

HURRICANE OUTRIGGER CANOE CLUB INC RISK MANAGEMENT PLAN



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Introduction

Hurricane Outrigging Canoe Club Inc. (Hurricane) is a non-profit organisation run by members.

Many volunteers contribute to the safe and legal operation of the club and its training schedule.

This Plan supports Hurricane's commitment to providing a safe environment for its members. It aligns with and reinforces the Club's Risk Management Policy by ensuring that all reasonably practicable measures are taken to eliminate or minimise risks to the health, safety and welfare of members, volunteers and visitors.

Committee

Hurricane operates under the guidelines of the governing body – Australian Outrigger Canoe Racing Association (AOCRA). At the commencement of the season, the club is made up of a committee and ordinary members. On 3 January 2026 the committee members are as follows:

Position	Name
President	Gordon Stimson
Vice President	Justin Bloomfield
Administrator	Peter Towndrow
Secretary	Sharon Corsbie
Team Manager	Geoff Bryant
Treasurer	Gail Bricknell
Membership	Arlina Sulaiman
Grants Administrator	Jack Weatherby-Fell
Junior Coordinator	Peta Long
Sponsorship Liaison Officer	Kai Hoffmann

The Secretary is the main point of contact and is in direct contact with AOCRA.

The Committee meets monthly (or as required) to discuss current and new business, including new guidelines and directives issued by AOCRA as well as regulations and concerns relating to paddling in Western Australia.

The Secretary ensures that information is issued out to all members in a timely manner, through club noticeboard, website, during training via coaches or committee, and via the InstaTeam App.

Coaches

Hurricane's coaching crew is as follows at 3 January 2026:

Position	Name
Head Coach	Leigh Bricknell
Coach	Gordon Stimson
Coach	Greg long
Coach	Justin Bloomfield
Coach	Maegan Miller
Coach	Marco Celenza
Coach	Sharon Corsbie
Coach	Tori Vidler
Junior Coach	Rhys Robinson

All coaches are registered club members, and meet the requirements of AOCRA Rules – *Section 9 Coaching*.

All paddlers are made aware of their obligations with regards to safety through review of the club Risk Assessment when joining, as well as through attendance at training sessions, and on the InstaTeam app.

In this risk management plan, Hurricane outline our club practices and enforces to all our members. This must be read in conjunction with the Hurricane Policies, and the Hurricane Risk Assessment and Register. Members are required to sign and acknowledge they have read and understood these prior to joining the club.

ADMINISTRATION

New Paddlers

A non-member paddler is entitled to attend 6 training sessions within a two-month period prior to becoming a member of Hurricane. Prior to commencing these sessions, an indemnity and release form must be signed. These forms can only be completed by people who have never been an AOCRA member or have not been an AOCRA member for over two years.

Non member paddlers are provided with the use of a club paddle, access to a PFD, canoe familiarisation, land based instruction and on water safety information.

Hurricane and AOCRA Membership

To join the club, paddlers must complete a Hurricane Membership form – Attachment 2 - (which includes an acknowledgement of risk) and acknowledge the Hurricane Code of Conduct – Attachment 3

Insurance fees are governed by AOCRA and membership fees are governed by the Hurricane Committee and are reviewed at the Club AGM each year. AOCRA membership and insurance involves renewing or registering for membership at www.aocra.com.au .

It is the responsibility of members to pay their fees when due; this can be done online in two steps

1. Log onto the AOCRA website and follow the links to pay AOCRA membership
2. Transfer club fees into the Hurricane bank account

Paddlers shall not paddle if either AOCRA fees or Club fees have not been paid.

If the paddler has a medical condition, the paddler must disclose this to AOCRA at the time of application and share this information with the Management Committee.

If the paddler has a medical condition, is pregnant or is over 55 and new to the sport, they may be asked for a medical certificate (to be completed by the paddler's doctor) if requested by the Committee. This is to ensure the safety of the paddler, and crew members paddling with them. A medical declaration form is available on the AOCRA website, [here](#).

Hurricane promotes Equal Opportunity and abides by relevant state and federal laws. Please refer to the [Hurricane Inclusion Policy](#).

Visiting Paddlers

Visiting paddlers are welcome at Hurricane. Visiting paddlers registered with AOCRA in another club or zone are allowed to train with the club, following coach approval. Safety measures and expectations must be covered with the paddler before commencement of training by a Hurricane Coach. Non-AOCRA paddlers will be treated as a New Paddler.

Reporting Procedures

Injuries, Incidents, Equipment Damage to AOCRA

All incidents whether they are near misses (for example a near collision with another craft, boat or structure), injuries to people, assistance provided to return a canoe to shore or damage to equipment must be reported via the AOCRA incident reporting system on the AOCRA website.

An Incident report must be submitted within 7 days after the incident or otherwise Insurance Claims may be affected. All injuries sustained in training, competing or during travelling to or from training or organized regattas, no matter how minor, are required to be reported. Injury reporting includes paddlers participating in training and competing at all AOCRA sanctioned events.

Injuries to volunteers also need to be reported immediately. Insurance claims for equipment damage will not be processed by the AOCRA insurer unless an incident report detailing how the equipment was damaged is submitted to AOCRA via the incident reporting system. All officials, committee members, race directors, paddlers, coaches, and administrators have a duty to report if they witness an incident. In the case of injuries, damage or rescue, the steerer of the canoe and/or the person injured MUST submit a comprehensive Incident report as soon as practicable after the event.

Incident Reports – Hurricane

In addition to completing an incident report with AOCRA, incidents at the club must have an incident report completed. The incident report form is available in the members section of the Hurricane website.

Hazard Reports – Hurricane

Regular club facilities inspections are conducted and recorded to ensure that facility safety is maintained, and hazards are identified and reportable in a timely manner. Members can report identified hazards directly to a Committee Member for recording and resolution.

Usage of club equipment and facilities

Hurricane uses a mobile application, InstaTeam, for club management including training sessions and usage of club facilities.

For all usage of the clubhouse, including the gym members are required to check in and out via the app. The exception is when a member has logged in for a listed training session, which will count as a check in.

For any usage of club equipment, this must be logged on the InstaTeam app. This includes usage of the gym, club OC1, OC2, or accessing the shed for personally owned craft.

Usage of club OC6 for non-listed training sessions must be approved by the Head Coach.

If InstaTeam is unavailable, the check in procedure is to verbally advise a club coach.

Where Hurricane loans or hires equipment to other Clubs or non-Hurricane members, it is understood that the requirements for safety equipment (bailers, spare paddles, PFDs etc) are the responsibility of the hirer/loan recipient. The equipment is provided 'as is' without any express or implied warranties, and it is the responsibility of the end user for the safe usage of the equipment. See Attachment 5 – Loan Agreement

GENERAL WATER SAFETY RISKS AND REQUIREMENTS

Hurricane is situated on the Swan River in East Fremantle. Paddling occurs within the Swan River, or in the ocean along the WA coastline. When paddling, paddlers acknowledge there are unique risks in this environment and must familiarise themselves with the appropriate preventative measures to ensure their safety.

Primary risks on the water interactions with other marine craft, from paddle craft to powered boats and personal watercraft. Paddlers must familiarise themselves with the safety guidelines for paddle craft issued by the Western Australia Department of Transport. A fact sheet is [available here](#).

Whilst undertaking the activity of ocean and river paddling it is acknowledged that the activity takes place in a dynamic ecosystem which sharks inhabit. Whilst the likelihood of a shark attack is very low, the consequences can be severe, therefore it is a risk that needs to be accepted by recreational water users when entering the ocean or waterways.

Steerers are ultimately responsible for the safety of their crews, canoe inspected and assessed as fit for purpose and have final say over safety decisions made on the water.

Paddler Safety Tests

In line with AOCRA rules, paddlers are required to complete safety drills for Hulis (capsized canoes), swimming and tread water. Hurricane may implement additional requirements as determined by the Committee or Coaches, such as lifejacket proficiency tests. These tests must be undertaken with a club coach. It is the coaches discretion to place restrictions on those members who fail (e.g. limiting the conditions the person is able to paddle in, limiting the number of novice persons to be in the same canoe, ensuring an extra safety rope is onboard like a rope ladder).

Swim & Tread Water Test

- Seniors must swim 400m unaided and tread water for 5 minutes.
- Juniors (11+) must swim 150m unaided and read water for 3 minutes
- Minnows (8 – 10) must swim 50m unaided and tread water for 1 minute.

Members who fail the annual swim test must wear a Level 50 lifejacket as a minimum when paddling. Members who complete the swim test whilst wearing a lifejacket must wear the lifejacket when participating in club training or racing.

Huli Drill & Re-entry

All AOCRA members must demonstrate their ability to be involved in the re-right of an OC6 canoe after capsizing, and independently re-board the canoe from treading water. If a paddler cannot re-board unassisted, they may be reassessed using an aid, and demonstrate they can do so, either independently or with an approved aid.

If an aid is required during testing, it must be carried and attached to the canoe by the paddler whenever on the water.

All AOCRA members must demonstrate their ability to actively take part in a huli on any craft they intend on paddling in the year, including OC1, OC2, OC6, V1, V3 and V6 canoes.

Refusal to Undertake Test

Any member who refuses to undertake a mandated safety test as directed by the Club:

- Will be recorded as having not conducted the test.
- Will be required to wear a non-inflatable Level 50 lifejacket for the duration of the time they are in a canoe.
- May be refused to train or race with the club.

An annual register will be maintained, stating:

- Club name
- Date and time of test
- Type of test conducted
- Club official, position, signature and date
- Member's name and member number Member's competency as either: competent or not competent

- Any corrective action taken for the member

An annual register will to be submitted to AOCRA Safety Director (safety@aocra.com.au) at the time of applying for club reaffiliation. For member protection, Hurricane has the right, and expectation to enforce these safety measures as part of AOCRA's minimum safety standards.

New Members, Non Members, Come and Try/Social Promotions

New members or non-members who have not completed all three tests must always wear a Level 50 lifejacket until competency is assessed and confirmed by the Club Head Coach. All non-members are required to wear a Level 50 Lifejacket for the duration of the time they are in a canoe, during Social and/or Come & Try Promotions.

Weather Warnings

Western Australia weather warning and monitoring systems can be access through the Emergency WA website - <https://www.emergency.wa.gov.au/>

Wind

AOCRA has strict conditions on paddling activities during certain weather events, particularly wind warnings. Wind warnings and associated wind speeds as below:

- Strong Wind Warning - Wind speed averaging from 26 - 33 knots or 48 - 62km/h.
- Gale – Wind speed averaging from 34-47 knots or 63-87 km/h.
- Storm Force Wind Warning – Wind speed averaging from 48 - 63 knots or 89 - 116km/h.
- Hurricane Force Wind Warning – Wind speed averaging from 64 knots or 118km/h or more.

In the event of a **Strong Wind Warning** the following procedures must be put in place by Zones and Clubs for all paddling activity:

1. An onsite Risk Assessment must be completed and recorded by the Club Coach(s), Zone official(s) before each paddling session.
2. State Maritime Laws to be considered.
3. The potential risks are deemed minimal.

In the event of a **Gale Wind Warning** the following procedures must be followed for all training sessions or when hosting a regatta.

1. An onsite Risk Assessment (including checking MetEye) must be completed and recorded for each paddling event.
2. All potential risks from any other BoM issued weather warnings to be considered.

NOTE: BoM issued weather warnings include:

- Severe Weather Warning – Ocean Wind Warnings, Hazardous Surf Warnings, Coastal Hazard Warnings, Severe Thunderstorm Warnings.
- Marine Wind Warnings.
- Flood Warnings.
- Tsunami Warnings.
- Tropical Cyclone Warnings.
- Severe Heatwave Warnings.

3. State Maritime Laws are to be considered.
4. Clubs approved plans are to be put in place.
5. Coaches must assess the capabilities of their crew.
6. Paddling may only occur if all parties agree to continue and any of the identified risks have been mitigated. NOTE: Parties include but not limited to the Race Director(s), Zone official(s) Club Coach(s), club members and Support Boat Drivers.
7. For detailed information on marine wind conditions in your local area see MetEye.
8. Refer to AOCRA's [step-by-step guide](#) on how to navigate the BoM website to find wind warnings and MetEye

No paddling is allowed in any promotional come and try, social paddling or where non-AOCRA members are included, in a BoM issued Gale Wind Warning, Flood Warning or Severe Weather Warning for the area intended to paddle. Clubs are expected to create a Safe Zone for their members when paddling in a BOM issued Gale Wind Warning.

In **Storm Force, or Hurricane Wind Warnings**, no Paddling in club organised training or a sanctioned Regatta is allowed for members.

Lightning

Hurricane and AOCRA's position is that members are not to go out onto the water if lightning conditions are present. If on the water at the time of a lightning storm, head for shore immediately. Paddlers should avoid immersing their hands in the water.

The Lightning Protection Standard AS1768-2021 suggests that "In the absence of specific information from weather radar, a lightning location system or a specialized warning device then the 30/30 safety guideline should be used.

30/30 Rule

Observing the conditions when on the water is the simplest form of warning device. Remember that lightning may be obscured by the clouds so it is assumed that if you can hear thunder then lightning is in the area. In all such cases a risk assessment must be conducted to determine if a risk exists. The first part of the 30/30 guide is the suspension or postponement of activities.

The accepted 'safest' distance from lightning is more than 10km. As the interval between seeing the flash and hearing the thunder approaches 30 seconds, all those in exposed areas should be seeking or already under shelter.

The second part of the 30/30 rule provides criteria for restarting activities. It is recommended that people wait a minimum of 30 minutes after the last sighting of lightning or sound of thunder. The 30-minute window is based on the estimation that the average storm travels at 40km/hr. Thus, in waiting 30 minutes the storm should be about 20km away and outside the 10km 'threat zone'. Note: 60 minutes is the maximum delay time.

Safety Equipment

Lifejackets

All paddlers that are unable or who have not successfully completed the required safety test, will be required to wear a lifejacket, of the appropriate level as directed by state maritime

authorities. Hurricane Head Coach shall assess the water and weather conditions prior to any club training event, and deem if lifejackets are to be worn by paddlers or one (1) lifejacket per paddlers is to be carried in the canoe.

In protected waters

When operating in protected waters it is recommended that lifejackets are worn by all paddlers. Within **protected waters**, Hurricane will comply with the applicable state maritime law regarding the carriage and wearing of lifejackets.

In unprotected waters

When operating more than 400 metres from shore in the ocean in **unprotected waters**, all paddlers must wear a lifejacket as per AOCRA Policy and State maritime laws.

PLB, Flares/EVDS, Mobile Phone, Leg Leash, Spare Paddle

If paddling in offshore waters, but within 2 kilometres of shore, V3/4/6/12 craft do not require covers, however, must have a Phone, as well as Lifejackets, spare paddle, ropes, bailers and if possible, an EPIRB. A Risk assessment must be undertaken by the Club Coach, Safety Officer and President to determine if covers should be utilised.

For single and double craft, a PLB, EVDS or flares, spare paddle mobile phone and life jacket are required when paddling more than 400m offshore, in addition to a leg lease. It is recommended these are taken even when paddling within 400m in unprotected waters.

Bailers

All V12/6/4/3 must have a minimum of 2 bailers (4 per V12) before leaving shore.

Lights

Paddle craft on the water between sunset and sunrise must carry a torch or lantern capable of showing white light to prevent a collision. For added safety it is recommended that an all-round white light is displayed at all times when operating between sunset and sunrise.

Sun Safety

AOCRA has accepted a sun smart policy and acknowledges that the sport is conducted in an environment where sun safety is paramount. It is recognised that skin cancer is preventable by the application of preventative measures such as sun safe dress standards, wearing of hats, wearing of sunglasses and use of protective sunscreens during competition and training.

Paddling presents risk in regard to both Hyperthermia and Hypothermia.

Club coaches and paddlers will make themselves aware of the prevailing and forecast weather conditions and dress accordingly. In excessive heat or cold, coaches will undertake a risk assessment based on the conditions and assist paddlers in the appropriate hydration, nutrition, clothing and protection.

Additional equipment should be considered given the prevailing weather conditions. (i.e. Space blankets, 1mm paddling clothing etc) Paddlers, in conjunction with their Club Coach, will

consider prevailing conditions and paddling distance to determine if hydration and food should be carried.

Attachment 1

Sign in sheets

Attachment 2

Hurricane Membership Application - <https://www.hurricanepaddlingcrew.com/member-form/>

Attachment 3

Hurricane Policies and Acknowledgement -
<https://www.hurricanepaddlingcrew.com/policies-procedures/>

Attachment 4

Club risk assessment and register

Attachment 5

Loan agreement for hire of club equipment to non-Hurricane member/club.