

Waka Ama Whaikaha Inclusive Paddling Checklist

This checklist is designed to help clubs and organisers confidently and safely deliver Inclusive Paddling sessions that welcome tāngata whaikaha and people with diverse needs. It can be used for introductory sessions, inclusive events, or training opportunities, and highlights key considerations to ensure every session is accessible, supportive, and enjoyable for all participants.

Pre-Event Planning

- ☐ Confirm event date, time, and location
- ☐ Liaise with the local Coastguard and relevant authorities
- ☐ Confirm accessible parking and toilet facilities
- ☐ Check accessibility parking and access to the water
- ☐ Check tides where applicable
- ☐ Ensure club paddlers are competent in ensuring the health and safety of kaihoe whaikaha e.g. assisting in transfers to/from waka

Equipment & Waka Setup

- ☐ Confirm W12 waka and sufficient experienced club paddlers
- ☐ Gather:
 - ☐ Paddles
 - ☐ Lifejackets
 - ☐ Strapping/support items
 - ☐ Safety gear
 - ☐ Bring beach mats, cushions, pool noodles for comfort/support
 - ☐ Test and charge radios/phones
 - ☐ Set up gazebo/shade and hydration station

People & Safety

- ☐ Confirm the presence of qualified first aider
- ☐ Conduct pre-event safety briefing for paddlers and their whanau
- ☐ Conduct pre-event safety briefing for volunteers/support crew
- ☐ Review weather, tides, and water quality
- ☐ Prepare emergency contact list and incident report forms
- ☐ Ensure sunscreen and hats are available; check hydration needs for all participants.
- ☐ Confirm procedures for capsized, injury, or medical emergency.

Post-Event

- ☐ Plan and schedule event debrief with crew
- ☐ Create method for collecting participant feedback

- ☐ Capture photos/stories for sharing with whānau or social media
- ☐ Share club contact details with whaikaha participants for future involvement
- ☐ Note any lessons learned or improvements for next time

Waka Ama Whaikaha Inclusive Paddling – Resource List

Equipment for Waka

- ☐ Double hull waka (e.g., W12 or 4x4 kiato as appropriate)
- ☐ Seats/cushions for comfort and support
- ☐ Padding for extra support in hulls
- ☐ Strapping/support items for safety and stability
- ☐ Ratchets for securing equipment
- ☐ Footplates (DIY or adjustable)
- ☐ Pool noodles, foam blocks, or other soft materials (cut to shape if needed)

Accessibility & Comfort

- ☐ Mats or carpet for safe and comfortable transfers
- ☐ Beach wheelchair (venue-dependent)
- ☐ Shade options on land: gazebo, tent, or access to buildings
- ☐ Hydration station: water bottles, cups, or hydration packs
- ☐ Consider visual or tactile cues for participants with sensory needs

Safety Requirements

- ☐ Safety boat or support waka
- ☐ Lifejackets (ensure correct sizing for all participants)
- ☐ Sunsmart requirements: clothing to cover, hats, sunblock
- ☐ Safety plan and emergency procedures
- ☐ First aid kit and qualified first aider on site
- ☐ Radios/phones charged and accessible for communication