



## Guidelines for Water Activity Licence Holders

### Reference documentation

1. [SCOUTS South Africa Organisational Rules](#)
2. [SCOUTS South Africa Safe Scouting Policy](#)
3. [SCOUTS South Africa Safe Scouting Policy Practice Note: Water Activities](#)
4. [Accident/Incident Report Form](#)
5. [Western Cape Emergency Procedure](#)
6. [Sea Scout Base General Rules](#)

### Definitions

1. **Supervise:** Observe and monitor the execution of a task or activity, keep watch over in the interest of their or others' safety or security.
2. **Responsible:** Having an obligation to do something, or give appropriate advice, or having control over or care for someone, as part of one's job or role.
3. **Water Activities:** Any activity on any water utilising a boat, raft or any other buoyant device or structure. The term includes all activities on all vessels on water and includes, canoeing, rowing, sailing, board sailing, power boating, water skiing, parasailing, kite surfing, rafting or similar activities.
4. **Water Activity Licence:** The document that licenses a member's competence to oversee a specified water activity on a specified type of inland water body, special inland water body, rivers or at sea.
5. **Participant/s:** The SCOUTS South Africa registered member/s and others who take/s part in the water activity.

### Purpose

1. In accordance with the Safe Scouting Policy, a responsible qualified person must **supervise all water activities**. This person must be of the age 16 years or older and must hold a valid Water Activity Licence (WAL) applicable to the particular activity.

### Guidelines

#### *Administration:*

1. The Scouter/Scout planning the water activity is to make the necessary pre-booking arrangements with an available WAL holder. A WAL holder who happens to be at the venue for another purpose does not automatically become the WAL holder "on duty".
2. The WAL holder is to view the activity Permit to ensure that it has been approved by the relevant authority and that he/she is indicated as the WAL holder of the activity for which they are overseeing.

3. The WAL holder is to deconflict double bookings, if they occur, so that he/she commit to only the water activities that can be monitored effectively.
4. The WAL holder is to ensure that Consent forms are available at the venue:
  - a. For all participants of Sea Scout Base (SSB) non-member Groups when the activity is hosted at the SSB.
  - b. For all participants when the activity is not hosted at the SSB.
  - c. For participants that are Cubs, Consent forms must be available.

*Preparation:*

5. The WAL holder is to ensure that the designated helmsman of a boat has a Helmsman Interest badge, furthermore satisfy him/herself that all participants possess the minimum requirement Swimming Scoutcraft badge.
6. The WAL holder is to ensure that sufficient crew members are present on board, in keeping with safe handling in the prevailing weather conditions, such that all required operations can be performed adequately during the water activity.
7. The WAL holder is to ensure that **all** participants in the water activity are safely, correctly and adequately dressed, taking the prevailing conditions into account. Compulsory wearing of approved lifejackets for sailing, lifejackets are present on board for pulling and closed shoes to be worn.
8. The WAL holder is to satisfy him/herself that the water craft/s being used in the water activity, as far as practicably possible, are of a seaworthy state and appear safe for use in the water activity.

*Execution:*

9. As far as is practicably possible the WAL holder must supervise water activities from land, by keeping the water activity in sight. On-the-water supervision is acceptable, provided adequate oversight can be maintained at the same or greater level as that from the shore.
10. A single WAL holder supervising several water activities simultaneously, should as far as practicably possible, manage the execution of these activities such that effective oversight of all activities is maintained.
11. A WAL holder who is present at the venue, but is not the designated WAL holder for the activity, should consult with the designated WAL holder should they become aware that the water activity may be unsafe or the participants are acting negligently.
12. The WAL holder has the following authority:
  - a. To cancel a water activity prior to its commencement if the administration, preparation or safety requirements have not been complied with.
  - b. To postpone a water activity until they deem the water activity safe or legitimate to continue.
  - c. To postpone or cancel a water activity if the participants behave irresponsibly, or do not adhere to the prescribed safety requirements.
  - d. To postpone or cancel a water activity if the weather conditions become such that it would be dangerous to continue with the activity.

- e. To postpone or cancel a water activity if the water craft/s being used, are or become unseaworthy or dangerous to operate.
13. In the event of any incident which causes, or has the potential to cause, a risk to the safety, health or well-being of participants, the WAL holder is to assist the participants, as far as practically possible, to ensure that the incident is managed in accordance with the applicable Safe Scouting policy.
14. In the event of an incident that requires attention by a First Aider or medical professional, the specified Incident form is to be completed by the WAL holder within 24 hours of the incident and submitted to the next-in-line Scouter.
15. In the event of an incident, the Western Cape Emergency Procedure is to be adhered to.

### Resources

1. In the event of any incident, at the discretion of the WAL holder, he/she is to make use of the available resources located at the venue, as prescribed within the relevant Safe Scouting and Organisational Rules documents.

### Conclusion

1. The WAL holder is to apply a "practicably reasonable" test when assessing safety situations.
2. The WAL holder is responsible for ensuring that those under their oversight operate within a safe environment as far as possible.
3. The WAL holder needs to satisfy him/herself that all reasonable safety precautions both prior to and during the water activity have been implemented.
4. The WAL holder is to assist the participants as far as practicably possible, using the available resources, in the event of an incident.
5. Remember that Safe Scouting = Responsible Scouting!



## WESTERN CAPE REGION Water Activity Licence Holder Checklist

The Water Activity Licence (WAL) holder is to ensure that the following guidelines are confirmed and that checklist is completed prior to the commencement of the water activity.

The *Guidelines for Water Activity Licence Holders* document needs to be referred to for a full description of the checks.

Serial Nr	Guideline	Confirmed
<b>Administration</b>		
1	WAL holder booked by the Scouter/Scout planning the Water activity?	
2	View Permit to ensure that it has been approved.	
3	Ensure that he/she is indicated as the designated WAL holder on the Permit.	
4	Ensure that Consent forms available for each participant*.	
<b>Preparation</b>		
5	Ensure that designated helmsman has a Helmsman Interest badge.	
6	Ensure that each participant has a Swimming badge.	
7	Ensure that sufficient crew members are on the boat*.	
8	Ensure lifejackets are worn for sailing and present on board the boat for rowing.	
9	Ensure that closed shoes are worn by each participant.	
10	Ensure that the boat/s is/are seaworthy.	
* See Guideline for specific Consent form conditions and definition of sufficient crew.		

<p>_____</p> <p><b>WAL Holder Signature</b></p>	<p>_____</p> <p><b>Date</b></p>
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