



# Scouts SA Surveying Requirements



## Scope

The purpose of this document is to set out the Scouts SA Surveying Requirements for paddle craft when the craft is being used at a scouting activity or is a Scouts SA hired craft, e.g., at Roonka activity centre. This includes canoes, kayaks (sit on top and sit in) and stand-up paddle boards (referred to as paddle craft in this document), when the craft is owned by Scouts SA and its members (including local Scout groups, District and Activity Centre's and privately owned craft).

ALL paddle craft used in Scout paddling activities must be surveyed and deemed satisfactory prior to use. Paddle craft are to be annually inspected by a District Surveyor, registered with Scouts SA and display a current registration label. For hired craft, refer to third parties.

This document contains information on:

- Background
- District Surveyors
- Training requirements
- Surveying Requirements
  - Checklist
  - Frequency
  - Registration
    - Process
    - Registration Labels
    - Record Keeping
    - Personally owned craft
    - 3<sup>rd</sup> party craft

## Background

Scouts SA introduced a paddle craft surveying system in the early 1960's with a desire to maintain a safe fleet of paddling craft. Canoe charge holders were trained in basic boat maintenance and craft inspection.

The Federal Government (Australian Maritime Safety Authority) introduced a safety system for all commercial craft in 2012 a ruling which required canoes and kayaks to be surveyed and registered when hired out. The Department of Transport and Infrastructure (the SA Government local authority) allowed Scouts SA to maintain safety and surveying of their fleets as long as a surveying register was maintained, and access could be gained by the State and Federal authorities.

As Scouts SA hire out canoe and kayaks at the Roonka Water Activity Centre, the Glenelg Activity Centre and from within some Scout Groups, there was need to bring in a surveying and registration system to meet the Government requirements.

An agreement was made that Scouts SA would continue their training in regard to surveying for all paddling leaders as it had a tested, documented and successful history.

The current agreement is held at Scouts SA headquarters. The AMSA requirement for kayak / canoe registration is under review, Scouts SA is maintaining their surveying process until a new direction is given by AMSA.

## **District Surveyors**

Each district in Scouts SA has one (1) District Surveyor who is responsible for the surveying and registration of paddle craft in their district. Refer to Scouts SA District Surveyors list found on the Q-Store under paddling.

From the 31<sup>st</sup> of August 2021 a District Surveyor is nominated by the Branch Commission (BC) Paddling (or delegate).

## **Training Requirements:**

All District Surveyors are current endorsed adult canoe / kayak Paddling Leaders who have been trained to the Trained Participant level (previously known as level 2), or above, as defined by the National Adventurous Activities Framework OR have completed Paddling Surveying training.

The kayak/canoe training program in Scouts SA at the Trained Participant level includes training in:

- Different types of crafts, including different construction materials
- Different types of paddles, including different construction materials
- Life jackets (also known as PFD's)
- Checking a canoe / kayak prior to an activity to ensure it meets the minimum requirements by Scouts SA
- Completing surveying sheets
- Process of registration of craft surveyed
- Registration labels
- How often craft are to be surveyed
- The role of the district surveyor
- Associated Activity Standards (previously known as Safety Standards and Procedures)

\*\* Note: Surveying stand-up paddle boards is included in the training above.

## **Surveying Requirements**

### **Checklist:**

Attachment A is an example of the surveying checklist to be used when surveying kayaks, canoes, stand-up paddle boards, paddles, and life jackets (PFD's). A checklist for each craft is issued to the District Surveyor annually and for new craft on request.

### **Frequency:**

Surveying and registration occur once a year for paddling craft, paddles and PFDs to remain compliant. A craft is not taken to be surveyed and registered until it displays a current registration label.

Registrations expire as of the 31<sup>st</sup> of August each year.

Prior to the commencement of each activity, Paddling Leaders MUST check ALL equipment including paddling craft to ensure it is suitable for the purpose of the activity and meets the minimum safety standards as per the surveying checklist and the Australian Adventure Activity Standards (AAAS) and Paddling Good Practice Guides.

### **Registration:**

All Scouts SA paddle craft MUST display a current registration label which identifies that the craft has been surveyed at the annual inspection and has met the surveying requirements.

### **Process:**

- The BC Paddling (or delegate) nominates a Branch Surveying Record Keeper who is responsible for:
  - Issuing surveying sheets (one for each craft) to the District Surveyor
  - Maintaining the record of paddling craft spreadsheet
  - Issuing registration labels to the District Surveyor
  - Craft not meeting the minimum requirements will not be issued with a registration label until compliant

- The BC Paddling (or delegate) nominates a District Surveyor who is responsible for:
  - Survey paddling craft, PFDs, etc (as per the surveying checklist), in their district
  - Completing and returning surveying sheets for (one for each craft) to the Branch Record Keeper
  - Arranging for registration labels to be adhered to craft

**Registration Labels:**

- Registration labels are to display the following:
  - Expiry date, 31<sup>st</sup> of August \*YEAR\*
  - Registration number of the paddling craft
  - Scouts Australia logo
  - Safety Information
- Attachment B is an example of a registration label

**Record Keeping:**

- The Branch Record Keeper is responsible for updating and maintaining a spreadsheet which details all kayaks, canoes and stand-up paddle boards within Scouts SA (including private craft that have been registered).
- Craft are allocated a registration number which is to be displayed on the registration label and noted on the inside of the craft. This number is for the life of that craft.
- ‘Retired Craft’ are craft which are not currently being annually surveyed as not currently in use. Craft remain on the surveying registration sheet under ‘retired craft’ and can be surveyed by the District Surveyor and registered when required.
- The registration spreadsheet is stored in the paddling team google drive in which the Branch Record Keeper, BC Paddling and Assistant Branch Commissioner Paddling only have write access. This is to ensure the integrity of the spreadsheet.
- A back up of the registration spreadsheet is kept by the Branch Record Keeper.
- Blank surveying sheets are held by the Branch Record Keeper and BC Paddling.
- Completed surveying sheets lodged electronically are stored in the paddling team google drive.
- Paper copies of completed surveying sheets are kept by the Branch Record Keeper for one (1) year.

**Personally / Privately Owned Craft:**

All personally owned craft used at a Scouts SA activity **must** be surveyed, registered, and display a current registration label prior to use.

**Third Party Craft:**

All craft / equipment (including that sourced / hired from a third party) **must** be inspected by a Paddling Leader prior to the activity, ensuring it is suitable for purpose and meets the minimum safety standards as per the Scouts SA surveying requirements and the AAAS.

<b>Definitions</b>	
AAAS	Australian Adventurous Activity Standard
AMSA	Australian Maritime safety Authority
Paddling Craft	Kayak, Canoe, Stand-Up Paddle Board
Paddling Leaders	Includes Supervising Paddling Activity Leader, Paddling Activity Leader, Supervising Youth Paddling Activity Leader or Youth Paddling Activity Leader, Paddling Mentor. Refer to Scouts Australia (SA Branch) Activity Standard Flatwater Canoeing and Kayaking on Protected (Inland) Waters for definitions of the above.

*This document has been authoised by the Branch Commissioner Paddling and Assistant Chief Commissioner Outdoor Adventure as of the 15<sup>th</sup> of August 2021.*