



WAKA AMA – Event Operations and Safety Management Plan

Te Waka o Aoraki Regionals Sprints



BACKGROUND

Te Waka o Aoraki Regional Sprints – held every December as a build up to the Waka Ama NZ National Sprint Championships, including being the qualifying event for regional W1 and W12 paddlers to compete at the Nationals.

1. INTRODUCTION

Event Name:	Te Waka o Aoraki Regional Sprints					
Event Date/s:	11 December 2021					
Contingency Date/s:	12 December 2021					
Event Location/s:	Lake Pegasus, Pegasus Town (Near Wooded, North of Christchurch)					
Event Start Time/s:	Registration: 8.00am / Karakia & Race Briefing 8.30am			Race Start: 9.00am		
Event Numbers:	Competitors (total): 150					
	W1: 6 racing + 6 paddling to start	W2: N/A	W3: N/A	W4: N/A	W6: 3 racing + 3 paddling to start	W12: N/A
	Spectators: 100					
Event Support Boats:	Naval Point Rescue Boat + 2 x Rescue Boards					
Event Tides Times:	Low Tide: N/A			High Tide: N/A		
Event Outline:	W6 & W1 Waka Ama Sprint Regatta with 1500m & 1000m turn, and 500m & 250m straight races. This event is held as a qualifying regatta for Waka Ama New Zealand’s National Sprint Championships, held at Lake Karapiro in January every year.					



WAKA AMA – Event Operations and Safety Management Plan

Te Waka o Aoraki Regionals Sprints



2. EVENT/RACE MAPS - Lake Pegasus Venue and Racecourse Map



Waka are loaded and unloaded from the small beach between the Admin Tent and Spectator Area.

500m Straight Race start line is the Northern End of the Lake. 250m Straight Race start line (and turn race turning buoys) are in the middle of the lake.

The 250 / 500m Straight Race finish line and 500 / 1000 / 1500m turn race start & finish line is near the Admin Tent at the Southern end.

Waka must stop and turn before the swing bridge at the Southern end of the lake, as well as at the beaches at the Northern end.

Portable toilets will be located near the spectator area.

For more information about Lake Pegasus see: <https://www.waimakariri.govt.nz/your-council/news-and-information/2016/lake-pegasus-the-things-you-need-to-know>



WAKA AMA – Event Operations and Safety Management Plan

Te Waka o Aoraki Regionals Sprints



3. RISK ASSESSMENT

The purpose of this part of the safety plan is to undertake a comprehensive risk assessment to determine support boat/ lifeguard and medical support requirements and form part of an effective event decision making protocol and communication to all participants.

3a: 'Environmental' Risk Assessment

Past experience for the same or similar events	TWoA have held their sprint event at Lake Pegasus since 2011 so have a good understanding of the venue, the weather conditions and site risks. In particular, the wind can be an issue later in the day, with strong NE, NW or SW winds causing difficulties. Hence the event is planned to run from 9am through to 2-3pm to avoid stronger afternoon winds.
Anticipated number of competitors	100-150 competitors total maximum, with up to 36 on the water in W6 races (18 or 3 x W6 racing; and 3 x W6 paddling to start) and up to 12 in W1 races (6 x W1 racing; and 6 x W1 paddling to start).
Length of the course/s	500m
Design of the course/s	6 x 13m lanes for W1; and 3 x 26m lanes for W6
Proximity of the course to land	Less than 50m from shore in most points, and no more than 100m at any point
Anticipated wave / surf size	Minimal - flatwater venue. Some wind caused chop can develop in strong NE/NW or SW wind (above 20 knots)
Assessment of paddlers ability	Competitors abilities range from novice to experienced paddlers. Age range is from 6 to 70 plus.
Any pre-entry qualifying criteria	<p>The safety briefing will cover the course and race procedures, as well as local weather forecast (including wind direction and strength) and the likely effects of weather on paddlers and contingencies in relation to weather. The briefing will also cover how to raise assistance in an emergency, safe launching and exiting from the water, and safe beaching of waka, as well as what to do in the case of flipping.</p> <ul style="list-style-type: none"> · All waka will be safety checked prior to the start of racing, and after any incidents · All competitors must be able to swim 50m or they must wear a lifejacket · All junior paddlers (Midgets/Intermediate/J16/J19) must wear a PFD · All competitors must be fit and competent of completing the course
Start / finish area	Will be indicated on the day (according to the map on page 2). Competitors will be made familiar with course during the briefing.
Water temperature	Expected to be approx. 12 to 15 degrees (but will be confirmed before the event)
Event apparel worn during event	Club uniform race tops and shorts, with dry fit/polyprop under garments; No Jeans, Tracksuit pants or heavy clothing. Light weight water shoes/sneakers are allowed, but no heavy shoes or gumboots in the waka/water.



WAKA AMA – Event Operations and Safety Management Plan Te Waka o Aoraki Regionals Sprints



Weather and tide / current conditions	<p>As noted above, strong winds can affect the lake and racecourse, particularly winds above 20 knots. Wind predictions will be monitored ahead of the event, as well as being assessed before the start of racing, and throughout the event.</p> <p>High wind that jeopardise the safety of paddlers may lead to postponing, suspension or cancellation of racing. The following indicative wind cut-off points will be considered by the Race Director in determining whether to postpone/suspend and/or cancel:</p> <ul style="list-style-type: none"> (a) SW: Winds over 10 knots or 20km/hr – postpone/suspend and/or cancel for all competitors; (b) NE: Winds over 20 knots or 35km/hr - postpone/suspend and/or cancel for all competitors; (c) NW: Gusts of over 25 knots or 50km/hr - postpone/suspend and/or cancel for all competitors; (d) Any wave/chop height over 0.5 metres – postpone/suspend and/or cancel for all competitors. <p>Tides and current do not affect the Lake Pegasus venue.</p>
Water quality assessment	<p>Water quality in the lake can be changeable and at times can be affected by toxic algal blooms. These are notified to the public by the Canterbury District Health Board and the lake is shut down by the Waimakariri District Council during such events.</p> <p>Therefore, the lake water quality will be checked in the week leading up to the event for suitability for contact recreation and swimming.</p> <p>The lake is monitored by Environment Canterbury as part of its swimming water quality tracking, with up to date results found at: https://www.lawa.org.nz/explore-data/canterbury-region/swimming/pegasus-lake-at-moto-quay/swim-site</p>
Other considerations	<p>Safety Requirements:</p> <ol style="list-style-type: none"> 1. All competitors must read and have the event waiver explained to them. 2. All competitors must sign a waiver confirming that they are able to swim, and if they can't, that they will wear a PFD during racing. They will also confirm they are aware of risks associated with sprint racing. 3. All competitors must be fit and competent of completing the courses and the Race Director has the right to stop anyone from paddling who they believe is not competent of racing. 4. All waka to be used at the event will be rigged and safety checked ahead of racing. 5. All junior competitors (J19 and under) will wear PFD's while racing. 6. Junior crews can have an adult steerer, but who must not paddle or propel the waka in anyway during racing. 7. The event racecourse will be printed and on clear display at the registration table and explained during the race briefing. 8. A motorised safety boat, with an experience skipper will be on the course during the event, and be in VHF communication with the on-shore Race Director at all times. 9. 2 Lifesaving rescue boards and at least 2 trained lifeguards will be onsite during the event to assist with any paddlers in distress. 10. 2 qualified first aid personnel and at least 2 first aid kits will be onsite during the event, and identified during the race briefing. 11. The Safety Boat driver, lifeguards and first aid personal will have their own safety briefing prior to the race. 12. Extreme weather conditions such as high wind and/or rain that jeopardise the safety of paddlers may lead to the postponement, suspension and/or cancellation of racing. Event organisers will endeavour to inform all entrants of this by email or phone, on, or before the day of the event of adverse weather conditions, as well as during the race briefing and throughout the day. 13. All children must be supervised by an adult at all times on and off the water.



WAKA AMA – Event Operations and Safety Management Plan

Te Waka o Aoraki Regionals Sprints



	<p>Venue Specific Requirements:</p> <ol style="list-style-type: none">1. No Dogs are allowed at the Lake Pegasus venue.2. Toitū Te Whenua: Take only photos – leave only footprints! Your rubbish is your responsibility.3. Swimming may be done off the jetty away from the loading area, as well as at beaches to the North of the Spectator area, and South of the finish line (subject to appropriate Water Quality).
	<p>Covid-19 Requirements:</p> <ol style="list-style-type: none">1. The event will only proceed in Level 1 or 2.2. Public Health: Competitors and Officials will be told to stay away from the event if they are unwell or showing symptoms. All will be reminded and encouraged to maintain high personal hygiene by washing hands and surfaces, social distancing (outside your bubble), to wear masks when required, and to get vaccinated leading up to the event.3. Contract Tracing: QR code posters will be printed and displayed to enable all attendees to check in using the NZ Covid Tracer App. A paper roll will also be on hand to record names and contact details for those who don't have the App and/or if the App / Electronic means do not work for any reason.4. Hygiene: Hand sanitiser and sanitiser spray will be available at the event, and it will be mandatory for competitors to use before and after racing, and during registration.5. If the event is in the Level 2:<ol style="list-style-type: none">i. The event will be limited to 100 people (including competitors and officials, with no spectators) and may require entries and events to be limited. No competitors from an area that is in Level 3 or 4 can attend the event.ii. A person will be appointed by TWoA (in conjunction with WANZ) to oversee the implementation of Covid-19 procedures during the event.iii. No prizegiving will be held.iv. Masks will be mandatory for all officials and volunteers at all times during the event, and by competitors when not racing.



WAKA AMA – Event Operations and Safety Management Plan

Te Waka o Aoraki Regionals Sprints



RISK MANAGEMENT PLAN

EVENT Te Waka o Aoraki Regional Sprints **Manager(s)** Tracey Kingi, Craig Pauling and Caleb Te Kahu **Date** 11 December 2021

Equipment Management

Risk: What could go wrong?	Cause	Prevention: Eliminate/ Isolate/ Minimise	Equipment	Check (tick)	Who is responsible?	Eliminate, Isolate, Mitigate
Vandalism	Graffiti, Damage to Property and Buildings	Monitor throughout day			Event manager	M
Damage	To equipment, cars, public property, canoes etc...	Public Liability cover for any damage to property of the third party, including cover for illness from water drinking sources, serious injury or death of officials.			Event manager	M

Environmental Management

Risk: What could go wrong?	Cause	Prevention: Eliminate/ Isolate/ Minimise	Equipment	Check (tick)	Who is responsible?	Eliminate, Isolate, Mitigate
Wet / bad weather-causing race to be unsafe	Monitor weather	Call off event if weather becomes too dangerous.	Communication on Facebook, phone or email (laptop/device/phone)		Event manager / Race Director	E
Poor Water Quality – making racing unsafe	Monitor sampling results	Call off event or move venues	Communication on Facebook, phone or email (laptop/device/phone)		Event manager / Race Director	E

On-the-water Management

Risk: What could go wrong?	Cause	Prevention: Eliminate/ Isolate/ Minimise	Equipment	Check (tick)	Who is responsible?	Eliminate, Isolate, Mitigate
Injury related to the race	Pulled Muscle, fatigue, exhaustion, Heart Attack	Note and identify risks at briefing; First aid personal on site; local after hours and/or ambulance if required.	Race briefing notes; First aid kit; Safety Plan with local after hours clinic contacts;		Event manager / Race Director / Onsite First aid	M, I



WAKA AMA – Event Operations and Safety Management Plan

Te Waka o Aoraki Regionals Sprints



Paddler unable to continue	Person affected by alcohol, anxiety, inexperience, weather conditions etc	Note and identify at briefing; Race Director and/or Event Manager to be informed and to make assessment of paddler; Crew or support boat/waka to assist paddler to land and looked after.	Race briefing notes; VHF radios for communication; Admin Tent/area for shelter / rest area if required.		Race Director / Event Manager / Support Boat	I, M
Drowning	Separation of canoe and paddler / Paddler cannot swim	Note and identify risks at briefing; Ensure paddlers are aware of the course, safety boat and safe exit areas. Any paddler unable to swim 50 and all juniors must wear a PFD. Use safety boat and/or rescue boards to assist paddlers in trouble / need.	Race briefing notes; VHF radios for communication; Safety Boat Rescue Boards PFDs		Event manager / Race Director / Support Boat / Paddlers	I, M
Collisions	Collision between Waka and recreational vessel	Safety craft will be patrolling perimeter of the course, public notice and advisory, VHF radio broadcast by coastguard	Safety Boats		Race Director / Support Boat	M
Injury related to race	Pulled muscle, fatigue, exhaustion, heart attack	St Johns on site, ICE and ambulance. Support Boats aware of hazard and signs	M, I		Race Director / Support Boat	M, I
Paddler unable to continue	Person affected by alcohol, anxiety, inexperience, weather conditions	Support boats able to retrieve paddler and craft safely	M, I		Race Director / Support Boat	M, I
Crew separated from canoe	Weather, inexperienced	Lifejackets, Support & Safety Boats to recover crewmember, advise Race Control, first aid to be administered. Safety clothing.			Race Director / Support Boat	M, I

Personal Management

Risk: What could go wrong?	Cause	Prevention: Eliminate/ Isolate/ Minimise	Equipment	Check (tick)	Who is responsible?	Eliminate, Isolate, Mitigate
Injuries to staff, volunteers or spectators	Running into something, pulling a muscle. Cut foot	First Aid Station, have ice available.	first aider		Event manager	I
Spectators causing trouble.	Alcohol,	Have someone constantly patrolling the area. Call police if there is any kind of trouble.	Cell Phone, VHF Radios		Event manager	I, M
Support Boat Driver unable to start boat	No petrol	Ensure support drivers have petrol for the day and communicate with them before the event	Petrol, boat, Cell Phone, Walkie Talkie		Event managers	E, I



WAKA AMA – Event Operations and Safety Management Plan Te Waka o Aoraki Regionals Sprints



3b. Risk management: Identification of risks, causal factors and management via eliminate, isolate or minimise

Hazard identification						
Event courses	Hazard		Steps to minimise		Steps taken	Responsibility
	Yes	No	Yes	No		
Possible 20+ knot wind could come up and blow all the competitors off course – all the paddlers could be in trouble and need rescuing	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Races will be run in the morning before the wind comes up too much. Monitoring of the wind during the day by Race Director. Race Director and Event Manager to make the call to change course and/or postpone or cease racing	Race Director <i>in consultation with the Event manager</i>
Paddlers could suffer fatigue, have a heart attack or epileptic seizure, cramp etc	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Medical Condition disclosed on entry form and Safety craft following paddlers from start to finish & VHF Radio Contact	Race Director / Event Manager
Paddlers could capsize, get a knock on the head by ama or another waka /paddle	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Identify at Race briefing, have spotters along course. All crews must be familiar with huli process and look after each other until support arrives.	Race Director / Event Manager



WAKA AMA – Event Operations and Safety Management Plan Te Waka o Aoraki Regionals Sprints



4. SAFETY REQUIREMENTS (Equipment and Personnel)

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

Equipment Required	Number of equipment to be used	Number of experienced personnel	Personnel Competencies to use equipment
Support Boat (with throw/tow ropes etc)	1	2	With relevant experience/qualifications, First Aid Trained and capable of assisting paddlers to shore
Rescue Boards	2	4	First Aid Trained & capable of assisting paddlers to shore
	Total number of support boat:	Total number of personnel:	
	3	6	
Radios and other communication tools	5-6 VHF Radios (1x Start line; 1x Start Boat; 1x Finish line; 1x Admin; 1 x Loading)	N/A	VHF trained and able to communicate between all key race personal both on water and on land.
PFD's	18 (1 for each seat in each waka that is racing)	N/A	Brief and check fitting
First Aid Station/Kits	3 (1 x Support Boat / 1 x Finish Line/Admin; 1 x Start Line)	3	First Aid Trained
Event signage/Maps etc	1	N/A	Covered at race briefing
Hand Sanitiser / QR Code Posters	6	N/A	To provide for adequate C19 hygiene / Allow people to check in / trace



WAKA AMA – Event Operations and Safety Management Plan Te Waka o Aoraki Regionals Sprints



Key Contacts

Name	Positions/Area	Contact Phone	Contact Email
Tracey Kingi	Te Waka o Aoraki President & Event Manager: <i>Race Sanctioning / Rego / First Aid / C-19 Protocols</i>	021 281 9689	twoa.president@gmail.com
Craig Pauling	Lead Race Director: <i>Race Safety / Draw / Timing / Results</i>	021 874 317	otumatua@gmail.com
Caleb Te Kahu	Deputy Race Director: <i>Race Course / Starts / Support Boat</i>	027 232 7576	calebtekahu@gmail.com
Zoe Horvath	Te Waka o Aoraki Treasurer / Race Admin: Registrations & Waivers	021 923 611	zoe.horvath90@gmail.com
Jan Blythe	Te Waka o Aoraki Secretary / Race Admin: Registrations & Waivers		Jan@avocahouse.com
Amiria Mita-Marshall	Waka Ama NZ Support: Sanctioning / Entries / Pānui		admin@wakaama.co.nz
Alex Ryder	Enternow Support: Race Entries / Draw / Timing / Results	021 078 7328	help@enternow.co.nz
Jeannie Ripley / Julie Williams	Waimakariri District Council: Lake Pegasus Booking	0800 965 468	office@wmk.govt.nz
Richard Matterson	Naval Point Club Manager: Safety Boat Hire	027 714 2981	manager@navalpoint.co.nz



WAKA AMA – Event Operations and Safety Management Plan

Te Waka o Aoraki Regionals Sprints



5. COMMUNICATION PLAN

There will be direct (radio) communication at all times between:

- i. **Race Director (Finish Line), Event Manager (Admin Tent), Deputy Race Director (Support Boat/Race Starter) and Start Line Spotter.**
- ii. **Race Director, Event Manager, Deputy Race Director and Rescue/First Aid Support People.**
- iii. **Event Manager and Race Admin/Support team.**

There will also be indirect (arm signals, whistle and/or voice) communication established between the competitors and start/support boat, and on shore personnel.

6. PRE START SAFETY COMMUNICATION TO PADDLERS

6a. General Safety

Pre-Race Safety Briefing (will cover):

1. *The course, local weather patterns, tide times, wind direction and the likely effects on paddlers and the explanation of the Safety Waiver.*
2. *How to raise assistance in an emergency, safe launching and exiting from the water, and who the First Aiders/Lifeguards are, and what happens in an emergency/safety incident.*
3. *Where paddlers need to go, and buoys to start, finish and turn on to be on the correct path for racing and loading/unloading.*
4. *That the Race Director or other event personnel can stop any paddler from competing/completing if they show signs that they will not complete it in an acceptable time or acceptable condition.*
5. *That the course may be changed by the Race Director due to conditions.*
6. *The process should any race need to be stopped for any reason.*
7. *A reminder for paddlers to hydrate, dress appropriately and apply sunscreen prior to and during the event.*
8. *That PFDs must be worn by all Junior competitors and those that cannot swim 50m.*
9. *That all Waka Ama NZ Race rules apply.*
10. *That everyone has check in using the Covid 19 QR Code and Tracer App (and/or on the hand written roll)*

6b. Cancellation/Postponement

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



WAKA AMA – Event Operations and Safety Management Plan Te Waka o Aoraki Regionals Sprints



7. PRE START SAFETY COMMUNICATION TO LIFEGUARDS

- a. A register of all personnel present on the day of the event should be taken
- b. The Event Manager/Race Director (or appropriately trained representative) should:
 - i. Run through all the safety and race instructions being given to the event paddlers
 - ii. Run through the risk assessment for the event
 - iii. Run through the role of the on water event personnel – support, rescue, first aid
 - iv. Run through the communication plan
 - v. Outline what will happen in a rescue and/or emergency
 - vi. Outline the role of the personnel: 1. At the start of the racing; 2. During the race; & 3. At the end of the racing.

c. Personnel Wellbeing and Personal Safety

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

8. ON WATER SAFETY AND EMERGENCY MANAGEMENT

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



WAKA AMA – Event Operations and Safety Management Plan Te Waka o Aoraki Regionals Sprints



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

- Cell Phone and at least 3 x VHF Radios
- At least 1 x key personal with Current First Aid (on shore)
- At least 2 x First Aid Kits (1x Admin Tent & 1x on Support Boat)
- Ice (on shore)
- Defibrillator (Pegasus Medical Centre, 1 Te Kohanga Drive, Phone 111 for Cabinet Combination)
- On Call - 111 Ambulance

Resources will be positioned at the following locations:

- Admin Tent near the finish line (which is also the Emergency Rendezvous point)

9. RESCUES OR FIRST AIDS DURING AN EVENT

The Event Manager should record all incidents during the course of an event - incidents will include:

- i. Event personnel supporting a paddler – but allowing that paddler to continue;
- ii. Event personnel withdrawing a paddler who they feel is not able to continue the event;
- iii. Event personnel rescuing a paddler who identifies themselves as being in distress via physical or verbal communication;
- iv. All first aid interventions as highlighted on hazard identification table;
- v. In case of serious injury, injured persons can be taken to A&E at Christchurch Public Hospital (2 Riccarton Ave, Christchurch Central, Christchurch 8011) or 111 called for an ambulance. If someone is required to be transported for minor to moderate (i.e. non urgent treatment) they can be taken to the following locations:

Pegasus Medical Centre

Address: 52 Pegasus Main Street, Pegasus Town

Phone: 03 920 4060

Open 9am – 1pm on Saturdays

24 Hour Surgery

Address: 401 Madras Street (Entrance on the left just before Bealey Avenue)

Phone: 03 365 7777

www.24hoursurgery.co.nz



WAKA AMA – Event Operations and Safety Management Plan Te Waka o Aoraki Regionals Sprints



10. POST EVENT DE-BRIEF

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

- i. The Event Manager should meet with all on water event personnel immediately following the completion of the event. Areas to cover will include: an assessment of the risk factors, whether there was adequate on water presence, and areas where improvement could be made. This is a good time for the Event Manager to ensure that the lifeguards are all okay (physically and emotionally) and thanked for their efforts.
- ii. If there are other key authorities involved with the event, such as Harbour Master, Police etc then they should be included in this meeting if required

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

Notes from these meetings should be recorded.

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

The following template can be used for your debrief.

Date: 17 December 2021

Time: 11am

Venue: Zoom Meeting

Incident Summary:

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

Incident forms completed for rescues and first aids:

YES

NO

General comments from the event personnel about the event: