

Guideline For Canoeing, Kayaking & Dragon Boating
– Water Based Adventure Tourism Activities
For Registration with Sri Lanka Tourism Development Authority

1. INTRODUCTION

The disciplines under the International Canoe Federation (ICF) All water sports activities using single or double ended paddles to propel the water craft in inland waterways, rivers, lakes, lagoons, estuaries or ocean / open waters for competition or recreation.

Paddling refers to a group of water sports that require a paddle to propel and steer a vessel through and across the flat water, wild water or ocean. Traditionally, two sports have fallen in the category of paddling that is canoeing (Flat Water Canoeing & White-Water Canoeing) and kayaking (Flat Water Kayaking, White Water Kayaking and Sea Kayaking). There is no age barrier, as the water craft or boat can be selected depending on the level of skill and fitness of the person.

2. BASIC OPERATING PROCEDURE / GUIDELINE

2.1. OPERATIONS

- a) A detailed weather check has to be conducted & displayed before commencing any activity.
- b) All activities must begin with a detailed safety briefing. The briefing must highlight the equipment used, do's and don'ts, demarcation of the boundary for the activity, rescue, and emergency procedures & current weather conditions.
- c) All participants must sign a liability waiver form prior to the commencement of the activity clearly highlighting the risk involvements.
- d) Participants with any medical condition making them unfit for participation in the activity must be informed prior to the commencement of the activity and not allowed to participate.
- e) Boat rentals should be done only to experienced independent paddlers who can paddle with a liability waiver signed.
- f) The minimum age for most paddle sports is 8 years of age. Depending on the ocean and wild water condition, and the type of boat, this limit should be 12 years of age. In this event, the parent or guardian must sign a liability waiver form, clearly highlighting the risk involved prior to the commencement of the activity.

2.2. STANDARD OPERATING PROCEDURE (SOP) AND INSTRUCTIONS

- a) All Operators must maintain and update a Standard Operating Procedure for their operations.
- b) Besides covering the methodologies that are adopted by the operator of the activity, should covers assessing of members medical condition and experience, avoidance of injury, safety precautions, procedure for emergencies, casualty evacuation,

Guideline For Canoeing, Kayaking & Dragon Boating
– Water Based Adventure Tourism Activities
For Registration with Sri Lanka Tourism Development Authority

incident and accident reporting, communication procedure assessment of weather condition and feedback mechanism.

- c) The following must be included in the Standard Operation Products (SOP):
- i. An Emergency Action Plan should be in possession and advance arrangements must be aware for medical help and evacuation assistance in case of an emergency.
 - ii. Staff/ guides must be trained in all aspects of the Emergency Action Plan in every 03 months as a safety drill.

2.3.INSPECTION & MAINTENANCE PROCEDURES

- a) Inspections and maintenance require a sound knowledge of the system and equipment and therefore must be carried out by qualified personnel. Basic inspections must be carried out before every use and detailed inspections on regular basis in accordance with their operational procedures and risk assessments. Especially the drain plugs, hull damage, PFD straps, buckle and belts, paddle condition should be checked daily.
- b) Communication devices must be always carried by Instructors and rescue boat.

3. MINIMUM STANDARDS TO RECOGNITION OF OPERATORS

3.1.Operators must be an entity club or a branch registered and recognized by a National Association. The owner or employees must be experienced & certified in the relevant sport activity.

3.2.The following essential points to be considered for recognition.

- a) Certified Instructors & Guides
 - i. Qualification from a Recognized National or International body for the specific paddle sport and a certificate from the operator that the individual "has minimum of 02 years' experience in assisting in the particular activity and is independently capable of teaching, assisting, leading trips and carrying out rescue operations".
 - ii. A valid First Aid/Cardio Pulmonary Resuscitation (CPR) certificate provided by a recognized and qualified organization.

Guideline For Canoeing, Kayaking & Dragon Boating
– Water Based Adventure Tourism Activities
For Registration with Sri Lanka Tourism Development Authority

- iii. A powerboat license certificate provided by a recognized and qualified organization.
- iv. An open water lifeguard certificate provided by a recognized and qualified organization.
- b) Location Map & Briefing
 - i. The location map should be clearly displayed to all participants indicating the "safe and "hazard zones".
 - ii. A detailed safety briefing must be given to all participants and key points displayed at the operation base.
- c) Operations & Maintenance Manual
 - i. A copy of the manual must include details of Standard Operating Procedures, Emergency Action Plan & Equipment Checklists should be maintained with adequate records
- d) The company must follow a strict 'leave no trace' policy and conform to high sustainability standards.

4. MANDATORY EQUIPMENT

4.1.

- a) Standard boats for different class or category of boats for the activity as per regulation International Canoeing Federation (ICF).
- b) Life jackets or Personal Floatation Devices (PFD's) with the minimum buoyancy requirement, be appropriate for the intended activity, be certified/ approved by ISI, US coastguard, British Canoe Union or equivalent).
- c) During cold weather operations, wet suits and spray jackets are recommended.

5. SAFETY AND RISK MANAGEMENT

5.1. RISK MITIGATION

- a) No canoeing/Kayaking activity should be undertaken without wearing a lifejacket/buoyancy aid throughout the activity. The life jacket/buoyancy aid should be fastened properly and checked by the instructor prior to commencement of the activity. The lifejacket must be of the appropriate size for the intended user.
- b) Water sports activity should be conducted with the presence of trained instructors and lifeguards.

Guideline For Canoeing, Kayaking & Dragon Boating
– Water Based Adventure Tourism Activities
For Registration with Sri Lanka Tourism Development Authority

- c) Alcohol/drugs during the activity and at least six hours prior to the activity is strictly prohibited.
- d) Sign boards with operational rules clearly mentioned must be available. No water sports activity to be undertaken unless supervised.
- e) No water sports activity should be conducted in the dark.

5.2.SAFETY BRIEFING

- a) A clearly documented safety briefing must be given to participants including:
 - i. Equipment Safety Systems.
 - ii. Awareness on Surrounding Environment.
 - iii. Probable hazards at operational location.
 - iv. Minimum fitness requirement for the activity.

With awareness precaution & strong safety standards, we can maintain minimum accident rate. As there is a danger of capsizing certain types of boats due to various reasons, any dangers related to the water way such as eddies (a circular movement of water causing a small whirlpool), currents, white water, crocodiles, jelly fish, sea urchins etc. should be briefed to the participants in advance.

5.3.EMERGENCIES AND RESCUES

- a) Adequate first aid medical equipment must be available with the instructions/guides.
- b) Evacuation routes must be identified and briefed to participants, guides, and instructors.
- c) A detailed and documented evacuation/ Emergency Action Plan must be available with the party along with closest available emergency services, which can be called upon as required.

6. GENERAL INFORMATION

6.1.TRAINED MANPOWER

- a) It is imperative that instructors conducting different canoeing, kayaking activities are certified Instructors with high level in conducting lessons/activities, rescue and life saving techniques and First Aid and Cardio Pulmonary Resuscitation (CPR).

Guideline For Canoeing, Kayaking & Dragon Boating
– Water Based Adventure Tourism Activities
For Registration with Sri Lanka Tourism Development Authority

6.2.GUIDES/INSTRUCTORS

- b) Instructors should, hold the following minimum Qualification from a Recognized National or International body of International Canoe Federation (ICF) under
 - i. Paracanoes
 - ii. Canoe Slalom
 - iii. Canoe Wild water
 - iv. Canoe Polo
 - v. Canoe Freestyle
 - vi. Dragon Boat
- c) A National Technical Officer (NTO) or International Technical Officer (ITO) of the discipline.
- d) A certificate from the operator that the individual "has minimum of 02 years' experience an independently capable of teaching, assisting, leading trips and carrying out rescue operations".
- e) A valid first aid and Cardio Pulmonary Resuscitation (CPR) certificate provided by a recognized and qualified provider.
- f) An open water lifeguard certificate provided by a recognized and qualified provider.

6.3.MEDICAL CONCERNS

- a) A signed declaration from the participant is essential if there is any suspicion of prior injuries or medical concerns.
- b) Those with a weak heart condition, epilepsy, spinal issues, recent surgery or any other medical condition of concern should not be taken for canoeing/kayaking.
- c) Instructor must ensure that the participant is medically fit to learn the sport or participate in an activity.
- d) Instructor must ensure that the participant can swim at least 30 m comfortably.