

Girl Guides Australia
Australian Learning and
Qualification Program

CONDUCT ROWING ACTIVITIES



GIRL GUIDES
AUSTRALIA

Conduct Rowing Activities

Purpose:

This module allows the holder to conduct rowing activities for youth and adult participants according to the conditions in *Guide Lines*. For activities with large groups, several people with this module will be needed to meet supervision requirements. The holder may also assess youth members for Boating (Rowing) Achieve a Challenge Trefoil 1 and 2 activities.

Before you begin:

- Be an adult member
- Hold a current Provide First Aid HLTAID003 or equivalent or higher

| Note First Aid Certificate Details here | Date copy sent to your State Office. |
|---|--------------------------------------|
| Certificate: | |

Process:

A Leader / Manager wishing to complete a module should

- meet the entry competencies for the appropriate outdoor module in the Australian Learning and Qualification Program; and
- have one member of staff who holds the outdoor module applicable to the type of module being undertaken
- Follow relevant State procedures to link them with an Outdoor Skills Assessor (OSA)
- Contact the Outdoor Skills Assessor
- Print this booklet and complete the reading, training, activities and reflection exercises
- Relevant GGA Rowing Skills Training should be undertaken prior to the assessment. The training may be a course run by the State Learning & Development and/ or Outdoor Activities Team. The Outdoor Skills Assessor will discuss with the applicant if RPL can be given for part or all of the training. In States where there is less demand the training may consist of individual mentoring.

The requirements are similar for each type of module, with only minor variations. The activities are based on the things you need to do for each skill, although they can be completed in the order that suits your needs.

Assessment:

By an Outdoor Skills Assessor who holds the module Instruct and Assess Rowing Skills or a person with an equivalent external qualification approved by the relevant State body.

Assessment will be conducted under one of the following conditions chosen by the candidate:

1. flat and undemanding water
2. open/moving water

The type of rowboat could be small wooden, aluminium or fibreglass dinghies, larger wooden boats (eg six oared boats) or rowing skulls.

RPL:

Adults who have, as a youth member, completed Boating (Rowing) Achieve a Challenge Trefoil 3 within the last 3 years are exempt from all activities in the Basic Skills section except Activities 5, 7, 13.

The Outdoor Skills Assessor can give individual exemptions for the same activities completed in other boating modules.

Basic Skills

The aim of this section is to help you learn the basic rowing skills.

| Girl Guide Training to complete: | Date Completed | Trainer's Signature |
|---|-----------------------|----------------------------|
| GGA Rowing Skills Training | | |

| Activities to complete: | | OSA Signature & Date |
|--|---|---------------------------------|
| 1. Swim 50m and tread water for 3 mins in boating clothes, shoes and lifejacket. | <i>Demonstrate this to your Outdoor Skills Assessor.</i> | |
| 2. Dress appropriately for a boating activity and explain the reason for each item. | <i>List the weather conditions and the clothing worn:</i> | |
| 3. Select, waterproof and stow personal equipment (first aid kit, repair kit, clothing), food and water. Explain why each item was selected. | <i>List the equipment used in the boating activity:</i> | |
| 4. Wear a lifejacket correctly if applicable. For example, when rowing in a rowing skull a lifejacket is not required. | <i>Demonstrate this to your Outdoor Skills Assessor and answer questions.</i> | |

| Activities to complete: Basic Skills | | OSA Signature & Date |
|---|--|----------------------------|
| 5. Demonstrate a simple technique to rescue a man overboard. For example, use of a throw-bag / rope / buoyant object or reach rescue with oar. | <i>Demonstrate this to your Outdoor Skills Assessor.</i> | |
| 6. Respond to and use hand and whistle signals while on the water. | <i>Demonstrate this to your Outdoor Skills Assessor.</i> | |
| 7. Find the rules for safe boating in your State. Note the following: <ul style="list-style-type: none"> • Which side of the channel or waterway you should be on • If two vessels are on a collision course, who gives way and what do both vessels do • How a navigable channel is marked • The meaning of navigation buoys, beacons and lights | <i>Safe Boating notes:</i> | |

| Activities to complete: Basic Skills | | OSA Signature & Date |
|---|---|----------------------------|
| 8. Demonstrate the following knots and explain their use: <ul style="list-style-type: none"> • Reef Knot • Sheet Bend • Clove Hitch • Round Turn & Two Half Hitches • Bowline • Figure of Eight • Fisherman's Knot | <i>Demonstrate these to your Outdoor Skills Assessor.</i> | |
| 9. Enter and exit the row boat from a jetty, pontoon and beach in an efficient manner whilst maintaining stability. | <i>Demonstrate these to your Outdoor Skills Assessor.</i> | |

| | | |
|---|--|--|
| <p>10. Row the boat as a member of a boat's crew, responding to commands and demonstrate:</p> <ul style="list-style-type: none"> • getting underway • turning • going astern • holding water • use of rudder or sweep paddle for steering (where fitted) • coming alongside another vessel, jetty or pontoon | <p><i>Demonstrate these to your Outdoor Skills Assessor.</i></p> | |
| <p>11. Row the boat single-handedly and demonstrate:</p> <ul style="list-style-type: none"> • getting underway • turning • going astern • holding water • (use of rudder or sweep paddle for steering (where fitted) • coming alongside another vessel, jetty or pontoon | <p><i>Demonstrate these to your Outdoor Skills Assessor.</i></p> | |
| <p>12. Command the boat (as a coxswain – if applicable) and demonstrate:</p> <ul style="list-style-type: none"> • getting underway • turning • going astern • holding water • use of rudder or sweep paddle for steering (where fitted) • coming alongside another vessel, jetty or pontoon • rescuing a man overboard | <p><i>Demonstrate these to your Outdoor Skills Assessor.</i></p> | |

| Activities to complete: Basic Skills | OSA Signature & Date | |
|---|---|--|
| 13. Anchor and / or moor the boat effectively | <i>Demonstrate this to your Outdoor Skills Assessor.</i> | |
| 14. Demonstrate towing and being towed if appropriate to the row boat. | <i>Demonstrate these to your Outdoor Skills Assessor.</i> | |
| 15. Discuss with your Outdoor Skills Assessor what to do if your boat capsizes. | <i>Notes from the discussion:</i> | |
| 16. After the activity, clean and stow the row boat and equipment. | <i>Demonstrate this to your Outdoor Skills Assessor.</i> | |
| 17. Record rowing activities in a log. <div data-bbox="199 1220 705 1344" style="border: 1px solid #00a651; border-radius: 15px; padding: 5px; margin: 10px 0;"> <p>Record</p> <ul style="list-style-type: none"> Rowing activities in the last 3 years GGA Rowing Skills Basic Training </div> <p><i>Discuss the requirements for maintaining the log with your Outdoor Skills Assessor.</i></p> | <i>Attach a copy of your log.</i> | |
| 18. Participate in at least two Rowing activities (totalling a minimum of 10 hours) <div data-bbox="199 1556 705 1680" style="border: 1px solid #00a651; border-radius: 15px; padding: 5px; margin: 10px 0;"> <p>This can include</p> <ul style="list-style-type: none"> Rowing activities in the last 3 years GGA Rowing Skills Basic Training </div> | <p><i>Details of Activity 1:</i></p> <p><i>Details of Activity 2:</i></p> <p><i>Record all activities in your Rowing log.</i></p> | |

Conduct Rowing Activities

The aim of this section is to ensure you have the skills required to safely lead rowing activities for youth and adult participants. You must complete the Basic Skills section before beginning the activities in this section.

| Reading to complete and discuss with Outdoors Skills Assessor: | Leader to record date completed | OSA initial & date |
|---|---------------------------------|--------------------|
| GGA Leader's Handbook: Chapter 7, <i>Your role in safety and risk management</i> . | | |
| Guide Lines: Activity Manual: Rowing https://www.guidelinesforgirlguides.org.au/activities_manual/activities/rowing/ | | |

| Activities to complete: Plan a rowing activity | | OSA Signature & Date |
|---|--|----------------------|
| <p>1. Plan a rowing activity for a small group (6 participants).</p> <p><i>With your Outdoor Skills Assessor, discuss:</i></p> <ul style="list-style-type: none"> • Consultation with the participants • Your plans to minimise environmental impact • Contingency plans | <p><i>Attach a copy of the plan.</i></p> <p><i>Key points from the discussion:</i></p> | |
| <p>2. Select activity leaders and discuss their roles.</p> <p><i>Discuss supervision ratios and activity leaders' qualifications with your Outdoor Skills Assessor.</i></p> | <p><i>Notes from discussion:</i></p> | |
| <p>3. Book the venue / equipment and complete booking forms. Obtain permission for access if required.</p> | <p><i>Attach a copy of the form/s:</i></p> | |

| Activities to complete: Plan a rowing activity | OSA Signature & Date | |
|---|--|--|
| <p>4. Prepare a Girl Guides Australia Risk Assessment Plan (using ADM.56B). Forward this to the LIC of the activity.</p> <p><i>With your Outdoor Skills Assessor, discuss the inclusion of:</i></p> <ul style="list-style-type: none"> • <i>Guide Lines requirements and safe boating rules</i> • <i>Minimising environmental impact</i> • <i>Hygiene / sanitation arrangements</i> • <i>Weather and tides (including flood, cyclone, storm, extreme temperatures)</i> • <i>Emergency plans</i> • <i>Changing conditions – weather and water, location as you travel, group skills and dynamics</i> | <p><i>Attach a copy of the plan.</i></p> | |
| <p>5. If you are the LIC, obtain permission from your District / Region Manager to conduct a rowing activity (using appropriate GGA forms). Include the risk assessment plan and route plan if applicable.</p> <p style="background-color: #e0f2f1; padding: 5px;"><i>After DM has signed the form, it must be submitted to the relevant Region or State authority according to State procedures.</i></p> | <p><i>Attach a copy of the forms.</i></p> | |
| <p>6. Prepare a newsletter or similar outlining activity details for the participants and their families including the GGA forms required.</p> <p><i>Show your Outdoor Skills Assessor how you have organised the returned forms.</i></p> | <p><i>Attach a copy of newsletter and forms.</i></p> | |
| <p>7. Consider transport arrangements for participants and equipment.</p> | <p><i>Attach transport arrangements.</i></p> | |
| <p>8. Prepare a kit list for the participants.</p> | <p><i>Attach the kit list.</i></p> | |
| <p>9. Prepare the participants for the activity.</p> <p><i>With your Outdoor Skills Assessor, discuss the preparation activities including</i></p> <ul style="list-style-type: none"> • <i>Personal safety equipment</i> • <i>Clothing</i> • <i>Food</i> • <i>Water</i> • <i>Personal first aid kit and other emergency requirements</i> | <p><i>Key points about your preparation with the participants:</i></p> | |

| Activities to complete: Conduct a rowing activity | | OSA Signature & Date |
|---|---|---|
| <p>1. For a rowing activity, check the weather forecast for the area. Discuss it with the instructor and make appropriate adjustments.</p> <p><i>Discuss the weather forecast. Include wind direction, strength and environmental indicators and tides. Identify hazardous weather including storm clouds or strong winds and what precautions or actions to take. Adjustments could include personal protection, for example sunscreen, spray jacket, changing the program/route etc.</i></p> | <i>Key points from the discussion:</i> | |
| <p>2. Select craft suitable for the activity and conditions, check the craft is seaworthy and equipment is fitted, adjusted and working correctly.</p> | <i>Demonstrate this to your Outdoor Skills Assessor.</i> | |
| <p>3. Conduct a safety briefing including</p> <ul style="list-style-type: none"> • Standard safety procedures including rules for the prevention of collisions • Group management strategies • Rowing commands • Communication signals • Capsize and man overboard procedures. | <i>Note information included in the briefing:</i> | |
| <p>4. Use (if required) a navigation chart to determine location and route.</p> | <i>Demonstrate this to your Outdoor Skills Assessor during a rowing activity.</i> | |
| <p>5. With other activity leaders and/or instructors, conduct the activity.</p> <p><i>With your Outdoor Skills Assessor, discuss:</i></p> <ul style="list-style-type: none"> • <i>Stowing equipment</i> • <i>Monitoring the participants and adapting the program to their needs</i> • <i>Monitoring and maintaining physical welfare of the group</i> • <i>Maintaining a positive social environment</i> • <i>Implementing risk management strategies, monitoring the conditions throughout the activity and adapting as needed.</i> • <i>Incorporating the recognition system into the activity</i> | <i>Key points from the discussion:</i> | |

| Activities to complete: Conduct a rowing activity | | OSA Signature & Date |
|---|--|---|
| <p>6. Conduct a deep water rescue, man overboard and recovery procedures, giving clear directions to the person(s) involved in the rescue without further capsizes occurring.</p> <p><i>Discuss with your Outdoors Skills Assessor additional hazards associated with rescues in moving water.</i></p> | <p><i>Demonstrate this to your Outdoor Skills Assessor.</i></p> <p><i>Notes from the discussion:</i></p> | |
| <p>7. Demonstrate two methods of securing the craft to bank, shore, another vessel, mooring or trailer. This could include:</p> <ul style="list-style-type: none"> • cleat hitch • clove hitch • round turn and two half hitches • truckies' hitch • strap tie-downs | <p><i>Demonstrate this to your Outdoor Skills Assessor.</i></p> | |

| Activities to complete: Evaluate and report on a rowing activity | | OSA Signature & Date |
|--|--|---|
| <p>1. Evaluate the activity with the participants.</p> <p><i>Add personal evaluation notes to your program for future reference. Discuss with your Outdoors Skills Assessor.</i></p> | <p><i>Notes from evaluation with participants:</i></p> | |
| <p>2. Finalise the accounts and prepare a financial statement for the District Manager (or Region / State Manager).</p> | <p><i>Attach a copy of the financial statement.</i></p> | |
| <p>3. Prepare a Camp/Activity Report and any incident notification for the District Manager (or Region / State Manager).</p> | <p><i>Attach a copy of the Camp / Activity Report.</i></p> | |
| <p>4. Update your rowing log (including type of vessel).</p> <p><i>Discuss the requirements with your Outdoor Skills Assessor.</i></p> | <p><i>Attach a copy of your updated log.</i></p> | |

| Activities to complete: Evaluate and report on a rowing activity | | OSA Signature & Date |
|--|--|----------------------------|
| 5. Discuss with your Outdoor Skills Assessor: <ul style="list-style-type: none"> • What was successful? • What you would do differently next time? | <i>Key points from the discussion:</i> | |

| Reflection on learning followed by discussion with Outdoor Skills Assessor: | | OSA Signature & Date |
|---|--|----------------------------|
| What have the participants gained from participating in this activity? | | |
| What skills do you want to improve and how will you improve them? | | |

Completion of the Module

Now that you have completed all the required reading, training, activities and reflection exercises, your Outdoor Skills Assessor will complete the attached form and sign it. You will also sign the form and then the Outdoor Skills Assessor will forward it to the State Office. In due course, you will receive a certificate.

You may now conduct rowing activities according to the supervision ratios stated in *Guide Lines* and the conditions of endorsement. For large groups, several members who hold this module will be required to meet supervision ratios.

The rowing activities will take place on Grade 1 or 2 water that can either be

1. Flat and undemanding water or
2. Open / moving water

This qualification passport could be used as evidence towards Outdoor Recreation Qualifications.

Endorsement Procedure:

- **This module must be endorsed every 3 years.**
- **This module will be endorsed by Outdoor Skills Assessor who holds the module: Instruct and Assess Rowing Skills. The assessor will want to see:**
 - a current *Provide First Aid* certificate or equivalent or higher
 - a rowing log showing an average of twenty hours of rowing activities per year, totalling sixty hours over three years. This must include a minimum of ten hours actual rowing but can include up to ten hours of preparation and instruction time in each twelve-month period.
 - a risk assessment plan for a recent rowing activity
 - a demonstration of current rowing and rescue skills.
- If the holder does not meet endorsement criteria, she cannot conduct rowing activities.
- For each successful endorsement, the Outdoor Skills Assessor will complete the *OUT 08a Completion of Rowing Module* form and forward to State Office.
- Each endorsement extends your qualifications for 3 years.

Outdoor Skills Assessors:

An Outdoor Skills Assessor for this module will,

- Hold the outdoor module: Instruct and Assess Rowing Skills, for a minimum of 2 years (and be actively seeking to have the modules endorsed in line with this Outdoor Module)
- Have been in charge of / conducted a rowing activity at least 4 times (or equivalent)
- Hold a current Provide First Aid certificate or equivalent or higher
- Show their rowing log
- Be recommended by the Region Manager (or her nominee) to the State Outdoor Activities Manager, who will manage this appointment.

The Outdoor Skills Assessor can also assess youth members for Boating (Rowing) Achieve a Challenge Trefoil 3.

Completion of Module: Conduct Rowing Activities

This form is for notifying State Office of the completion of a Rowing Module or subsequent endorsements after three years or for changing conditions.

| PERSONAL DETAILS | | |
|--|--------------|----------------|
| Preferred Title: | Given Names: | Surname: |
| Previous surname (if ever appointed or warranted under that name): | | |
| Address: | | Email: |
| | State: | Postcode: |
| Phone (BH): () | | Mobile: () |
| Phone (AH): () | | Fax: () |
| Membership No: | | Expiry: / / 20 |

| MODULE ACHIEVED | Conduct Rowing Activities | |
|--|---------------------------|---------------------|
| ENDORSEMENTS (circle all that apply) | Flat / Undemanding Water | Open / Moving Water |

| CONFIRMATION | |
|---|------------------------------|
| I have completed the requirements for the module and have read and understood the endorsement conditions. | Signature: Date: |
| As the Outdoor Skills Assessor, I am satisfied that all aspects of the Module have been completed. | Name: Signature: Date: |

| FOR OFFICE USE ONLY | |
|--|-------------|
| Date records updated: | Updated by: |
| Date certificate sent: | Sent to: |
| For endorsements – the original date of completion of the module should not be deleted from records, but the latest endorsement date updated including type of vessel. | |
| For endorsements – date acknowledgement email sent to module holder and DM: | |