

# WATER ACTIVITIES

## 43. WATER ACTIVITY RULES

### Part 1 - Preliminary and Commencement

#### Title

These Procedures shall be cited as The Scout Association of New Zealand Water Activity Rules. The applicable version shall be the latest published on the authority of the National Water Activities Adviser.

#### 1.1 Application of these Clauses

- (a) These Clauses apply to all Scout water activities, irrespective of the branch of Scouting. This includes any members of SCOUTS New Zealand participating as a team in any events not organised by SCOUTS New Zealand.
- (b) For the avoidance of doubt these apply equally to:
  - (1) all branches of Scouting under the authority of New Zealand, including activities by foreign groups and activities with any on-water component.
  - (2) Water activities by SCOUTS New Zealand as a contingent abroad
  - (3) any activity which a parent might assume was covered by Scout Rules and Clauses such as where a warranted leader takes one or more youth members from outside their immediate family afloat for any reason. Any warranted leader contemplating such an activity must take steps to remove any doubt as to this.
- (c) These Clauses do not replace, supersede or modify SCOUTS New Zealand Rules, local byelaws, or national law. Where these Clauses repeat any part of such an external rule they explicitly reference the external rule and this reference shall be read as meaning the current equivalent rule to that referred to.

#### 1.2 Definition of terms

- (a) In these Clauses, unless the context otherwise requires:

"adult helper"	means approved programme assistants as defined in POR Rule 42.
"boat surveyor"	means any surveyor of boats who surveys boats for the purpose of Clause 3.9.
"boat certificate"	means a certificate issued in terms of clause 3.11
"canoe"	means any open boat paddled by one or more crewmembers where the paddles do not pivot in crutches or rowlocks. It includes single and multi hull vessels such as outrigger canoes.
"Water Activities Charge certificate examiner"	means any examiner appointed by any Water Activities Adviser with the task of examining the boat handling competence of any adult or youth member in one or more Sections of water activities charge certificate as defined in Clause 5.3.
"water activities charge certificate holder"	means such person having been issued with a water activities charge certificate in accordance with Part 5 of these Clauses.
"water activities charge certificate"	means the qualification issued by any Water Activities Adviser that meets the requirements of Part 5 and qualifies the holder to take charge of any Scout boating activity.
"competent"	The Group Leader may designate adults and Venturers as competent to meet the supervision needs of particular activities under the direction of the Water Activity Leader.
"commercial vessel"	means any vessel hired or chartered.
"commercial operator"	means operator of a commercial vessel or activity.
"crown cutter"	means any caravel 5.2 metre dinghy designed to the standard Royal New Zealand Navy crown cutter design.
"Cub"	means any invested youth member who is a member of a Cub Pack as defined in SCOUTS New Zealand rules.

"cutter"	means any clinker 5.2 metre dinghy designed to the standard Scout Association cutter design.
"Enclosed Areas"	means an area of water with no current and shallow depth
"Group Leader"	means any warranted Adult Leader appointed by any Zone Leader in accordance with POR Rule 97. Every Group shall have a Group Leader who is responsible to the Zone Leader for the administration, general welfare and development of the Group and the progressive training of its members.
"Group Training Limits"	means all waters defined in accordance with Clause 4.3 as suitable for a nominated Scout Group to use for training purposes.
"hours of darkness"	means any time from sunset to sunrise.
"kayak"	means any enclosed vessel paddled by one or more crewmembers where the paddles do not pivot in crutches or rowlocks.
"Kea"	means any invested youth member who is a member of a Kea Club as defined in SCOUTS New Zealand rules.
"maritime rules"	means Maritime Rules made under the Maritime Transport Act 1994 and all amendments thereto.
"National Water Activities Adviser"	means the person holding the warrant as National Water Activities Adviser appointed by the Chief Executive. The National Water Activities Adviser reports directly to the National Executive Committee and is responsible for advising on water safety and implementation of national water based training and activities.
"non-invested member"	means any youth member not invested in any Kea, Cub, Scout or Venturer section, but who is visiting any Group for any reason and taking part in any activity along with invested youth members.
"power vessel"	means any vessel propelled by machinery.
"properly secured"	means that the personal floatation device is completely secured by all zips and buckles or other devices that the personal floatation device is fitted with and adjusted so that all straps are tightened so the personal floatation device is comfortable to wear but not loose
"raft"	means a temporary platform designed to float on water.
"Regional or Zone Water Activities Adviser"	means any Warranted Leader appointed by Regional or Zone Leaders in accordance with SCOUTS New Zealand rules. The Regional or Zone Water Activities Adviser is to advise the Regional or Zone training team on all Scout water activities and includes any appointed assistants.
Rover	For the purposes of these rules, a Rover shall be treated as an Adult Helper.
"SCOUTS New Zealand"	means The Scout Association of New Zealand.
"Scout vessel"	means any vessel owned by the Scout Association or any trust supporting the Scout Association.
"Scout"	means any invested youth member who is a member of a Scout Troop as defined in SCOUTS New Zealand rules.
"Sheltered Waters"	Means estuaries, river delta, sheltered beaches, lakes, coastal inlets and swimming pools where: <ul style="list-style-type: none"> <li>• Wind must not exceed gusts of 10 knots if blowing off shore</li> <li>• Wave height must not exceed 25 cm, trough to peak</li> <li>• No tidal speed</li> <li>• Includes rivers where the flow and hazards present no greater risk than flat water</li> <li>• Air and water temperature are within the range where it is easy to keep the participants warm in the equipment and clothing available</li> </ul>
"sunburst"	means any 3.5 metre dinghy constructed to the standard design of the New Zealand Sunburst Association.
"Venturer"	means any invested youth member who is a member of a Venturer Unit as defined in SCOUTS New Zealand rules.
"vessel"	means every description of boat or craft used in navigation, whether or not it has any means of propulsion.
"Warranted Adult Leader"	means an adult person issued with a Scout Association warrant as defined in SCOUTS New Zealand rules.
"Water Activities Adviser"	means either the National Water Activities Adviser or a Regional or Zone Water Activities Adviser as defined in these Clauses.
"Water Activity Leader"	means the person appointed by the Group Leader or event organising committee to be responsible for a particular water activity who shall be an adult aged 19 or over who is either a warranted Leader or an adult helper. In the case of participation in a non-scout event, each contingent taking part shall provide a Water Activity Leader for each Water Activity in which they take part.
"youth member"	means any invested member of SCOUTS New Zealand younger than 19 years of age and who meets the requirements of SCOUTS New Zealand rules, who is a Kea, Cub, Scout or Venturer.

## **Part 2. - General Safety And Supervision For Water Activities**

### **2.1 Compliance with Maritime Rules and Regional Council by-laws**

All Scout water activities must always comply with all Maritime Rules particularly Maritime Rules Part 22 *Collision Prevention* and Part 91 *Navigation Safety* or any applicable navigation safety by-laws issued by Regional or Local Councils.

## **2.2 General**

- (a) It is not possible to lay down a comprehensive standard set of Clauses for water activities that will be applicable to all types of water, weather and vessels. These Clauses are the minimum requirements for Scout water activities. At all times water activities undertaken by members of SCOUTS New Zealand shall be managed with due regard to ensuring appropriate safety of all participants
- (b) Every water activity must have a nominated Water Activity Leader, who shall remain responsible throughout the entire water activity.
- (c) The Water Activities Adviser, Group Leader, warranted leader and the Water Activity Leader must use their discretion, and in applying good seamanship principles and common sense may wish to impose further conditions or restrictions.
- (d) A warranted Leader shall be responsible to ensure all normal standards of care and responsibility are maintained during a water activity. Where the Water Activity Leader is not a warranted leader then a warranted leader shall be present and will remain responsible for all aspects of the event, except for those components directly under the leadership of the Water Activity Leader.
- (e) The risk management of water activities is covered through the activity intention form process. An activity intention form is required to be completed in accordance with Clause 2.3.
- (f) Unless the leader in charge of any proposed water activity is the holder of a current Water Activities Charge Certificate appropriate to the type of vessel and proposed activity an activity intention form must be submitted in accordance with Management Clause 23. The Group Leader must approve the activity and one copy of the activity intention form must be given to the Regional or Zone Water Activities Adviser before the activity is undertaken.

## **2.3 Activity intention forms**

- (a) The purpose of the activity intention form is to ensure that due consideration of risks, risk management strategies and appropriately qualified personnel are in place to ensure the safety of the youth and adults involved in Scout activities.
- (b) An activity intention form must be approved for every water activity unless the activity is exempted as specified in Clause 2.4.
- (c) The activity intention form, where water activities are involved, is approved by the Group Leader and copies provided in advance of the activity to the Group's Zone Leader and the Water Activities Adviser for the Zone where the Water Activity is to take place.

## **2.4 Activity intention exemptions and Water Activities Charge Certificate requirements**

- (a) Activity intention forms must be completed unless all the following requirements are strictly complied with:
  - (1) The water activity is managed by a Water Activity Leader who holds a current Water Activities Charge Certificate relating to the types of vessels being used and the planned activity, and

- (2) The activity takes place within the Group's training limits as defined in Clause 4.1 or, 4.3 and
- (3) All the vessels used for the activity are equipped in accordance with Clause 3.3 and have been issued with a current boat certificate as defined in Clause 3.11, and
- (4) The activity is not part of an overnight activity, and
- (5) Adult to youth ratios comply with Clause 2.7.

## **2.5 Supervision of water activities**

- (a) All water activities shall be under the leadership of a nominated Water Activity Leader who shall remain responsible throughout the entire activity.
- (b) Where an activity has a Water Activities Charge Certificate defined in these Clauses then the Water Activity Leader must ensure that a holder of the appropriate Water Activities Charge Certificate must be present throughout to supervise that particular aspect of the activity.
- (c) The Water Activity Leader or another adult leader or helper present throughout must be able to produce a valid first aid certificate conforming to New Zealand Qualifications Authority standards 6400, 6401 and 6402. The water activity leader and any other adult leader or helper providing supervision needed to meet the adult to youth ratios in Clause 2.7 must be able to swim 50 metres while fully clothed and wearing a personal floatation device.
- (d) The Water Activity Leader shall ensure that the minimum adult to youth ratios as defined in Clause 2.7, minimum experience requirements and all safety aspects are in place before permitting the water activity to commence and remain in place for the entire duration of the activity.
- (e) Keas and Cubs may take part in water activities under the supervision provisions contained in these rules
- (f) Consent must be obtained from a parent or guardian of each Kea, Cub or non-invested member before they are permitted to participate in Scout water activities. This could take the form of the Nominal Register being signed by the parent or guardian.
- (g) Where any non-invested youth members are participating in any water activity with invested youth members, they must have the same level of supervision and comply with all the requirements for the youth members participating in the water activity.
- (h) Where youth members do not meet the minimum swimming ability specified in Clause 2.6 the Water Activity Leader must ensure that specific supervision and briefing occurs in accordance with these Clauses prior to those youth being permitted to participate in the water activity.
- (i) The Water Activity Leader must not be impaired by fatigue, alcohol or drugs to an extent which impairs their ability to adequately supervise the water activity undertaken by any adult and youth member.
- (j) The Water Activity Leader must be alert for signs that any participant undertaking water activities is impaired by fatigue, alcohol or drugs, and remove from the water activity anyone they consider is so impaired.

## **2.6 Swimming ability**

- (a) The Water Activity Leader must be satisfied that youth members can swim 50 metres without a personal floatation device. Participants, who have not demonstrated the ability to swim 50 metres without a personal floatation device may take part in suitable water activities at the discretion of the Water Activity Leader, provided the following precautions are observed:
  - (1) Where a non-swimmer is taken aboard a vessel (other than a commercial vessel) :

- (i) each vessel must be directly controlled by an Water Activities Charge certificate holder who is in the vessel, or
  - (ii) there must be no more than one non-swimmer in the vessel and the buddy system must be used, or
  - (iii) there is a support power vessel controlled by a Water Activities Charge certificate holder which remains in close proximity
- (2) In the case of single handed craft supervision must be on a one to one basis with an adult Water Activities Charge certificate holder in a suitable craft close to the non-swimmer at all times.
- (3) Participants who have not demonstrated the ability to swim 50 metres while wearing a personal floatation device must wear a properly secured Type 402 life jacket while taking part in the water activity.

## 2.7 Adult to youth ratios

- (a) Table 1 provides guidelines for minimum adult to youth ratios for various water activities.
- (b) Should a Group wish to vary from these minimum adult to youth ratios then prior approval must be obtained from the Regional or Zone Water Activities Adviser by following the activity intention forms process. Due regard to safety of the water activity participants will at all times remain paramount.
- (c) All activities involving Keas, Cubs or Scouts must have a minimum of two competent people participating, regardless of the ratios.
- (d) The Venturer Leader and/or Water Activity Leader must determine supervision ratios for activities involving Venturers.
- (e) Any activities or events whose characteristics are not specified in Table 1 must be approved beforehand by the Group Leader and the Zone or Regional Water Activities Adviser through the Activity Intention Form.
- (f) For the purpose of these ratios youth means the total of all invested and non-invested members participating.

**Table 1 – Adult to youth ratios** (see definitions for enclosed areas and sheltered waters)

Activity	Kea	Cub	Scout	Venturer
<b>Swimming in pools</b> Clause 2.13 applies	Conform to requirements set by aquatic facility manager <b>Ratio 1:5</b>	Conform to requirements set by aquatic facility manager <b>Ratio 1:5</b>	Conform to requirements set by aquatic facility manager <b>Ratio 1:10</b>	Conform to requirements set by aquatic facility manager <b>Unspecified ratio</b>
<b>Swimming in open waters</b> Clause 2.13 applies	Beach, Lake or River visit limited to swimming in enclosed areas with no current and shallow depths <b>Ratio 1:5 and use buddy system</b>	Beach, Lake or River visit limited to swimming in enclosed areas with no current and shallow depths <b>Ratio 1:5 and use buddy system</b>	Swimming limited to areas with little surf and gently sloping bed or weak currents with a safe run out area <b>Ratio 1:10 and use buddy system</b>	To be within the skill and competence of the least experienced members of the party and competence, qualifications of the supervisors <b>Unspecified ratio</b>
<b>Flat-water Canoeing/ Kayaking</b> Clause 2.10	Introduction in pool or enclosed areas <b>Ratio 1:3</b> Rescue craft	Introduction in pool enclosed areas or sheltered waters	Enclosed areas or sheltered waters only, introduction to sea kayaking	To be within the demonstrated skill and competence of the least experienced



Activity	Kea	Cub	Scout	Venturer
	All participants must wear a properly secured Personal Flotation Device	All participants must wear a properly secured Personal Flotation Device	wear a properly secured Personal Flotation Device	
<b>Rowing</b> <b>Clause 2.11 Applies</b>	Undertaken as a Group activity with Scouts or Venturers in Group training limits and in still waters. <b>Ratio 1:2</b> <b>When in cutters, must have 2 capable oarsmen and one experienced coxswain onboard.</b> <b>If other boats are used, the ratio is to be reviewed by the water activity Leader.</b> All participants must wear a properly secured Personal Flotation Device	Undertaken as a Group activity with Scouts or Venturers in Group training limits and in still waters. <b>Ratio 1:4</b> <b>When in cutters, must have 2 capable oarsmen and one experienced coxswain onboard.</b> <b>If other boats are used, the ratio is to be reviewed by the water activity Leader.</b> All participants must wear a properly secured Personal Flotation Device	Can be core part of Troop programme. <b>Ratio: 1 competent adult per two craft, but need not be in the craft.</b> 1 adult holding appropriate Water Activities Charge Certificate Section A must supervise, additional supervision may be provided by Venturers holding either Water Activities Charge Certificate or coxswain's certificate All participants must wear a properly secured Personal Flotation Device	To be within the demonstrated skill and competence of the least experienced members of the party and competence qualifications of the supervisors <b>Ratio: specified by the Group Leader who may delegate to the Venturer Leader or Water Activity Leader</b> All participants must wear a properly secured Personal Flotation Device
<b>Rafts</b> <b>Clause 2.12 applies</b>	Introduction in pool enclosed areas or sheltered waters <b>Ratio 1:3</b> <b>Rescue craft available for early intervention recommended</b> All participants must wear a properly secured Personal Flotation Device	Introduction in pool, enclosed areas or sheltered waters <b>Ratio 1:4</b> <b>Rescue craft available for early intervention recommended</b> All participants must wear a properly secured Personal Flotation Device	Use in slow moving or sheltered waters. There is to be appropriate safety boat cover, unless in enclosed areas <b>Ratio: 1 competent adult per two craft, but need not be on the craft.</b> Rescue craft available for early intervention recommended All participants must wear a properly secured Personal Flotation Device.	Use in slow moving or sheltered waters. There is to be appropriate safety boat cover, unless in enclosed areas <b>Ratio: specified by the Group Leader who may delegate to the Venturer Leader or Water Activity Leader</b> Rescue craft available for early intervention recommended All participants must wear a properly secured Personal Flotation Device.
<b>Fishing</b>	From a safe wharf, platform or riverbank. <b>Ratio 1:3</b>	From a safe wharf, platform or riverbank. <b>Ratio 1:6</b> From a vessel, a properly secured Personal Flotation Device must be worn <b>Ratio 1:4</b>	Land or boat based <b>Ratio 1:8</b> From tidal rocks, a properly secured Personal Flotation Device must be worn <b>Ratio 1:6</b>	Land or boat based <b>Ratio specified by the Group Leader who may delegate to the Venturer Leader or Water Activity Leader</b> From tidal rocks, a properly secured Personal Flotation Device must be worn

## 2.8 Personal flotation devices

- (a) Personal floatation devices permitted for water activities must conform to NZ Standard 5823:2001 or NZ Standard 5823:2005.
  - (1) A lifejacket such as the Type 402 is designed to support the wearer in a safe, head-up position with the nose and mouth well clear of the water. Lifejackets are essential for children, adults with poor swimming skills and for most boating activities.
  - (2) A buoyancy vest or garment has less buoyancy than a lifejacket, is closer fitting and has no collar, giving more freedom of movement for active water sports. The wearer generally floats lower in the water, in a near vertical position without any significant head support.
  - (3) Inflatable lifejackets and buoyancy aids, while being light to wear with ease of movement compared to a conventional lifejacket have other inherent risks which must be considered before being approved by the Water Activity Leader for use in the activity.
- (b) Vacant
- (c) The Water Activity Leader in charge of a vessel being used for a Scout activity may not use that vessel unless every person on board is wearing a properly secured personal floatation device of an appropriate size for that person.
- (d) Every person, including leaders, helpers and parents, must wear a properly secured personal floatation device of an appropriate size for that person during the following Scout water activities:
  - (1) All persons on board any vessel.
  - (2) All persons on or in any canoe or kayak.
  - (3) All persons on board any raft or temporary platform used for races or similar activities. This clause does not apply to stable swimming platforms permanently moored adjacent to any designated swimming area.
  - (4) During any occasion when directed to wear a properly secured personal floatation device of an appropriate size by any Water Activities Adviser, Group Leader, or Water Activity Leader.
- (e) Whenever a water activity is undertaken in a commercial vessel that has in place a Safe Management Plan, all persons must wear a personal floatation device when directed by the operator of that commercial vessel.
- (f) NZS Type 402 lifejackets are the only personal floatation devices permitted for:
  - (1) Keas and Cubs, and
  - (2) Any participant who cannot swim at least 50 metres fully clothed.
  - (3) NZS Type 403 or 405 buoyancy aids may be used by Scouts, Venturers and adults with the joint approval of the Group Leader and Water Activities Leader
- (g) Inflatable lifejackets and buoyancy aids may be worn by Scouts, Venturers and adults in powered vessels with the joint approval of the Group Leader and Water Activity Leader.
- (h) The Regatta Controller of a formally organised Sea Scout Regatta, in suitable conditions and when there are at least two rescue vessels on hand, may allow cutter rowing races to be run without PFD's being worn providing sufficient number and appropriate sized PFD's are carried in the cutter for each member of the crew.
- (i) All PFD's used on scout activities must have a suitable whistle attached by lanyard. The lanyard should be weak enough to break free in an emergency

## 2.9 Power boating



- (a) Scouts and Venturers are to be encouraged in the safe use of small power craft on inland lakes and coastal waters. Knowledge of the appropriate operating procedures is essential.
- (b) Under the law, no youth member under the age of 15 shall be in charge, or propel or navigate, a power driven vessel that is capable of a proper speed exceeding 10 knots unless he or she is under direct supervision of a Water Activities Charge Certificate holder, holding a Water Activities Charge Certificate Section B who is within immediate reach of the controls.
- (c) The speed and operation of any power driven vessel must comply with Maritime Rules Part 91 and any Regional Council navigation safety bylaws in force.
- (d) Water skiing, wake boarding or sea biscuiting is permitted between sunrise and sunset provided the driver of the towing boat holds a Water Activities Charge Certificate Section B and is accompanied by at least one responsible person over the age of 12 whose specific task is the safety of the skier or person being towed. Scouts and Venturers must wear a non-inflatable personal floatation device when water skiing or being towed behind a power driven vessel.
- (e) Times of sunrise and sunset can be obtained from:  
<http://www.linz.govt.nz/hydro/nautical-info/astromical>

### **2.10 Canoeing and kayaking**

- (a) Before permitting youth members to take part in canoeing or kayaking activities outside Group training limits, the Water Activity Leader must be satisfied that adequate training for the proposed activity has been undertaken by all participants, that the leader of any such activity has been further trained to a level where that person is competent to lead the activity safely.
- (b) All canoeing or kayaking activities require an activity intention form, except National, Regional or Zone activities and those carried out at an approved centre where, in the opinion of the Regional or Zone Water Activities Adviser, adequate supervision exists.

### **2.11 Youth member qualifications for sailing and rowing**

- (a) Scouts and Venturers who have qualified with the helmsman's badge may take charge of a rowing or sailing vessel in Group training limits under the supervision of the Water Activity Leader, who may be ashore.
- (b) Scouts and Venturers who have qualified with the coxswain's badge may take charge of a rowing vessel in Group training limits under the supervision of the Water Activity Leader, who may be ashore.
- (c) Scouts and Venturers who have qualified with the sailor's badge may take charge of a rowing or sailing vessel in Group training limits at the discretion of the Water activity Leader, under the supervision of the Water Activity Leader, who may be ashore.
- (d) Venturers who hold a Water Activities Charge Certificate may undertake a water activity not supervised by an adult with the approval of the Group Leader.

### **2.12 Rafting**

- (a) Activities involving use of rafts constructed by youth members must be kept within 50 metres of the shore and provision must be made for suitable rescue craft to accompany the rafts or temporary platforms.
- (b) Rafts must be constructed to provide sufficient buoyancy for all participants and the weight of the raft. One litre of buoyancy supports a weight of one kilogram.

- (c) Rafts with sails should be supervised as sailing craft as well as rafts because of the potential to travel further.

### **2.13 Swimming**

- (a) The Water Activity Leader must ensure that the safety of the place must have been previously assessed, competent direct supervision arranged and all reasonable precautions taken.
- (b) Two good swimmers, preferably holders of a life-saving qualification, must be on duty ready to enter the water, either in a boat or on shore as the circumstances may demand, ready to help anyone in difficulty. Those people supervising shall not enter the water to swim until the others have left the water.
- (c) When supervising surfing, the Water Activity Leader should have a surf ski available for rescue.
- (d) When bathing in properly supervised aquatic facilities, or under the direct supervision of a surf club affiliated to the New Zealand Amateur Surf and Lifesaving Association, the supervision provided by these bodies may be accepted as adequate.
- (e) Cubs, Scouts and Venturers should be encouraged to swim in pairs and check each other from time to time, i.e., the "buddy" system.

### **2.14 Use of commercial operators and vessels**

- (a) Groups may undertake water activities in commercial vessels including rafting and similar activities. The commercial operator is responsible under law for the activity's Risk Management. Activity Intention Forms are required.
- (b) All adults and youth members participating in a water activity run by a commercial operator must follow all safety instructions set by the commercial operator.

### **2.15 Personal protection**

- (a) The Water Activity Leader must ensure that all participants taking part in any water activity are appropriately equipped and briefed on personal protection for that activity.
- (b) The following clothing and protection shall be considered for any water activity:
  - (1) Approved personal floatation device as appropriate.
  - (2) A woollen or polypropylene outer garment or wetsuit as appropriate.
  - (3) Sunhat that provides shade to face and neck.
  - (4) Waterproof sunscreen rated SPF 15 or greater that is applied frequently during the water activity.
  - (5) Appropriate footwear.
  - (6) A windproof raincoat or jacket.
  - (7) A spare set of warm dry clothes and a towel available on shore.
  - (8) Appropriate head protection.
- (c) All participants in every water activity must be encouraged to bring and consume sufficient drink so as to avoid dehydration.
- (d) For activities which may extend outside the period from sunrise to sunset, a luminous chemical stick is an appropriate personal marker.

### **2.16 Water activities during hours of darkness**

- (a) Outdoor boating activities must not be undertaken between sunset and sunrise unless the following precautions have been followed:

- (1) A Water Activity Leader holding a Water Activities Charge Certificate appropriate to the types of vessels being used directly supervises the activity, and
  - (2) All vessels are under the control of a Water Activities Charge Certificate holder, and
  - (3) The activity takes place inside the Group training limits as defined in Clause 4.3 and every vessel has a fully charged waterproof torch or other waterproof light.
- (b) Sailing activities must not be undertaken between sunset and sunrise unless specific approval is obtained from the Regional or Zone Water Activities Adviser.
  - (c) Water skiing, wake boarding or sea biscuiting is prohibited by law between sunset and sunrise.
  - (d) Keas and Cubs may not participate in outdoor boating activities between sunset and sunrise.
  - (e) Regional or Zone Water Activities Advisers can authorise boating activities during hours of darkness subject to setting any restrictions he or she feels appropriate. A completed activity intention form is a pre-requisite for the Regional or Zone Water Activities Adviser to consider a request for night activities.
  - (f) Clause 2.6 does not apply to boating activities in commercial vessels during the hours of darkness.

### **2.17 Nominal lists and voyage plans**

- (a) The Water Activity Leader is to nominate a contact person ashore with access to a list ashore (which may be the Activity Intention Form or some other list) of all people participating in the activity. The Water Activity Leader must check all participants against the list at the start and end of the activity.
- (b) The Water Activity Leader should provide regular Trip Reports to the nominated contact person ashore throughout any extended trips.
- (c) In the event of a vessel failing to return to shore by the estimated time, the nominated contact person ashore is to initiate an immediate search of the area. If this search does not find the vessel(s) and crew the initiator must immediately inform Maritime Radio or Police on VHF channel 16 or by phoning 111 and request that a full search be carried out. The Group Leader is to be informed who will then notify the Regional or Zone Water Activities Adviser and the Zone Leader of the circumstances and the actions taken.
- (d) Once the results of the search are known the Regional or Zone Water Activities Adviser, or the Zone Leader in the Adviser's absence, is to conduct an inquiry and report all the circumstances and actions taken to the National Water Activities Adviser within 14 days.

### **2.18 Accident reports**

- (a) Whenever any vessel has been involved in an accident or incident where an injury has resulted in harm or serious harm to any person or damage to any vessel has rendered it unseaworthy, a Recreational Boat Accident or Incident Report (MAR AI 5) must be completed and forwarded to Maritime New Zealand. The Regional Harbour Master must also be informed.
- (b) Full details of Maritime New Zealand's recreational accident reporting procedures can be found at:  
<http://www.maritimenz.govt.nz/Recreational-Boating/Accidents-and-reporting>

## **Part 3 - Boat Equipment And Boat Surveys**

### **3.1 Boat identification**

- (a) Scout vessels' hulls shall be identified by the following means:
  - (1) Cutters and crown cutters shall have their registered number permanently displayed on each bow in numerals not less than 250 mm in height.
  - (2) Cutters and crown cutters shall have their registered number permanently displayed on the inside of the transom above the stern bench in numerals not less than 50mm in height.
  - (3) Cutters and crown cutters shall have their registered name permanently displayed on the transom
  - (4) Sunbursts shall have their registered number permanently displayed on either each bow or the transom in numerals not less than 100 mm in height.
  - (5) Scout vessels of a differing class shall have their registered number and name permanently displayed in accordance with this Clause making allowance for the size and class of vessel.
  - (6) All Scout vessels, kayaks and associated trailers will have the Group name and telephone number clearly attached. The 0800 SCOUTS number will be acceptable.
- (b) Scout vessels' sails shall be identified by the following means:
  - (1) Cutters and crown cutters shall permanently display the Scout arrowhead class emblem in contrasting colours on both sides of the mainsail on a line from the head or peak to the centre of the foot, the top of the emblem being just below the upper batten pocket.
  - (2) The Scout arrowhead class emblem mentioned in Clause 3.1(b)(1) shall be not less than 350mm in height and 350mm in width. A template for such an emblem is available from the National Water Activities Adviser.
  - (3) Cutters and crown cutters shall have their registered number permanently displayed on each side of the mainsail in numerals not less than 300 mm in height. These numbers shall be positioned just below the class emblem.
  - (4) Sunbursts shall permanently display the sunburst class emblem in contrasting colours on both sides of the mainsail.
  - (5) Sunbursts shall permanently display their registered number on both sides of the mainsail and on the leading face of the spinnaker.
  - (6) Scout vessels of a differing class shall have their class emblem and registered number permanently displayed on each side of their mainsail in accordance their respective class rules.

### **3.2 Boat registration**

- (a) Groups building new cutters or crown cutters must apply to the National Water Activities Adviser for a registered number to be allocated to that hull using the Cutter Registration form. A certificate of registration will be issued to that Group once construction of the vessel is completed and the initial seaworthiness inspection has been completed and a boat certificate has been issued.
- (b) Groups building or registering a new sunburst must apply to the Sunburst Association of New Zealand for registration of that hull at the following postal address:

The New Zealand Sunburst Association  
PO Box 33 608  
AUCKLAND

- (c ) Groups owning kayaks or canoes must apply to the National Water Activities Adviser for a registered number using the Kayak/Canoe Registration Form. This number along with "0800 SCOUTS will be engraved on a plastic tag which will be permanently attached to the vessel,

### **3.3 Minimum vessel equipment specification**

- (a) Cutters and crown cutters shall be provided with the following equipment:
- (1) One plug and inspection port for each drain hole and buoyancy compartment opening.
  - (2) At least six oars and six crutches. All crutches shall be permanently attached to the vessel. When the cutter is rigged for sailing, at least two oars shall be carried. When the cutter is used for rowing, sufficient oars shall be provided for efficient management of the vessel.
  - (3) Sufficient stretchers so that each rowing position has a stretcher available. Stretchers shall be fitted with a locking mechanism or lanyard so that they remain attached to the vessel in the event of the vessel capsizing. Stretchers need not be carried when the vessel is rigged for sailing.
  - (4) One rudder fitted with a locking mechanism or lanyard so that it remains attached to the boat in the event of the vessel capsizing.
  - (5) One rowing tiller and one sailing tiller. Each tiller shall be fitted to the rudder with a pin or lanyard so it remains attached in the event of the vessel capsizing. The rowing tiller need not be carried when the vessel is rigged for sailing. The sailing tiller need not be carried when the vessel is rigged for rowing.
  - (6) At least two bailers attached to the vessel with lanyards, one bailer must have a capacity greater than 9 litres.
  - (7) An anchor weighing at least 2 kg, which is shackled to at least 5 metres of 5 mm galvanized chain, which is shackled to at least 30 metres of anchor warp which is attached to the vessel.
  - (8) Two painters at least 6 metres long fitted in the bow and stern.
- (b) Sunbursts shall comply with New Zealand Sunburst Association class rules and be provided with the following equipment:
- (1) One plug and inspection port for each drain hole and buoyancy compartment opening.
  - (2) At least two oars or two paddles. If oars are provided then there shall be two crutches permanently attached to the vessel. These oars or paddles need not be carried when racing in a controlled regatta.
  - (3) One rudder fitted with a locking mechanism or lanyard so that it remains permanently attached to the vessel in the event of the vessel capsizing.
  - (4) One sailing tiller that shall be fitted to the rudder with a pin or lanyard so it remains permanently attached to the vessel in the event of the vessel capsizing.
  - (5) At least two bailers attached to the vessel with lanyards, each bailer must have a capacity greater than 5 litres. If the sunburst is fitted with an automatic bailer, only one bailer need be carried. If the sunburst is a self-draining false floor design, there is no need for any bailer.
  - (6) A painter at least 3.5m long fitted to facilitate being towed.

- (c) Patrol/Safety boats used for Scout water activities shall be provided with the following equipment consistent with the size of vessel and task undertaken:
- (1) One plug and inspection port for each drain hole and buoyancy compartment opening.
  - (2) At least two oars or two paddles. If oars are provided then there shall be two crutches permanently attached to the vessel.
  - (3) At least one outboard motor clamped or bolted to the transom. There shall be an additional wire or chain lanyard connecting any clamped motor to a strong point inside the vessel.
  - (4) An approved marine grade fuel tank and hose system that holds sufficient fuel for the task undertaken.
  - (5) At least two bailers attached to the vessel with lanyards, one of which must have a capacity greater than 5 litres. If the patrol boat is fitted with an automatic bailer, only one bailer need be carried.
  - (6) An anchor shackled to galvanized chain, both being suitable for the vessel being used; which is shackled to at least 30 metres of anchor warp permanently attached to the vessel.
  - (7) A painter permanently fitted in the bow, which is of such length that it cannot become tangled in the propeller.
  - (8) A 10 metre towing painter permanently fitted in the stern of sufficient strength to hold one fully swamped cutter head to wind.
  - (9) Marine grade VHF radio or cell phone in a zip lock bag.
  - (10) A knife, waterproof Duct tape and simple tool kit.
  - (11) A first aid kit in waterproof container.
  - (12) One horseshoe buoyancy ring or rescue tube.

### **3.4 Additional equipment**

- (a) Depending on the planned water activity, area of operation and duration, the leader in charge must consider carrying some or all of the following additional equipment:
- (1) Charts or sections of charts contained in a waterproof wallet.
  - (2) Extra fully charged marine grade VHF radios.
  - (3) Extra fully charged cell phone in a zip lock bag.
  - (4) Temporary anchor, warp and float to hold or buoy capsized vessel
  - (5) A boat hook
  - (6) A fire extinguisher.
  - (7) A tools and spare parts kit.
  - (8) Drinking water and food supplies.
  - (9) A waterproof torch, spare bulb and spare batteries.
  - (10) A heliograph, mirror (or old CD / DVD).
  - (11) Distress flares.
  - (12) Floating throw line
  - (13) Any additional equipment specified by any Water Activities Adviser or Group Leader.

### **3.5 Overloading of Scout vessels**

Scout vessels must never be overloaded with stores and equipment. There must always be sufficient room in the vessel and adequate freeboard so that the crew can operate the vessel in a safe manner in the prevailing or anticipated conditions.

### 3.6 Additional equipment in some Areas

National, Regional or Zone Water Activities Advisers can require Scout vessels in certain boating limits as defined in Clause 4.1 to carry additional equipment or have modifications to the rigging structure due to specific weather and tide patterns experienced in those specific boating limits.

### 3.7 Sails and rigging

- (a) No rig may be used on any Scout vessel except that rig which is specified for the vessel's class. Additional sail area must not be carried.
- (b) Cutters, crown cutters and sunbursts may carry one jib, a main sail and a spinnaker as specified in class rules. The only spinnaker and fittings approved for use by a cutter are those meeting sunburst class rules.
- (c) Cutter and crown cutter main sails must be capable of being reefed. Reef points of sufficient strength must be sewn into the main sail.

### 3.8 Minimum and maximum crew numbers

- (a) Table 2 provides for minimum and maximum crew numbers in Scout vessels:

**Table 2 - Minimum and maximum crew numbers**

Boat class	Activity	Minimum	Maximum
Cutter and crown cutter	Rowing	2 persons	10 persons
Cutter and crown cutter	Sailing	3 persons	7 persons
Cutter and crown cutter	Motoring	2 persons	10 persons
Sunburst	Rowing	1 person	3 persons
Sunburst	Sailing	1 person	3 persons
Sunburst	Motoring	1 person	3 persons
Optimist	Rowing	1 person	2 persons
Optimist	Sailing	1 person	2 persons
P Class	Sailing	1 person	1 person
420	Sailing	2 persons	3 persons
Power vessel	Motoring	1 person	As defined on the boat certificate
Power vessel	Safety boat	2 persons	Leaving sufficient room not to hamper rescue activity

- (b) The minimum and maximum crew numbers must appear on the boat certificate.
- (c) The minimum and maximum crew numbers must not be exceeded without approval from the Regional or Zone Water Activities Adviser.
- (d) For classes of vessel not listed in Table 2, minimum and maximum crew numbers must be consistent with that vessel's class requirement. Vessels must never be over crewed as to render them unseaworthy.
- (e) The minimum and maximum crew numbers may be temporarily altered for a special water activity event at any National, Regional or Zone Regatta provided that the event is controlled by the National or Regional or Zone Water Activities Adviser and sufficient additional patrol vessels are available.

### **3.9 Boat surveys and seaworthiness inspections**

- (a) All Scout vessels including canoes and kayaks must be surveyed annually and, except when undergoing maintenance, must continually be in survey. A vessel that passes its survey will be issued a Boat Certificate – Clause 3.11.
- (b) Such surveys must be undertaken by an appointed Boat Surveyor
- (c) Water Activities Advisers will appoint Boat Surveyors. A Boat Surveyor appointed by a Zone Water Adviser relates to that Zone. Where a Regional Water Activities Adviser has appointed a Boat Surveyor, the Adviser shall determine if the particular appointment applies to the whole Region or a particular Zone or Zones. If a Surveyor has not been appointed for a Region or Zone , any competent person appointed by a Group Leader or Zone Leader may act as a Boat Surveyor.
- (d) Surveys of Scout vessels must, wherever possible, be undertaken by some person who is independent and not associated with the Group that is responsible for the boat being inspected.
- (e) Intermediate seaworthiness inspections can be undertaken by any Water Activities Charge Certificate holder at any time.
- (f) Boat surveys must be undertaken for all vessels requisitioned for any National, Regional and Zone Regattas where the vessel will not be used by the originating Group.
- (g) Boat Surveyors for vessels other than Cutters, Sunbursts and open Patrol Boats with outboard motors , Canoes and Kayaks must be individually approved by the National Water Activities Adviser.
- (h) Boat Surveyors shall use the Boat Survey forms issued by Scout National HQ.
- (i) Notwithstanding any of the foregoing, it is the responsibility of the Group Leader and Water Activity Leader in charge to ensure that Scout vessels continue to comply with the survey and equipment requirements prior to being used for any Scout water activity.

### **3.10 Use of non-Scout vessels**

- (a) Recreational vessels not owned by The Scout Association may be used for Scout water activities. It is the responsibility of the owner of these recreational vessels to ensure these vessels are fit for the purpose and appropriately equipped.
- (b) The owner of these recreational vessels must be present when youth members are using them.

### **3.11 Boat certificates**

- (a) All Scout vessels in use shall be maintained to a standard suitable to meet the requirements for a boat certificate.
- (b) The Group Leader must hold a valid unexpired boat certificate issued by the Regional or Zone Water Activities Adviser or boat surveyor for every Scout vessel in use (except canoes and kayaks until a survey has been defined for them). Expired boat certificates must be retained by the Group Leader for the life of the vessel.
- (c) After a thorough inspection the boat surveyor, if satisfied that the vessel and its equipment are seaworthy, in good repair and in every respect, safe and sufficient for the service required, shall issue a boat certificate, specify the period of validity, and the maximum and minimum number of crew the vessel may carry, and any other special conditions he or she may consider advisable.



- (d) Boat certificates are issued for a maximum period of 13 months. Boat certificates expire on the final day of the issue month one year later.
- (e) If a vessel does not pass its survey and is not likely to do so without significant work, the Group shall retain the survey form and a copy shall be sent to the Regional Office. The Regional and Zone Water Advisers are to be advised of the outcome of the survey.
- (f) The applicable boat survey form becomes the Boat Certificate and will be issued by the boat surveyor on satisfactory completion of the boat survey. A copy of the survey form is to be sent to the Regional Office.  
The Regional and Zone Water Activities Advisers are to be advised of the outcome of the survey.
- (g) The Boat Certificate is to be displayed at the boat shed or Group Headquarters and is to be produced on demand to any Zone Leader, Water Activities Adviser or boat surveyor.
- (h) Regional or Zone Water Activities Advisers and Group Leaders must withdraw a Boat Certificate following any event where the vessel suffers major structural damage. The Group Leader must return the Boat Certificate to the Regional or Zone Water Activities Adviser with a written report of the circumstances leading to the damage. The vessel is not to be used until it is resurveyed by a boat surveyor and a new Boat Certificate issued.

### **3.12 Permanent buoyancy in boats, canoes and kayaks**

- (a) All Scout vessels are to have permanent buoyancy fitted to the satisfaction of the boat surveyor.
- (b) Crown cutters are to have the permanent buoyancy fitted as part of the original internal hull mould.
- (c) Sunbursts are to have permanent buoyancy fitted in accordance with the New Zealand Sunburst Association class rules.
- (d) Vessels of other classes are to have permanent buoyancy fitted in accordance with their respective class rules.
- (e) Wooden, fibreglass and aluminium rowing dinghies are to have sufficient permanent buoyancy fitted so that the vessel always remains afloat when capsized.
- (f) Permanent buoyancy is to be made up of closed solid foam blocks, solid plastic tubes, buoyancy compartments or similar devices. Buoyancy compartments are to be filled with as many small closed plastic bottles as possible to provide additional integrity.

### **3.13 Annual swamp testing of cutters**

- (a) Prior to having a cutter or crown cutter surveyed by a boat surveyor, the Group Leader is arrange for the vessel to be fully swamped to prove the effectiveness of the permanent buoyancy.
- (b) The procedure for swamp testing is contained on the Swamp Test form.
- (c) This test is to be conducted annually and must be completely satisfactory before the boat surveyor signs the boat survey form.
- (d) The results of the swamp test are to be recorded on the Swamp Test form. The fully swamped water line level is to be recorded on a datum mark permanently attached to the centre case.

### **3.14 Annual swamp testing of other Scout boats**

The boat surveyor can insist that any other Scout boat is swamp tested to prove the effectiveness of the permanent buoyancy.

### **3.15 Maintenance logs**

The Group Leader must ensure that a maintenance log is kept for every power vessel operated by that Group and should consider maintenance logs for other vessels.

## **Part 4 - Water Activity Areas**

### **4.1 Boating limits**

Regional or Zone Water Activities Advisers are to define the maximum limits for routine water activities. Such limits are to specify any prohibited or restricted areas and any protected area where landing is controlled or prohibited. Regional or Zone Water Activities Advisers will make charts available to be displayed in Group halls and boat sheds.

### **4.2 Main navigation channels and commercial wharfs**

- (a) The Port Authority controls water activities in the main navigation channels and around commercial wharfs in the major ports around New Zealand. In general, Scout vessels must not operate in any main navigation channel or commercial wharfs where such activity will impede the movement of vessels over 500 gross registered tonnes. A vessel over 500 tonnes is likely to be over 50 metres length overall.
- (b) Where a vessel must not impede the movement of a vessel over 500 gross registered tonnes, that vessel must remain outside a zone which extends 500 metres in front and 100 metres either side of the vessel not to be impeded.
- (c) Main navigation channels are defined by directional or sector lights, port and starboard lateral marks and are indicated on the largest scale navigation charts.
- (d) Scout vessels must not anchor in any main navigation channel.
- (e) Scout vessels must not moor to, or interfere with any navigation mark, buoy or structure.

### **4.3 Group training limits**

- (a) The Group Leader, in consultation with the Regional or Zone Water Activities Adviser, is to define Group training limits. Such limits are to incorporate the following risk analysis guidelines:
  - (1) There is sufficient sea room for youth members to practice sailing a triangular course, and
  - (2) They must take into account any other water users such as swimmers, other boating clubs, ski lanes, and recreational or sporting training events, and
  - (3) They must take into account the presence of other water users who may need to be avoided or could provide assistance, and
  - (4) They are not more than one nautical mile from the shore however the limits can be extended if patrol boat support is available.
- (b) The intent of Group training limits is to allow Group Leaders and Water Activities Charge Certificate holders to have a range of training limits, which can be varied depending on the activity and weather.
- (c) The centre of supervision from shore could be located at the Group Headquarters, boat shed, boat ramp and beach or similar provided the Water Activity Leader can observe the activity from that location.
- (d) The Group leader may permit competent Venturers not holding Water Activities Charge Certificate to take boats out within Group Training Limits without additional supervision.

- (e) The Group Leader must ensure that a complete set of charts covering the Group's Training limits applying to that Group's vessels are displayed at the Scout Hall or boat shed.

#### **4.4 Non-Scouting regattas**

Scouts and Venturers may participate in any regattas organised by a yacht club affiliated to Yachting New Zealand or other organisation subject to individual approval by the Group Leader.

#### **4.5 Vacant**

#### **4.6 Extended water activities**

- (a) Water activities may be approved in areas outside the Group's boat Training limits as defined in Clause 4.1. Such approval must come from National Water Activities Adviser or the Regional or Zone Water Activities Adviser having jurisdiction of the area where the activity is planned to take place.
- (b) This clause is provided to allow Venturers to consider undertaking extended voyages to fulfil the Expedition Option of the Venturer Gold Award or the Duke of Edinburgh's Hillary Award expeditions in Scout vessels.
- (c) A detailed plan including an Activity Intention Form must be submitted before any application to operate outside the Group's Training limits will be considered. It is recommended that the detailed plan include the following items:
  - (1) Full qualifications including radio licenses (if any) and first aid certificates held by participants undertaking the water activity.
  - (2) A communication plan including all details of every cell phone and marine VHF carried.
  - (3) A complete equipment list and gear list for every participant.
  - (4) A detailed route including contingency options.
  - (5) The full extent of area of operation that must not be exceeded.
  - (6) Full details of every vessel taking part in the water activity.
  - (7) Any other information that may affect the activity.

### **Part 5 - Water Activities Charge Certificates**

(Note clause 5.13 Kayak Leader Certificate)

#### **5.1 Charge Certificate examination**

- (a) Candidates must apply to the Regional or Zone Water Activities Adviser on the Charge Certificate Application form to be examined in a practical test for the type of vessel and Charge Certificate being applied for.
- (b) The Regional or Zone Water Activities Adviser will appoint a Charge Certificate examiner to test that candidate in their knowledge of Scout Water Activities Rules, practical boat handling and any theoretical item.
- (c) The Charge Certificate examiner must be some person who is independent from the Group and not associated with the candidate being examined.
- (d) Charge Certificates will be endorsed for the Zone the applicant is examined in, and for any one or more of the following type of vessels:
  - (1) A - Open vessels under oars.
  - (2) B - Open or decked vessels propelled by outboard motor.
  - (3) E - Open vessels under sail.

## **5.2 Charge Certificate Candidate eligibility**

- (a) The applicant must satisfy the examiner that he or she is a capable and responsible person and meets the requirements for practical boat handling.
- (b) All applicants for Charge Certificates, irrespective of the endorsement sought, must satisfy the examiner in the following conditions:
  - (1) Be recommended by the Group Leader as a capable and responsible person.
  - (2) Be a warranted Adult Leader, adult helper or youth member over the age of 16.
  - (3) Youth members over the age of 16 must have the recommendation of their Venturer Leader and Group Leader.

## **5.3 Charge Certificate syllabus**

The following components must be completed by each applicant before a Charge Certificate will be issued:

- (a) Be familiar with the Groups' boat certificates in respect to number of persons the vessels are permitted to carry and the limits of the areas that the vessels may operate in.
- (b) Be familiar with the waters in local area and be able to read the largest scale charts. Have a good local knowledge of navigation marks, dangers, safe-landing places, and know how the tides and weather affect the area.
- (c) Have successfully completed Unit Standard 6915, Coastguard Boating Education Day Skipper course or obtained a higher maritime document.
- (d) Have a thorough knowledge of the SCOUTS New Zealand's Water Activities Rules and satisfactorily complete a Charge Certificate Theory examination.
- (e) Complete a practical test and manoeuvre a Scout vessel to the directions of the examiner using a crew of youth members.

## **5.4 Charge Certificate Practical test**

- (a) All candidates must be able to swim 50 metres while fully clothed and wearing a personal floatation device.
- (b) All candidates will complete the knotting component in the Charge Certificate Practical test.
- (c) The provisions for the various classes of endorsement are set out hereunder:
  - (1) A - Open Vessels under Oars:
    - (i) Qualify as in Clause 5.3(a) above.
    - (ii) Take charge of a vessel's crew, prepare the vessel with the correct equipment, launch the vessel, using the correct orders, maintain discipline and handle vessel as directed by examiner.
    - (iii) Complete the rowing practical test.
  - (2) B - Open or Decked Vessels Propelled by Outboard Motor:
    - (i) Qualify as in Clause 5.3(a) above.
    - (ii) Take charge of a vessel's crew, prepare the vessel with the correct equipment, launch the vessel, and demonstrate ability to handle the vessel as directed by the examiner, using the outboard motor.
    - (iii) Be able to manoeuvre the vessel by a secondary method of propulsion.
    - (iv) Understand the operation of an outboard motor, the safety precautions to be taken, and be able to do simple maintenance.
    - (v) Complete the powerboat practical test.

- (3) E - Open Vessels under Sail:
  - (i) Qualify as in Clause 5.3(a) above.
  - (ii) Qualify for Class A Endorsement.
  - (iii) Take charge of a vessel's crew, prepare the vessel with the correct equipment, launch the vessel, using the correct orders, maintain discipline and manoeuvre the vessel under sail as directed by examiner.
  - (iv) Complete the sailing practical test.

### **5.5 Charge Certificate for new boating limits**

Any holder of an existing Charge Certificate who wishes to obtain an endorsement for new boating limits as defined in Clause 4.1 must make an application to the Regional or Zone Water Activities Adviser in the new Zone but need only be examined by an examiner in that Zone in respect of Clause 5.3(a)

### **5.6 Charge Certificate register**

Regional or Zone Water Activities Advisers are to maintain an up to date register of all Charge Certificates in their Region or Zone. This register is to be made available to any Zone Leader, Regional Development Manager, Executive Staff or National Water Activities Adviser on demand.

### **5.7 Charge Certificate details displayed**

The Group Leader must ensure that the details of all Charge Certificate holders and classes of certificate held are displayed at the Group Headquarters or boat shed together with the boating limits applying to each individual's Charge Certificate.

### **5.8 Vacant**

### **5.9 Expiry of Charge Certificates**

- (a) Charge Certificates will automatically expire when any of the following conditions are met:
  - (1) The Charge Certificate holder leaves SCOUTS New Zealand for any reason, or
  - (2) The Charge Certificate holder has not exercised the use of their Charge Certificate for more than 24 consecutive months, or
  - (3) Three years after the Charge Certificate has been issued.
- (b) Group Leaders must notify their Regional or Zone Water Activities Adviser when the conditions set out in Clauses 5.9(a)(1) and (2) have occurred.
- (c) The Charge Certificate holder must return their Charge Certificate to their Group Leader, Regional or Zone Water Activities Adviser when conditions set out in Clauses 5.9(a)(1) and (2) have occurred.

### **5.10 Renewal or reissue of Charge Certificates**

- (a) Charge Certificates holders must apply to the Regional or Zone Water Activities Adviser through their Group leader to have their Charge Certificate renewed when the condition set out in Clause 5.9(a)(3) has occurred. Such renewal will be automatically processed without any re-examination provided the Charge Certificate holder can demonstrate that the certificate has been used within the previous 12 months.
- (b) The warranted Adult Leader, adult helper or youth member must apply to the Regional or Zone Water Activities Adviser through their Group leader to have their Charge Certificate reissued when the certificate has expired due

to Clause 5.9(a)(1), (2) and (3) and that the certificate has not been used within the previous 12 months. The Regional or Zone Water Activities Adviser must use their discretion in determining which components of the Charge Certificate syllabus contained in Clause 5.3 is to be re-examined before the Charge Certificate is reissued.

### **5.11 Suspension of Charge Certificates**

- (a) The National Water Activities Adviser, any Regional or Zone Water Activities Adviser and any Zone Leader, Regional Development Manager or Executive Staff Member can suspend any warranted Adult Leader's, adult helper's or youth member's Charge Certificate if conditions specified in Clause 5.11 (c) occur.
- (b) Any Group Leader can suspend any youth member's Charge Certificate within their Group's jurisdiction.
- (c) A Charge Certificate may be suspended when any of the following circumstances necessitate such a suspension:
  - (1) Any occasion where the Charge Certificate holder has been in charge of a vessel during a Scout activity and an incident has resulted in:
    - (i) a person being seriously harmed, or
    - (ii) the vessel sustaining serious structural damage, or
    - (iii) another vessel or structure sustaining damage as a result of a collision, or
    - (iv) the vessel has operated outside the permitted boating limits without permission, or
    - (v) the vessel being operated outside prescribed weather and tide conditions, or
    - (vi) the conduct of the Charge Certificate holder could bring SCOUTS New Zealand into disrepute, or
    - (vii) any other serious breach of these Clauses.
- (d) Any occasion where the Charge Certificate holder has been in charge of a vessel during a Scout activity and the quality of supervision has resulted in serious concerns from parents.
- (e) In the opinion of the National, Regional or Zone Water Activities Adviser, the Charge Certificate holder has behaved in a way that could have put youth members or adults in danger, whether or not actual harm or damage has been caused.
- (f) A Charge Certificate will be automatically suspended when any warranted Adult Leader has their warrant or membership suspended for any reason in accordance with POR Rule 50.

### **5.12 Review of Charge Certificate suspension**

- (a) Depending on the circumstances leading to a Charge Certificate holder having their Charge Certificate suspended, that person may apply to the Regional or Zone Water Activities Adviser to have the suspension reviewed.
- (b) An independent warranted Adult Leader will be appointed by the National, Regional or Zone Water Activities Adviser to review the circumstances that lead to the Charge Certificate suspension. Such a person will usually be an independent senior Group Leader or other suitable person.
- (c) The National Water Activities Adviser must be informed within 14 days of all the circumstances where a person has had their Charge Certificate suspended.
- (d) The National Water Activities Adviser must be informed of the results of all Charge Certificate suspension reviews required by Clause 5.12 (b) within 28 days of the review being completed.

### **5.13 Kayak Leader Certificate**

- (a) Leaders wishing to take youth members kayaking in sheltered waters must be in possession of a Kayak Leaders Certificate. Regional and Zone Water Activities Advisers will arrange courses so that these certificates can be obtained and will keep a register of those leaders so qualified. An activity intention form will be produced and copies circulated to the Regional or Zone Water Activities Adviser for all kayak and canoe activities
  
- (b) Leaders wishing to take youth members on more challenging waters than covered in 5.13 (a) must ensure that a suitably qualified instructor is available and their qualifications are approved by the Zone or Regional Water Activities Adviser.
  
- (c) Charge Certificate applicable clauses:
  - (i) Clauses from Rule 5 which apply to Kayak Leader Certificates are:
    - 5.2 Charge Certificate Candidate eligibility
    - 5.6 Charge Certificate Register
    - 5.7 Charge Certificate details displayed
    - 5.9 Expiry of Charge Certificate
    - 5.10 Renewal or reissue of Charge Certificate
    - 5.11 Suspension of Charge Certificate
    - 5.12 Review of Charge Certificate suspension
  - (ii) Clauses from Rule 5 which do not apply to Kayak Leader Certificate are:
    - 5.1 Charge Certificate examination
    - 5.3 Charge Certificate syllabus
    - 5.4 Charge Certificate practical test
    - 5.5 Charge Certificate for new boating limits