

1 STAR PERSONAL SKILLS AWARD HANDBOOK

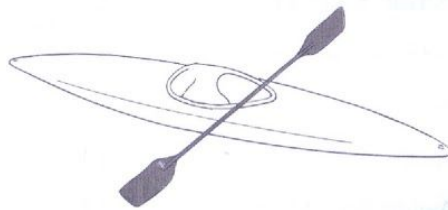
ADAPTED FROM WATER VENTURE 1 STAR HANDBOOK
(NOW OUT OF CIRCULATION)

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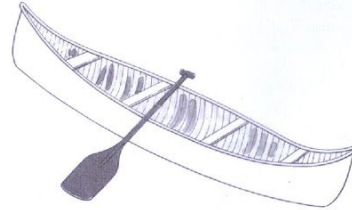
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What is a Kayak

By definition, a kayak is a decked boat, which is paddled from a seated position using a two bladed paddle. Contrast this with a canoe, which is not a decked boat, and paddled from a kneeling position with a single blade paddle.

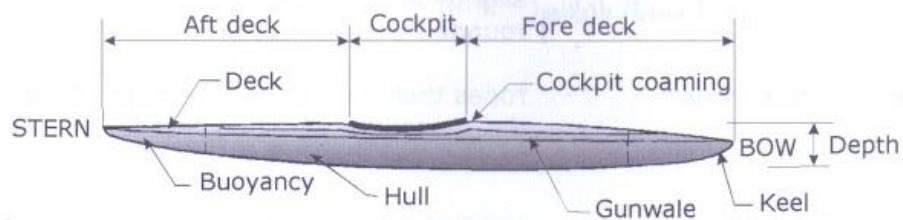
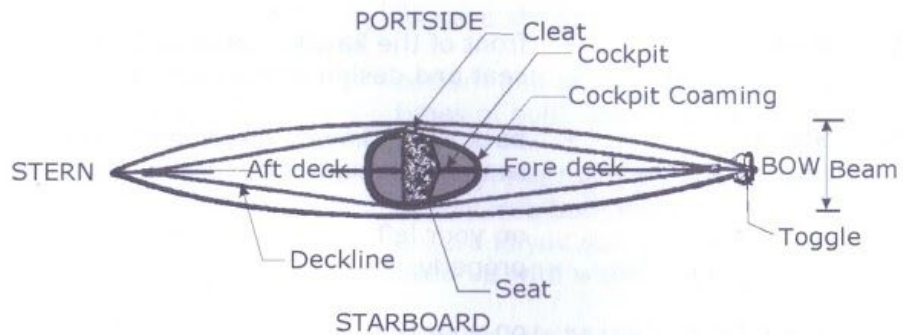


Kayak



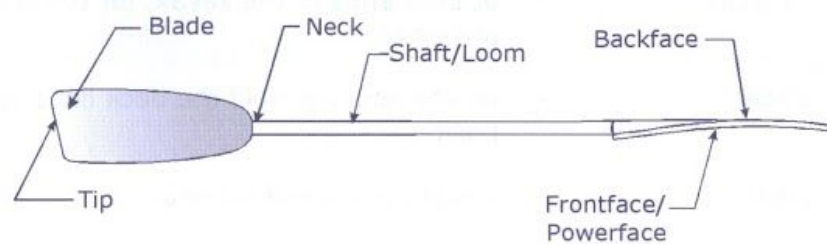
Canadian Canoe

Parts of a Kayak



<u>Part</u>	<u>Identification / Purpose</u>
Bow	Front of the kayak, identified by the seat and cockpit design
Stern	Back of kayak, identified by seat and cockpit design
Portside	Left of kayak when seated properly in cockpit
Starboard	Right of kayak when seated properly in cockpit
Deck	Top part of kayak, usually slopes slightly in a moderate inverted "V" shaped, or rounded so as to shed water
Deck Lines	Ropes that run around the edge of the deck, used for assisting rescue, towing, and mooring
Cockpit	Opening on the deck
Cockpit Coaming	Narrow lip around the edge of the cockpit, holds the spray cover in place, and prevents water from entering the kayak
Toggle	Located at the bow and stern of the kayak, for towing purposes
Cleat	On the deck, used to hold the deck lines in position
Seat	For sitting, located inside the cockpit
Foot Rest	A piece of metal/plastic to support the feet; essential to push against it for efficient strokes
Hull	Bottom half of the kayak; can be round, V-shaped, or flat
Buoyancy	Polystyrene foam packed securely and evenly into the kayak to ensure that it stays afloat even when completely filled with water
Gunwale	Edge/Side of the kayak

Parts of a Paddle



Personal Floatation Devices

The Personal Floatation Device is designed to assist a person to remain afloat in the water until rescued.

Life Jacket

A life jacket worn on the body will turn the body of the wearer (even in an unconscious state) around and maintain the mouth and nose clear of the water. However, the life jacket does not provide any thermal or protection to the back. Types of life jacket: inflatable, kapok filled, polyethylene foam.

For inflatable life jackets, special care must be taken to ensure that the carbon dioxide cartridge is filled, and user has a clear idea on how to operate the life jacket.

Buoyancy Vest

A buoyancy vest is intended for use in aquatic sports to assist in floatation during short-term immersion in calm water. The buoyancy vest provides some thermal protection to the wearer and is more comfortable. However, it will not turn the body of an unconscious person to a safe floating position.

General Safety

1. Ability to swim at least 50m with a buoyancy vest. The ability to swim vast distances is not essential, but basic confidence in and under water without panic is fundamental to safe kayaking.
2. Be properly attired. Always wear a buoyancy vest when out at sea. Proper footwear should be worn to protect the feet.
3. Check equipment for sea worthiness (i.e. free of leaks, other damages) before going out to sea. All defects are to be reported to the staff, and the defective equipment replaced before setting out.
4. Members are advised to stay within the demarcated area. Refer to notice boards within the club, or ask the staff on duty.
5. Prior approval must be obtained from the staff before proceeding beyond the demarcated area. The destination and expected return time must be made known to the staff.
6. Always launch and beach your craft with care and consideration to other beach users.
7. Paddlers are advised to paddle in the company of others. It is recommended to have three kayaks so that one can always summon for help while another deals with the casualty.
8. Paddlers shall not change places while afloat without supervision
9. The craft must not carry more people than it is designed for.
10. Ensure deck lines are taut, as loose ropes may be a hindrance in an emergency.
11. Check weather forecast, tide, and currents before setting out. Head for the nearest shore immediately on any sign of an impending storm.
12. Be familiar with your capsize drill.
13. Avoid paddling in sea traffic lanes, ship, or barge anchorages.
14. In the event of a capsize, stay with the kayak - it is easier to spot on the water.
15. Beware of strong winds and currents. Always plan your journey in a direction such that the tidal stream will assist you on the return leg.
16. Know your limitations, and do not allow fatigue to put your safety at risk.
17. Always exercise common sense and be responsible for your own safety.

1 Star Personal Skill Award

Overview

Two day course leading to the 1 Star Personal Skill Award. This course is designed for beginners and covers general safety and basic paddling techniques to safely manoeuvre a kayak on flat water.

Pre-Requisites

Ability to swim 50m with buoyancy aid

Venue

Sheltered Water (but not a swimming pool)

Assessor

Level 1 Coach, or higher

Theory

1. Equipment
 - a. Kayak
 - b. Paddle
 - c. Floatation Aids
2. General Safety
3. Personal Safety

Practical

1. **Lifting and Carrying.** Demonstrate good lifting and carrying principles using the legs rather than the back. Assistance is recommended.
2. **Launching the Kayak.** The boat must be afloat. Balance must be maintained. The paddle must remain within reach, or can be used to assist in embarking.
3. **Forward Paddling.** Demonstrate evidence of controlling the kayak in a straight line over a distance of 100 meters. Some directional instability is likely to occur, but this should not include complete loss of forward movement.
4. **Reverse Paddling.** The kayak should travel a distance of 25 meters. Turning the trunk and looking over one or both shoulders must be evident.
5. **Stopping.** This should be demonstrated in both directions. Opposite motion should be evident.

6. **Forward and Reverse Sweeps.** Spinning in a clockwise and anti-clockwise rotation using the appropriate combination of forward and reverse sweeps. Some body rotation should be evident.
7. **Return to Shore and Disembark.** Able to safely approach the shore and disembark the kayak. Maintain control while getting out of the kayak.
8. **Capsize, Swim Ashore, and Empty.** Planned capsize followed by swimming ashore with retention of kayak and paddle. Empty the boat on the shore with assistance.
9. **Moving Sideways (J Stroke and Classic Draw).** Body rotation towards the paddling side should be evident. Paddle blade fully immersed in the water. Sideway movement should be evident.
10. **Stern Rudder.** The kayak should be kept running in a straight line with the paddle kept close on either side of the stern.
11. **Support and Recovery (Introduction to Low Recovery).** The kayak should be placed nearly off balance. Low recovery strokes should be demonstrated on both sides.
12. **Rescue.** Performed a directed rafted rescue in deep water. Demonstrate getting into the kayak in deep water efficiently.

Usage of Water Venture Equipment

1. Safety Guidelines

- a. Only those with the relevant certificates are allowed to rent equipment from the outlet.
- b. All users must be able to swim at least 50 meters, and be at least 12 years of age as of 1 January.
- c. All users must be properly attired. Always wear buoyancy vest when out at sea.
- d. Check all equipment for sea-worthiness before going out to sea. Defects must be reported to the staff.
- e. Users should always launch and beach their craft with care and consideration to other beach users.
- f. Sail, windsurf, or kayak within the demarcated areas. The plan for the demarcated areas is displayed on the notice board.
- g. For beginners, keep within 100 meters from the shore.
- h. Board sailors are advised to windsurf in the company of others. If they have to windsurf alone, they should ask someone to keep an eye on them and stay within sight.
- i. Always give way, and keep clear of motorised boats, vessels, and other sailing crafts.
- j. Observe the rules of on the right of way, and strictly adhere to Maritime & Port Authority's (MPA) rules and regulations especially on prevention of collision at sea.
- k. In case of poor visibility or bad weather, such as a thunderstorm, head for the nearest shore.
- l. Stay by the windsurf board, kayak, or dinghy. If you capsie or fall into the sea, do not leave the craft.
- m. All equipment must be returned by 1700 hours.
- n. All equipment must be thoroughly rinsed with fresh water before storage.
- o. Users of equipment rented from Water Venture will be held responsible for any damage to the equipment.
- p. The People's Association or Water Venture will not be liable for any mishap or injury that may occur as a result of the using the equipment.
- q. Water Venture reserves the right to reject any rentals or storage without assigning reasons.
- r. The Outlet reserves the right to cancel, postpone, or change the venue of a course without assigning reasons.
- s. No set of guidelines can cover all situations. Users should always exercise caution and common sense.

2. Rental of Equipment

- a. The Water Venture equipment is available for rental to the members and their guests. Members introducing guests shall ensure that their guest has the relevant proficiency certification.
- b. Only those who have completed the basic courses for the respective sea sports are allowed to rent equipment from the outlet.
- c. The availability of Water Venture equipment for rental is limited and based on the first come, first served basis.
- d. Rental of equipment shall be made personally on the day of usage at the respective Water Venture outlet.
- e. Rental of boardsailing equipment is not permitted during the monsoon season; i.e. from November to January.
- f. All equipment must be returned by 1700 hours. All equipment must be thoroughly rinsed with fresh water before storage.
- g. The management reserves the right to reject any application for rental of sea sports equipment without assigning any reason.
- h. The Management shall not be responsible for any accidents to the members and their guest resulting from the usage of equipment.

3. User's Responsibilities and Liabilities

- a. Users are strongly advised, in their own interest, to undergo a medical examination before commencing on any course. The medical history section of the form is to be completed and a medical examiner must sign the certificate of fitness if medical clearance is required.
- b. Users are requested to exercise due care and consideration when using the equipment.
- c. Users of equipment rented from the Water Venture will be held responsible for any damage to the equipment.
- d. The People's Association or Water Venture will not be liable for any mishap or injury that may occur as a result of using the equipment.
- e. No set of guidelines can cover all situations. Users should always exercise common sense.