 10 metres to a jetty.
14. Seamanship: have a good knowledge of anchors, towing, reefing, compass, rigging, setting of sails, lee and weather shores, block and tackle, emergencies afloat and use of a sea anchor.

Additional requirements for Adult members/Rovers

15. Demonstrate a knowledge of capsize recovery as it applies to different classes of boat with an emphasis on those classes used by scout groups
16. Demonstrate knowledge of towing points and towing procedures for rescue/towing of boats with an emphasis on those classes used by scout groups
17. Demonstrate and understanding of the safe management of a group of yachts and other vessels in a training environment
18. Demonstrate an understanding of contingency planning and risk analysis as it applies to sailing expeditions

3.2.4 Power Permit Requirements

1. Launch / Preparation
 - a. Launch boat from trailer
 - b. Load boat onto trailer
 - c. Mixing fuel
 - d. Carrying outboard motor
2. Beach Assessment
 - a. Preparing boat for exercise
 - b. Getting in and out of the boat from the beach, from a jetty, from another boat, from the water

3. Introduction to Outboard Motors
 - a. Boat trim and balance
 - b. Safety
 - c. Starting procedure
 - d. Motor trim
 - e. Leaving and returning to shore
4. Boat Handling
 - a. Steering slalom course
 - b. Leave and return to jetty
 - c. Holding bow to buoy
 - d. Coming alongside another boat
 - e. Person overboard drill
 - f. Anchoring a boat
5. Associated Boat Skills
 - a. Safety
 - b. Paddle or row powerboat
6. Knots
 - a. Reef Knot
 - b. Bowline
 - c. Clove Hitch
 - d. Sheet Bend
 - e. Rolling Hitch
 - f. Fisherman's Bend

3.2.5 **Power Certificate Requirements**

A Power Certificate is awarded when the candidate has passed the WA Department of Transport's Recreational Skipper's Ticket.

3.2.6. **Power Charge Requirements**

A Power Charge is awarded when the candidate holds an RST and passes the National Powerboat Handling Certificate

3.2.7. **Snorkelling Activities**

Courses externally provided.

3.2.7. **Windsurfing Activities**

Courses externally provided by Yachting Australia

TABLE 3.3.1 Sailing Certificates

Name of Certificate	Eligibility	Area of Operation	Comments
Boating Permit	Scouts and older	Within 1 km or visible radius, whichever is least, of authorised person in charge. Inland waters.	Certificate holders will not normally be competent enough to row or sail without onboard help.
		Rescue vessel must be on the	Need close supervision by authorised

		water and immediately available.	person in charge.
Coxswain's Certificate	Scouts and older	<p>Within 3km or sight of authorised person in charge.</p> <p>Rescue vessel must be on standby (Standby means either patrolling or on the beach/jetty and a qualified crew available).</p>	<p>Permit holders should be able to skipper and/or crew a sailing boat safely in light to moderate winds.</p> <p>Will normally require an Inside Charge holder in the boat to help them deal with emergencies.</p>
Inside Charge	Scouts and older, minimum age 14 years.	<p>All inland waters (includes protected offshore waters like Cockburn Sound but not Rottnest Island).</p> <p>Rescue vessel to accompany boats sailed offshore.</p>	<p>Charge holders should be mature enough to exercise crew control and be able to deal with emergencies, including strong winds, running aground or other mishaps in the absence of an activity leader.</p> <p>The activity leader is responsible for oversight of the crew when operating away from the base eg by radio or similar means</p> <p>Expeditions, without an activity leader attending, outside of the river need to have a trip plan approved by SSC</p> <p>Expeditions outside the listed area need to have their trip plan approved by SSC</p>

TABLE 3.3.2**Power Certificates**

Name of Certificate	Eligibility	Area of Operation	Comments
Power Permit	Scouts and older, minimum age 10 years to comply with RST regulations.	Within 500m or visible radius whichever is least, of authorised person in charge.	Motor not to exceed 6 hp as per RST rules Holder generally is training for RST and/or taking crews to boats in a mooring area etc Not sufficient for driver of a Rescue Boat.
Power Certificate	Scouts and older, minimum age 10 years to comply with RST regulations.	Within 500m or visible radius whichever is least, of authorised person in charge.	Youth RST holders should be mature enough to exercise crew control and be able to deal with emergencies, including strong winds, running aground or other mishaps but may not be in charge of a Scout Rescue boat in the absence of a Water Activity Leader. Not sufficient for unsupervised driver of a Rescue Boat at Scout events. Ref 4.0 below.
Power Charge (NPBHC & RST)	Scouts and older, minimum age 14 years.	All inland waters: includes protected offshore waters like Cockburn Sound and Rottnest Island with appropriate trip plan	Youth members who are Charge holders should be mature enough to exercise crew control and be able to deal with emergencies, including strong winds, running aground or other mishaps in the absence of a Water Activity Leader and may be in charge of Scout Rescue boats.

4.0 Recreational Skippers Ticket.

Adults holding an RST but not a National Powerboat Handling Certificate may operate a power craft as part of a scouting activity on a limited basis.

- They are the owner of the vessel
- The vessel must be insured.
- The vessel is not acting as a support or safety boat for rafting, canoeing or sailing activities
- The activity being undertaken has being approved by the relevant Authorised Person in Charge

Example of conforming use – fishing trips, touring, transporting scouts to/from a location.

5.0 Assessment**Who can examine for the various levels****SAIL**

Boating Permit: Water Activity Leader Sail as appointed by SSC

Coxswain Certificate: Water Activity Leader Sail as appointed by SSC

Inside Charge: Two or more Water Activity Leaders Sail as appointed by SSC

Yachting Aust Qualifications: As per YA regs

POWER

Power Permit: Water Activity Leader Power as appointed by SSC

Power Certificate (RST): As per Department of Transport assessor requirements

Power Charge (National Powerboat Handling Certificate): An approved Yachting Australia Powerboat Instructor as per YA regulations

CANOEING

According to Scouts Australia Institute of Training standards.

6.0 Guidelines for holding an event, due to wind conditions.

Wind condition forecast and actual observations should be checked before any water activity event. This information is available from the Bureau of Meteorology's web site, along with various other good reliable web sites like seabreeze or predict wind. A good guide on the Swan River (Melville Water) for wind speed is measured from the Bureau of Meteorology's weather station on the Outer Dolphin navigational mark. The wind speed readings are updated on a 5 minute interval, and published onto the internet at:

<http://www.bom.gov.au/wa/observations/perth.shtml>

Refer to Melville Water.

The wind speed used should be the average wind speed, not the gusting wind speed.

Safety restrictions will be placed on vessels at the following wind conditions:

15 knots	White caps start to appear on the water surface. For canoeing, then seek shelter
20 knots	Dinghy, Surfcats and similar yachts to return to shore Sea boats to reef main sails Sea boats on the long course must have an inside charge holder aboard
25 knots +	All Sea boats ashore, Keel boats & Red Witches to reef mainsail and change to smaller genoa sail if they wish to keep sailing.
30 knots +	<u>ALL</u> vessels to stop and return to shore or seek safety in lee of land. If anchoring, use 7:1 ratio for depth of water.

If the wind drops below these limits, sailing can resume as for each class of vessel.

Weather Information can also be sourced on VHF radio, channels 16 and 67 or 27 MHz radio on channel 88 during normal recreational boating hours.

7.0 Equipment requirements

There is certain equipment that should be on a vessel at all times when in use. Operators should familiarise where the equipment is located and have knowledge of how to use it properly.

Not all of the following list would be found on every vessel due to size constraints. But the coxswain or operator should prepare the vessel accordingly. Please consult spreadsheet as a guide for the equipment that you should have for the type of vessel being used..

Equipment such as:-

Anchor, chain and rope
Bowline & Sternline
PFDs for each person on board, correctly fitted
Second means of propulsion.
Bailer and buckets
Personal First Aid Kit
Shackle Key
Serrated Knife
Fire Extinguisher
Battery powered flashlight
Distress V sheet
Inshore or Offshore Flares
VHF Marine Radio or 27MHz Marine Radio with antenna
Battery power and possibly spare battery pack.
EPIRB's
Lifebuoy or LifeRing with reflective tape.
Man overboard equipment.
Boarding ladder
Bilge pump and hose.
Goggles and snorkel
Throw Line or Throw Bag with 15m of line (minimum)
Wire cutters
Tow rope
Boat hook
Boat box containing spare fittings, rope, shackles, bungs, etc.
Rescue Boat Flag (Green/White)
Sunscreen and adequate drinking water.

8.0 Navigational Lighting Requirements

For Scout Association Vessels in use at night, these requirements shall overrule RST requirements.

Vessels sailing at night (after sunset and before sunrise) must meet the minimum requirements set by the Western Australian Department of Transport. These requirements have been set so that a vessel can proceed safely at night without the risk of not being seen due to not carrying lights, or not shining a light on the vessels sails early enough to avoid a collision. Catamarans and dinghies sailing after dark are to be individually accompanied and kept in sight by a support boat. Both vessels are to comply with the following light requirements:-

Sailing Vessels under 7 Meters shall:

- exhibit an all round white light, but preferably Tri Colour lamp on the mast head.
- Seaboats or other similar open boats shall carry a waterproof strobe light that can be activated should the boat capsize at night. Batteries should be fresh for each event.

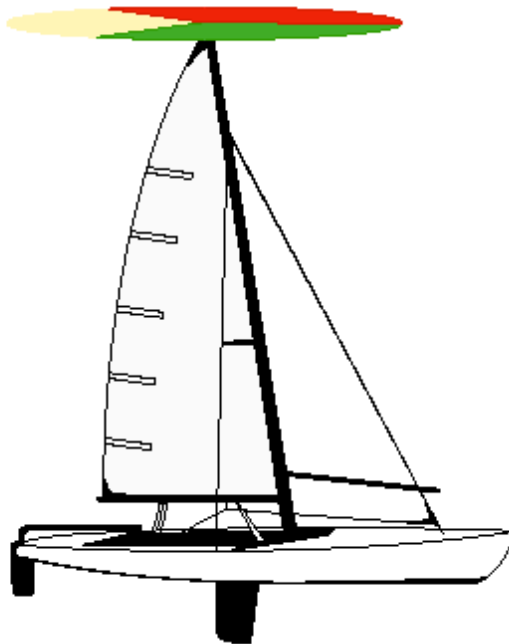
These size vessels should not just rely on an electric torch being shown on the sails in sufficient time, hence therefore for Scouting Vessels, all round white lights should be installed.

Please ensure the mast head light can be seen 360 degrees and not obstructed by another mast, gaff boom or sail.



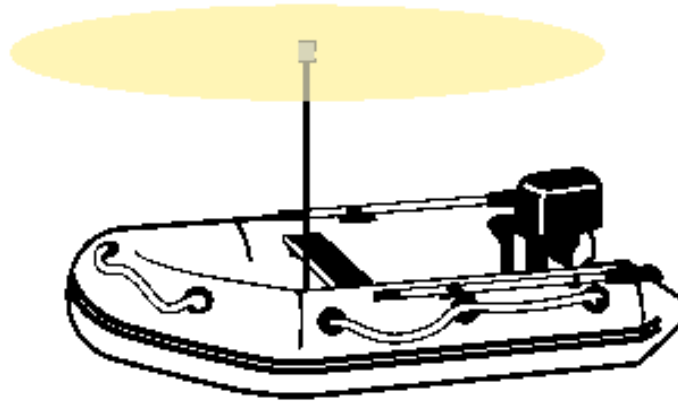
Sailing Vessels of 7 to 20 Meters shall:

- Carry a Tri Colour lamp, or
- Separate side lights, and stern light.
- Keel boats should also have a torch on hand in case of main battery failure



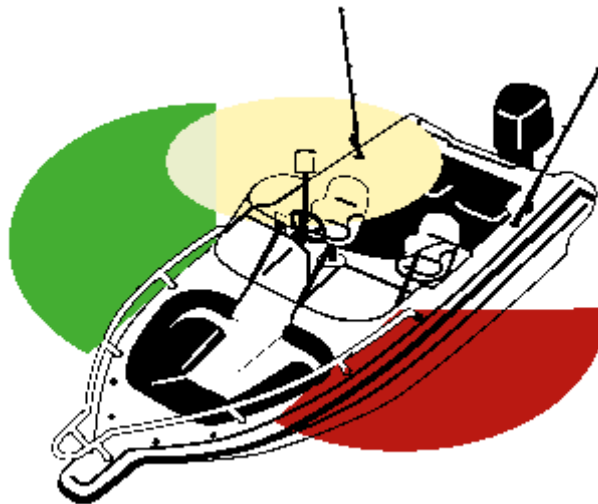
Power Vessels Under 7 meters and less than 7 knots shall:

- exhibit an all round white light and if possible separate or combination side lights.



Power vessels under 12 meters shall exhibit:

- Separate or combined sidelights, a masthead light, and a stern light, or
- Separate or combined sidelights, and an all round white light.



Lights: **minimum visibility** of lights to be as per collision regulations (Coll regs) rule 22, for vessels less than 12 metres in length

White masthead light or stern light = 2 nautical miles,

Red/green sidelights = 1 nautical mile

All round white lights = 2 nautical miles.

9.0 Sea Scout Council (SSC) approval of Trip Plans

A Trip Plan is required for sail and power craft expeditions outside of a Group's normal operating zone of activity. The purpose of a Trip Plan is to manage the risks associated with adventurous activities. Sample Trip Plans are available to assist in the planning of an expedition. Trip Plans must include the completion of a Branch R1 Form: *R1 - Application for Authority to Conduct an Activity*.

If an expedition for any Group is to be conducted into Open Waters – e.g., beyond the Harbour for Inland- or River-based Sea Scout Groups, or beyond the Normal Operating Zone of Activity for Ocean-based Sea Scout Groups - without an approved Water Activity Leader in attendance, then a written Trip Plan must be submitted to and approved by the SSC prior to the expedition.

Definition of a Group's Normal Operating Zone of Activity

The definition of a Group's normal operating zone of activity varies depending on the geographic location of the Sea Scout Group's normal sailing base.

Inland- or River-based Sea Scout Groups.

For Sea Scout Groups based on inland bodies of water such as the Swan or Canning Rivers, this is as per the restrictions on the Coxswain's Certificate and sailing a Class D vessel: i.e., within 3km of the Group Hall or Sailing Base, or within line of sight of the Group Hall or Sailing Base, whichever is shorter.

Ocean-based Sea Scout Groups.

For Sea Scout Groups based on Ocean frontages, this is generally expected to meet the same standard as per the restrictions on the Coxswain's Certificate and sailing a Class D vessel: i.e., within 3km of the Group Hall or Sailing Base, or within line of sight of the Group Hall or Sailing Base, whichever is shorter. However, this may vary depending on the physical restrictions of the Ocean-based site. If other restrictions need to be applied then this will be specified on a map included as an attachment to these regulations.

There are two approval methods for Trip Plans:

1. A Trip Plan may be submitted for assessment by a regular meeting of the Sea Scout Council. The SSC meets on the third Monday of each Month. The Trip Plan must be submitted by email as an agenda item at least two weeks prior to the SSC meeting, with a cc to the Section and Group Leader of the members proposing the expedition.

or

2. A Trip Plan may be submitted for assessment by two Assessors, who will be authorised Water Activity Leaders from outside the Group of the members proposing the expedition. The Sea Scout Council of WA will publish a list of Water Activity Leaders authorised to assess and approve or decline a Trip Plan for an expedition.

- The Trip Plan is to be submitted by email to the two Assessors at least three weeks prior to the expedition, and cc'ed to the Secretary of the SSC.
- The Assessors will acknowledge receipt of the Trip Plan within 2 days of receiving it.
- The Assessors may request supplementary information as they deem necessary.
- The Assessors may request or suggest changes.
- Both Assessors must approve the Trip Plan for it to be accepted by SSC.

- The Assessors will accept or reject the Trip Plan by email within 10 days of acknowledging receipt of the Trip Plan (cc to Secretary of the SSC).
- If the members proposing an expedition disagree with the assessment of the Trip Plan by the Assessors, they may either revise and resubmit the Trip Plan to the same Assessors, or they may submit the Trip Plan to SSC for approval as per method 1.
- It is the responsibility of the members proposing the expedition to check that the proposal has been received and acknowledged by the Secretary of the SSC or the Assessors.

10 This document to be reviewed on a yearly basis in August.