



Outrigger Park – Minyama – Sunshine Coast

RISK MANAGEMENT PLAN 2025/26

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INTRODUCTION

Panamuna Outrigger Canoe Club Inc. (POCC) is a non-profit organisation whose safety and operation is managed by club members. POCC adheres to the 'Integrity Policies, Bylaws as supplied by the national governing body – Australian Outrigger Canoe Racing Association (AOCRA).

The club is made up of a committee and members. The POCC Committee members are as follows: President, Secretary, Vice President, Treasurer, Registrar, and Committee Members.

The Secretary is the primary point of contact for club members and is also the person who makes direct contact with AOCRA and the zone. At the commencement of each season, the club Secretary issues AOCRA with a list of contact personnel for the Club. The list includes all committee members' contact details and outlines activities as stated in the Secretaries' Handbook.

The Committee meets every month (and sometimes more frequently) to discuss current and new business, including new guidelines and directives as issued by AOCRA or the zone from time to time.

All paddlers are made aware of current and future requirements and their obligations as paddlers in relation to safety and conduct when representing the club at regattas and other paddling-related functions and fundraisers.

This risk assessment outlines the process required to ensure training sessions are conducted safely. The risk assessment process is every individual paddler's responsibility, not just that of the coach/steerer /crew captain. Every paddler is responsible for their safety at all times. To ensure that all paddlers are aware of their responsibilities, all club members are obliged to read, understand and acknowledge this risk assessment. (PLEASE SEE ATTACHMENT 4).

ADMINISTRATION

Club and AOCRA Membership

Insurance fees are governed by AOCRA, and membership fees are governed by the POCC committee and are reviewed at the club AGM each year.

AOCRA membership and insurance involve renewing or registering for membership at www.aocra.com.au

POCC Club completed paperwork includes the following:

- POCC Membership form
- Acknowledgement of risk assessment understanding (SEE ATTACHMENT 4)
- Code of Conduct
- Members must also register for AOCRA membership online at www.aocra.com.au

It is the responsibility of members to pay their fees when due. This can be done online in two steps

1. Log onto the AOCRA website and follow the links to pay AOCRA membership, which includes AOCRA paddler insurance.
2. Transfer club fees into POCC bank account

Paddlers shall not paddle if AOCRA fees have not been paid.

Insurance fees are governed by AOCRA, and membership fees are governed by the POCC and are reviewed periodically.

If the paddler has a medical condition, then they must disclose this in their AOCRA application (www.aocra.com.au). A Medical Declaration form (available online at the time of application) must be completed by the paddler's doctor and returned to the AOCRA registrar. The paddlers' membership with AOCRA will not be complete until this Medical Declaration is received by the AOCRA registrar.

Visiting / New Paddlers

- Visiting or new paddlers will be under the direct supervision of the Coach or Captain.
- A brief rundown of the sport will be discussed before entering the water
- For a non-AOCRA member, an indemnity and release form will be completed.

- New paddlers are entitled to up to 6 sessions only (to be used within 3 months). After 6 sessions (or 3 months, whichever comes first), the paddler is required to complete all club membership requirements as noted above and pay AOCRA and club membership fees.
- New paddlers are not permitted to paddle for any further sessions until the completed paperwork and monies are received by the club registrar.

REPORTING PROCEDURES

AOCRA

www.aocra.com.au is the website for AOCRA, and all administrative documents, regatta schedules, sporting updates, latest news and regatta results are available on this site

Incidents – Injuries and Equipment Damage

- An online incident report (www.aocra.com.au) must be completed as per AOCRA requirements (Regatta and Training Rules). Members MUST log into the AOCRA website to be able to lodge an incident report. Incidents must be reported within 7 days of the event.
- A copy of the report is automatically sent to the AOCRA Safety Officer and the zone and club secretaries.
- An incident report MUST be completed to enable a paddler to make an insurance claim for medical or related expenses and for equipment damage claims.

Coaching

- POCC has a head coach. All members are volunteers.
- All coaches MUST be registered club members.
- All junior coaches and volunteers must meet the requirements of AOCRA's Rules: Section 9: Working with Children.
- Coaches must meet the requirements outlined in AOCRA Rules-Section 9: Coaching.
- Coaching records are kept by all coaches and may be periodically reviewed by the head club coach.

The following details are required to be kept:

- Swim and tread water tests are logged by all coaches, and these records are given to the club secretary and the head coach.
- Canoe huli / tipping drills (with and without covers for OC6) are logged by all coaches and these records are given to the club secretary and the head coach.

GENERAL WATER SAFETY PREVENTATIVE MEASURES

Mooloolah River / Canals / Sunshine Coast waterways

When paddling in the above areas, several unique risk management issues arise.

The primary risk is the potential for interactions between outrigger canoes and large marine vessels, including tugboats, fishing boats, and general marine pleasure craft. All preventative measures must be taken to avoid collisions, including actions such as canoes giving way to larger craft and the use of lights during after-hours paddling. The canoe launch point is downriver from most of the major marina traffic and is relatively protected. All paddlers must be aware of the other craft in the area and alert their steerer when required.

Hervey Bay

This is an open bay site. There may be a few large marine vessels anchored near shore; however, these do not pose any risks to the outrigger canoes. Steerers are advised to keep a safe distance from these marine vessels. All steerers/paddlers will follow directions from SLSC lifeguards with specific relation to maintaining safe clearance from swimming/patrolled areas.

Swim Tests/ Huli (flipping) Drills

Swim tests must be conducted in accordance with the AOCRA 2026 Rules:

Section 8.1 Paddler Suitability (Swim, tread and huli).

All club members must undertake annual swim/tread water/canoe huli (flip) tests as follows, and results must be recorded in a club register.

Seniors: Swim 400m with no external aid, and tread water for 5 minutes.

Juniors: Swim 150m with no external aid, and tread water for 3 minutes.\

Section 8.1.3. (as of 1 Jan 2026)

1. Minnows aged 8 – 10 years old are only required to swim 50m and tread water for 1 minute.

2. Lifejackets Proficiency Test

Why the Lifejacket Proficiency Test is necessary

- Members must know how to properly don a lifejacket while wading in water during a huli (capsize) situation.
- Despite rules allowing Level 100 and Level 150 inflatable lifejackets, incidents show members often lack practical knowledge of their use.
- Huli drill sessions are seen as an ideal opportunity to practice, maintain, and learn lifejacket skills.

Section 8.1.4. Refusal to Undertake Tests

Any member who refuses to undertake a mandated safety test as directed by the Club:

Will be recorded as having not conducted the test.

- Will be required to wear a non-inflatable Level 50 lifejacket for the duration of the time they are in a canoe.
- May be refused to train or race with the club.

Members must be given opportunities to retake test/s at the discretion of the Club Head Coach and Club Safety Officer as frequently as the member wishes.

Where applicable, a member may be permitted to use an aid (e.g., rope ladder or bungee

3. Club Register - A club register must be submitted to AOCRA as part of the re-affiliation process. This register will be integrated into the new AOCRA website, enabling clubs to maintain and update their information easily.
4. New, non and social members. - All new, non-affiliated, and social members, including club steerers, must wear a Level 50 lifejacket at all times when paddling in an outrigger canoe.

The policy is in place to ensure that paddlers can support themselves in the water, right and reboard a canoe in the event of a huli or any other incident.

Canoes do tip over both in races and training sessions. Every season club members must undergo a "Huli drill" during a training session. The coach will explain the Huli drill prior to the canoe entering the water, and then a practical "huli" is carried out. The drill participants and date are logged by the coach.

The drill is conducted each season to ensure that each paddler understands their role in the case of a real "huli". Never paddle in equipment that you are not prepared to lose should the canoe tip.

Note: Juniors competing in senior paddling events must complete the senior swim & tread water tests.

Note 2: If an AOCRA member fails either the annual swim or tread water test, that member must wear a lifejacket/Personal Floatation Device (PFD) (as always described in these rules), whilst training or competing in any form of outrigger canoe.

Note 3: If a Club Member "fails" the test to safely re-enter the canoe under their own strength, they are to be advised that they are not eligible to paddle. They will be given further opportunities to undertake the test, at the discretion of the Club Coach and Club Safety Officer.

The Member may be offered the opportunity to utilise a rope ladder or bungee cord (or similar) to assist them to re-enter the canoe. If this is successful, the paddler must have that apparatus with them every time they are in the canoe.

- Paddlers using OC1/OC2 craft need to undertake huli drills to confirm their competency to right and reboard their canoe following a huli.
- Pregnancy and paddling – pregnant women should be treated with respect, and any unreasonable barriers to their full participation in our sport need to be removed. A medical certificate is to be provided to the club to assist the club in providing a safe environment for the paddler and their unborn child. Without this, the paddler is not to continue to participate in paddling activities.

Sun Safety and Hydration

AOCRA has accepted a sun smart policy and acknowledges that the sport is conducted in an environment where sun safety is paramount. It is recognised that skin cancer is preventable by the

application of preventative measures such as sun safe dress standards, wearing hats, wearing sunglasses and the use of protective sunscreens during competition and training.

Paddling presents risk regarding both Hyperthermia and Hypothermia. Club coaches and paddlers will make themselves aware of the prevailing and forecast weather conditions and dress accordingly. In excessive heat or cold, coaches will undertake a risk assessment based on the conditions and assist paddlers in the appropriate hydration, nutrition, clothing and protection. Additional equipment should be considered, given the prevailing weather conditions. (i.e. Space blankets, 1mm paddling clothing, etc)

Paddlers, in conjunction with their Club Coach, will consider prevailing conditions and paddling distance to determine if hydration and food should be carried.

Strong Wind Warning

AOCRA has a strict policy on the use of canoes during strong and gale-force wind warnings. Under no circumstances are canoes to be put into the water during a gale force warning.

Strong Wind warning – **POCC Minyama** is fortunate enough to have some protected waterway options for training. Training will be at the discretion of the club coach in the event of strong winds, etc.

At **POCC Hervey Bay** (as it is an open bay), strong wind and gale force wind warnings will be adhered to, as per AOCRA rules.

SAFETY

8.6.1. Lifejackets

1. General requirements: All canoes (training or racing) must carry one (1) Lifejacket per paddler, of the appropriate level as directed by State/Territory maritime authorities

Refer to Queensland [Lifejackets \(Maritime Safety Queensland\)\(msq.qld.gov.au\)](http://msq.qld.gov.au)

for jurisdiction-specific requirements.

Wearing a lifejacket is compulsory:

- during the crossing of a designated coastal bar in an open boat, as well as in any open area of a boat of any length, and on certain craft.

2. Australian Standard Classification (AS 4758):

Lifejackets must comply with AS 4758 and are classified as follows:

Level 150 – 150 Newtons; keeps face clear of water; suitable for offshore use.

Level 100 – 100 Newtons; keeps the wearer afloat even if unconscious; minimum offshore requirement.

Level 50 – 50 Newtons; maintains mouth and nose above water.

Mandatory Wear: Level 50 Lifejackets must be worn by any paddler who has not completed the annual Huli Drill, Swim, Tread Water, and Lifejacket Proficiency Test (as per 8.1. ANNUAL SAFETY TESTS AND DRILLS)

Dispensation to Rule 8.6.1:

Maritime Safety Queensland issued a letter on 23 May 2025 stating:

“Therefore, wearing a Level 50 lifejacket would be suitable and comply with Queensland Government Gazette Notice No. 70 (22 November 2024), as long as:

- The size of the lifejacket is appropriate to the person wearing it.
- The person(s) operating the craft can demonstrate, if questioned, the suitability of the lifejacket when considered in the context of other safety measures and risk mitigation being taken for the activity at hand.”

8.6.2. Canoe Safety Equipment Requirements

OC6 / V6 Canoes:

- A level 50 PFD MUST be carried on board each canoe – one for each paddler – every time the canoe is put on the water.
- Minimum of two (2) buckets/bailers
- 25m silver tow rope attached to the front ‘iako.
- One (1) spare paddle.
- If training at or near dark paddlers must wear a light attached to their person or canoe – e.g. head light

V1 / V3 / OC3 Canoes:

- Minimum of one (1) bailing device.

OC1 / OC2 Canoes:

- A Level 50 PFD MUST be carried on board each canoe - one for each paddler – every time the canoe is put on the water.
- A Leg rope is a mandatory safety feature and must be attached to OC1/OC2 canoes. It is recommended that paddlers use them to ensure their own personal safety, especially when offshore and/ or in conditions where the paddler/s may become separated from their canoe
- Leash Rules: Must be attached during paddling and capsize recovery. Temporary disconnection allowed only for beach entries, landings, and water entry/exit.
- If training at or near dark paddlers must wear a light attached to their person or canoe – e.g. headlight
- All sessions must be logged with an onshore person and include an expected return time.
- All paddlers must log the training session on the sign-in and sign-out sheet on the club notice board
- No club canoes will be used for individual sessions. There must be at least 2 paddlers in attendance at all times
- Note: Inflatable lifejackets will be acceptable as a PFD when paddling, on the condition that the gas cylinder has been checked and certified by the club. This should be undertaken in the first two weeks of every October and be an annual assessment, recorded and maintained by the club. This also applies to club inflatable PFD’s.

Other Club requirements:

- If training at or near dark paddlers must wear a light attached to their person or canoe – e.g. headlight
- For sessions that start or finish in hours of darkness, sessions are carried out in areas out of major boat traffic.
- Storm covers are to be put on canoes in the event of rough conditions. This is at the discretion of the team Coach and Captains.
- The canoe rigging must be checked prior to every session and re-rigged where necessary.
- The steerer (or master) of the canoe is legally responsible for the navigation and direction of the canoe and the paddlers in the canoe. All paddlers must follow the steerer's directions.
- The captain of each crew is responsible for the safety of the canoe and the paddlers.
- There are no more than 6 paddlers in each canoe for any session.
- Any person showing signs of alcohol consumption or other erratic/unsafe behaviours will not be allowed in the canoe.
- A sign-in and sign-out sheet is held in the club board for training sessions (ATTACHMENT 2)
- **Hervey Bay paddlers: Sign in book is carried by the coach to each training session for completion.**

A team captain is appointed for each crew for every training session. This person ensures the safety of all of their crew. This person ensures that the canoe is equipped for the training session and meets the club safety requirements.

OC1/2/V1 The club will follow the minimum requirements that paddlers must adhere to when paddling outrigger small craft, that is any craft other than an OC6, to be eligible for personal accident and liability insurance cover, for both enclosed waters and for open waters.

OC6 – The club will adhere to the AO rules (8.7) regarding training in offshore and coastal waters.

ACCIDENT PROCEDURES

All paddlers should be made aware of preventative measures and how to deal with a situation on the water.

Measures may include:

- Use of PFD's
- Bailing techniques
- Understanding the ocean / waterways
- How to rig a canoe
- How to huli and recover a canoe
- How to exit and reboard a canoe
- Managing a canoe in the surf
- Attaching storm covers
- Use of a tow rope

All incidents (injury & equipment damage) will be reported immediately to the Club Secretary or president immediately. No one else is suitable, and one of these two people **MUST** be contacted. All incidents must be logged into the AOCRA online system within 7 days of the incident.

CONCLUSION

POCC complies with all AOCRA policies, rules, regulations, requirements and guidelines. All members are made aware of their membership obligations and requirements for training.

Date	Time					
Canoe	Oc1 <input type="checkbox"/>	OC2 <input type="checkbox"/>	OC6 <input type="checkbox"/>			
Paddlers Present	1	1	1			
	2	2	2			
	3	3	3			
	4	4	4			
	5	5	5			
	6	6	6			
Safety Equipment & Check	Life Jacket <input type="checkbox"/>	Life Jackets <input type="checkbox"/>	Life Jackets <input type="checkbox"/>			
	Leg Rope <input type="checkbox"/>	Leg Rope <input type="checkbox"/>	Bailers <input type="checkbox"/>			
			Rigging OK <input type="checkbox"/>			
Weather	Fine <input type="checkbox"/>	Overcast <input type="checkbox"/>	Raining <input type="checkbox"/>			
Tide	Incoming <input type="checkbox"/>	Outgoing <input type="checkbox"/>				
Wind	0-15knots <input type="checkbox"/>	15-25knots <input type="checkbox"/>	>25knots <input type="checkbox"/>			
Paddle PLAN	Departure Time _____					
	ETA Back _____					

Course	_____

Session Plan	_____

NOTES	_____
Incidents / Injuries	_____

ATTACHMENT 2

Paddlers Acknowledgement

RISK ASSESSMENT ACKNOWLEDGEMENT

As a member of Panamuna Outrigger Canoe Club, I have been made aware of the Risk Assessment document for the Club.

I have read the document.

I understand my obligations as a member of the Club to adhere to all the safety requirements as per this Risk Assessment.

Surname	
Christian Name	
Signature	
Date	

ATTACHMENT 3

Club Membership Form –

AFFILIATED CLUB: PANAMUNA OCC		Club Address: PO Box 925 MOOLOOLABA Q 4557	
Registrar:		E-mail: panamunaregistrar1@gmail.com	
NEW MEMBER - CLUB PADDLER REGISTRATION			
Member Details, Contact information			
Surname:		Given Name:	
Date of Birth (dd / mm / yyyy)		Gender (m / f)	
Mail Address:			
State:	Post Code:	e-Mail:	
Tele Home:	Tele Work:	Mobile:	
Next of Kin Name:	Relationship:		
Address:	Telephone:		
Additional data, important to your membership			
Are you a Competent Swimmer ?	< Select Yes/No	Note: to meet AOCRA safety requirements, each Club is required to ensure member swimming competency, through certification or testing	
Do you suffer any Medical Conditions ?	< Select Yes/No	If Yes, please discuss with club registrar / head coach, and please list medical conditions and all pre-existing conditions and injuries: (such as asthma, heart condition, blood pressure, diabetes, etc.)	
Condition	Treatment	Year	
Do you subscribe to State/Territory Ambulance Service ?	< Select Yes/No	If Yes, Please identify which State >	
Are you a Member of a private health care fund ?	< Select Yes/No		
Do you agree for your details to be used for publication ?	< Select Yes/No		
Are you Transferring from another AOCRA Club ?	< Select Yes/No		
If Yes, from which Club ?	please Complete the Club Transfer Form		
Please note your Occupation:			
<p><i>I hereby acknowledge that I have read and consent to being bound by the AOCRA Indemnity Agreement and abide by the Rules, Directions and Constitution of AOCRA INC and the club and to accept the terms, exclusions, conditions and limitations of I.E.A. Sports Injury and Legal Liability Insurance Contract.</i></p> <p><i>I have read and understand the AOCRA Anti-Doping Policy as published at www.aocra.com.au</i></p> <p>My signature below acknowledges that I AGREE UNCONDITIONALLY TO ACCEPT THE TERMS OF THE ABOVEMENTIONED DOCUMENTS</p>			
Approval Signatures			

Paddler Signature:		Date:		Parent / Guardian Signature (If paddler 18 or Under)		Date:	
Nominated By:		Zone ID No:		Signature		Date:	
Seconded By:		Zone ID No:		Signature		Date:	
Club Registrar Signature:		Date:					
Zone Registrar Signature:		Date:		AOCRA Zone / Paddler No.			

Payment Methods				
Internet Transfer To:	Account Name PANAMUNA OUTRIGGER CANOE CLUB	BSB No. 014 650	ACCOUNT No. 110776539	\$250 Comp
Please provide copy of your Internet Payment Receipt with this Membership form or email to pocctreasurer@gmail.com				\$80 Junior

RISK MANAGEMENT PLAN

#	Element	Description	Potential Hazards	Consequence	Likelihood	Risk	Control measures / Management Strategies	Residual Risk
1	Canoe Management	Launching canoe from the beach	Sprains , strains lifting canoe	Minor	Likely	Medium	Training, only lift with 5 people or more present	Low Unlikely / minor
2	Junior safety	Adult coaches & volunteers	Inappropriate interactions	Major	Possible	High	All adults must have blue card when working with juniors	Medium Rare / Major
3	Coaches	Training qualifications	Not trained, liable for damage, may damage paddlers	Minor	Likely	Medium	All coaches must be accredited or work under an accredited coach	Low Unlikely / Minor
4.	Sunburn / Hyperthermia	First Aid – Emergency Services	Sunstroke / shock	Minor	Possible	Medium	Promote sun safety, provide shade areas – First Aid & emergency services	Low
5.	People on Beach	Public Awareness	Injury by shared use of event area	Minor	Possible	Low	Well defined areas, clear signage, maintain clearways and walkways	Low
6.	Late Canoe Procedure	Training	Huli, sinking, drowning	Major	Unlikely	High	Obey coaching staff, EPIRB, Emergency services advised	Unlikely

7.	Storms, Strong Wind Warning	Training procedures	Huli, drowning, electrocution	Major	Possible	High	AOCRA protocol, check weather forecast, cancel event/training	Medium
8.(a)	Swimmers, Boating traffic	On the water awareness	Collision with swimmers and boats	Major	Unlikely	Low	Every paddler is responsible visually	Low
(b) Hervey Bay (secondary Training Ground)	Swimmers, skis and kayaks	Proximity to SLSC: Obey the flags and exit and enter the beach outside SLSC flag area	Collision with swimmers, other water craft	Major	Possible	Medium	All paddlers: Heightened awareness regarding proximity of swimmers and watercraft. Obey SLSC direction.	Medium
9.	Fitness	Fitness to paddle	Personal injury / affects crews ability to race	Major	Possible	Medium	Individual Cross Training	Low

#	Element	Description	Potential Hazards	Consequence	Likelihood	Risk	Control measures / Management Strategies	Residual Risk
10.	Lack of Light	Training at dawn and dusk	Collision with other craft etc	Major	Possible	Medium	Canoes and paddlers to use lights during these training times	Low
11.	Equipment	Poor state of equipment	Equipment failure during race or transportation	Major	Possible	Medium	All members ensure equipment in top condition prior to race and/or transportation	Medium

12.	Volunteers	WE ARE ALL VOLUNTEERS	Conflict, bullying	Major	Possible	High	Adhere to Club Code of Conduct – reinforce RESPECT AT ALL TIMES	Low
13	Adaptive Paddlers	All POCC training sessions	Getting in and out of canoes	Minor	Possible	Medium	Hippo chair to be used on beach to access canoes	Low
14	Adaptive Paddlers	All POCC training sessions	Canoe Huli, sinking	Major	Possible	High	No Limits Training strategies to be enacted	Low
15	Adaptive Paddlers	All POCC training sessions	Adaptive Paddler floating/swimming in the water	Major	Possible	Medium	No Limits Training strategies to be enacted - club swim proficiency test	Low
16	Adaptive Paddlers	All POCC training sessions	V1 Huli	Major	Possible	Medium	No limits strategies, life jackets worn at all times	Low

NB: POCC RISK MANAGEMENT COVERS CLUB TRAINING SESSIONS IN V1 and OC/2 ONLY (not OC1)