



RAFTING GUIDELINES

The club has rafts to enable a wider range of people to enjoy the river safely, provide a wider range of watercraft that club members can have access to, enhance multi-day club trips and enable club members to share the rivers with other club members who would not otherwise be able to experience that river.

This document provides the policy for how rafts are to be used in the club environment. In particular it identifies and addresses:

- Legislation and good practice requirements
- Governance and responsibilities of the Committee
- Who can drive rafts and participate in rafting
- Access to rafts including hire by club members
- Review of rafting activities and effectiveness of procedures

This guideline references the following WWCC documents:

- Rafting Procedures
- River Trip Code of Good Practice
- Self-assessment form for a Club Raft Leader
- Raft Trip Plan Form

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LEGISLATION AND GOOD PRACTICE

The legislation, regulations and standards most applicable to rafting in a club context are:

- Health and Safety at Work Act 2015
- Health and Safety at Work (Adventure Activities) Regulations 2016
- Safety Audit Standard for Adventure Activities 2017
- Maritime Rules Part 81: Commercial Rafting Operations*

*Whilst the club is not a commercial rafting operation and not subject to this rule, it has reviewed and considered when identifying good practice. It is also known that commercial rafting operations will soon change to be managed under the Health and Safety at Work Act and the Adventure Activities Regulations.

This guideline and associated documents have been prepared considering the above legislation, regulations and standards.

COMMITTEE RESPONSIBILITIES

The committee is responsible for:

- Developing rafting procedures for the club
- Regularly reviewing or auditing the effectiveness of the procedures
- Maintaining the rafts and associated equipment so that they are fit for use
- Facilitating skill development opportunities for club members
- Maintaining a register of Club Raft Leaders
- Facilitating the hireage of rafts to club members
- Communicating to those registered as Club Raft Leaders any safety information, incidents or development opportunities
- Conducting an end of season review

WHO CAN DRIVE AND USE THE RAFTS?

Rafts can be driven by 'Club Raft Leaders' or club members with a current New Zealand raft guiding qualification. The standard for Club Raft Leaders is defined in Rafting Procedures and is based on NZQA/NZRA standards.

Club Raft Leaders are recreational rafters and may not provide the level of skill or experience comparable to a commercially qualified raft guide.

Anyone who is a club member can be a rafter or participant, with the expectation that each rafter participates in line with the River Trip Code of Good Practice and they have a mutual responsibility with the Club Raft Leader for the safety of people on the raft.

In the scenario where a club member arranges for a commercially qualified guide to drive a raft, membership requirements for the guide are not applicable.

REGISTER OF CLUB RAFT LEADERS

The Committee will maintain a register of Club Raft Leaders. The process for admission to this register is for club members to self-assess their skill level and rafting experience against the Grade 2 or Grade 3 standards as defined in the Rafting Procedures. Budding rafters can also be added to the register, but without a grade.

This self-assessment process will involve a level of trust between members and the Committee. Self-assessment is appropriate in a club setting as the Committee or the Club is not able to assess a club member's ability. If a club member is wanting external verification of their skill or ability level they should progress this with an external organisation such as Skills Active and become registered with the NZRRP (New Zealand Register of Recreational Professionals). A club member could investigate further support for gaining verification of their skills through the New Zealand Rivers Association.

Club Raft Leaders are expected to keep their rafting skills current and be active within the club. Every Club Raft Leader and budding rafter is encouraged to maintain a Rafting Log Book to be able to demonstrate their experience.

Club Raft Leaders are required to review the Rafting Procedures and River Code of Good Practice on an annual basis, and reaffirm their commitment to compliance. After periods of inactivity, Club Raft Leaders should reflect on their current level of competency.

The club will provide in-house opportunities for skill development. Specific skills weekends will be organised on a yearly basis subject to demand and included as part

of the trip list. These sessions will be facilitated either by club members or a commercial raft guide.

The Committee will also use the register for communicating relevant safety information, incidents, development opportunities, and other relevant rafting training organised by the New Zealand Rivers Association (NZRA).

ACCESS TO THE RAFTS AND HIREAGE

Access to the rafts is through the Committee, who will nominate a person to be the rafting contact. As part of hiring a raft, a Raft Trip Plan Form must be provided. This form is applicable for a club trip or a personal trip organised by club members. The form will be reviewed for completeness by the rafting contact.

The use of rafts for club trips will take precedence over a club member wanting access to them for a private trip.

Users of the raft will pay a nominal contribution towards the wear and tear / upkeep of the rafts and equipment.

Consistent with the hire of other club gear, the expectation is that the rafts are returned in a similar condition to how they are provided. Should a major repair be required or a piece of equipment be lost or damaged discretion between the club members using the rafts and the Committee would be expected to settle the costs associated with replacing or repairing the club equipment.

END OF SEASON REVIEW

An end of season review including all Club Raft Leaders and relevant Committee members should be held to monitor how well the rafts are working for the club. This could be combined with an in-house training trip (or weekend) if convenient. This review is to cover as fully as possible all rafting matters from the season (including trips run, number of people taken, trips/Club Raft Leaders, safety, incidents (at all levels), state of the rafts, training undertaken/required etc).

From this review a short report should be prepared which the Committee shares with the membership as part of the AGM information pack. Generally covering all rafting matters from safety, finances, management, training, trips, lessons learnt, recommendations or revisions to River Trip Code of Good Practice.