

Appendix 2 – Accepted best practice resources

Accepted best practice

In the absence of a standard or code of practice, accepted best practice guidelines become the standard for an activity. Usually, national organisations agree on a range of acceptable practices to run an activity safely, and document these in guidelines, manuals and other media (e.g. DVDs).

Accepted best practice evolves, so it is important to check with national organisations whether their resources are up-to-date.

Accepted best practice resources

Accepted best practice for various activities are available in the following resources:

1. [Outdoor Activities - Guidelines for Leaders](#) Sport New Zealand (2005)

This downloadable resource has a comprehensive list of guidelines for outdoor activities.

Best used to help you run an activity or monitor a provider the **Outdoor Activities Guidelines for Leaders** has a general section and then Section B contains activity specific guidelines for the following:

1. Abseiling
2. Bouldering
3. Canoe Polo
4. Canyoning
5. Caving
6. Cycle Touring
7. Dragon boating
8. Fishing
9. Flatwater canoeing and kayaking
10. Flying fox
11. Hang gliding and paragliding
12. High ropes course
13. Horse trekking
14. Hunting
15. Jet skiing
16. Local activities
17. Low ropes course
18. Mountain biking
19. Mountaineering
20. Multi-day journeys
21. Multisport
22. Nordic skiing
23. Orienteering
24. Quad biking
25. Rafting
26. River crossing
27. Rock climbing
28. Sailing
29. Scuba diving
30. Sea coast traversing
31. Sea kayaking
32. Ski area skiing and boarding
33. Skydiving and parachuting
34. Snow shelters
35. Snow tubing and sliding
36. Solo
37. Sport climbing
38. Swimming
39. Tramping
40. Tubing
41. White-water kayaking

Note that where the activity is covered by the [Adventure Activities Regulations](#) an Activity Safety Guideline has replaced the guideline listed above.

2. [Activity Safety Guidelines \(ASGs\)](#) www.supportadventure.co.nz

ASGs have been developed for operators working in the adventure activities industry. The guides are voluntary guidelines that reflect industry good practice for managing safety and set a benchmark for safety standards. The guides, along with the Outdoor Activities Guidelines for Leaders, should be used by schools to ensure knowledge of what is expected in NZ of those leading adventure activities. This knowledge should be used when:

- the school itself is leading the activity
- a provider is contracted (this must be a registered operator)
- an individual is contracted by the school
- a parent or other volunteer is helping the school

ASGs are [available online](#) and include the following:

1. Abseiling
2. All-Terrain Vehicles
3. Alpine Hiking
4. Canyoning
5. Caving
6. Climbing on Artificial Structures
7. Coaststeering
8. Dive
9. Heli-skiing
10. High Wire and Swing

National and other organisations with good resources for schools

Water- focus organisations	
Coastguard Boating Education	The Coastguard Boating Education website carries resources for: Day Skipper / Boat Master / Marine VHF Radio
Maritime NZ	Maritime NZ web based resources include: Publications and Resources <ul style="list-style-type: none"> • Safety Guidelines for Specific Activities: kayak, waka, • Resources for Schools Safe Boating- An Essential Guide Safety guidelines for commercial kayaking and canoeing
Surf Life Saving New Zealand	www.surflifesaving.org.nz/education/surf-education/ Beach Education, Surf to School, Junior Surf, School Information, Resources for Schools
Swimming New Zealand	www.swimming.org.nz/kiwi-swim-safe.html Kiwi Swim Safe, Professional Development for Teachers, Become a Swim Teacher
Water Safety New	Check the following links to material:

Zealand (WSNZ)	<p>Resources and Tips for Fishing, Water Safety Code, Under Fives, Beaches Boating</p> <p>Downloadable Resources</p> <ul style="list-style-type: none"> Water Safety Signs – colouring in Water Safe: In, On and Under Safety Book Boating Safety – 2 Minute Form and Sea Kayaking Guide Beach Safety – Identifying Rips Under Five's Be Waterwise Resources Pacific Island Resources <p>Rivers: Crossing, Swimming, Survival, Floods</p> <p>Be RiverSafe DVD and Toolbox</p> <p>Swim to Survive</p> <p>Diving information and safety tips</p> <p>Be Pool Safe resources and guidelines</p> <ul style="list-style-type: none"> Be Pool Safe – A guide to pool safety School swimming pool guidelines
Watersafe Auckland Inc.	<p>http://www.watersafe.org.nz/</p> <p>Comprehensive resources, programmes and links to other organisation programmes. These include:</p> <ul style="list-style-type: none"> GAAP Integrated Aquatic Programmes Sail Safe Surf and Beach Education The rainbow system of supervision
Nga Kaihoe o Aotearoa & Water Safety NZ	Waka Ama safety tips and tricks
Nga Waka Federation & Maritime NZ	Waka Taua guidelines
Kiwi Association of Sea Kayakers (KASK)	The KASK Handbook A Manual for Sea Kayaking in NZ
KASK & Water Safety NZ	A basic guide to safe sea kayaking (brochure)
Yachting New Zealand	SailSafe

Other organisations	
Accident Compensation Commission (ACC)	SportSmart – 10 Point Plan
Exercise Association of New Zealand	Children in exercise facilities guidelines
Ministry of Education	<p>Physical Activity for Healthy, Confident Kids</p> <p>TKI Curriculum in Action series</p> <ul style="list-style-type: none"> Adventure experiences in the school grounds – yrs 4-6 In the outdoors - yrs 7-8 Group challenges in the local environment - yrs 9-10 Bubbles to Buoyancy - yrs 1-3 H2O Ready to Go – yrs 7-8
New Zealand Mountain Safety Council (NZMSC)	<p>There is a lot of information at www.mountainsafety.org.nz including:</p> <ul style="list-style-type: none"> Safety tips: Mountain Radios, Transceivers & Personal Locator Beacons, Outdoor First Aid Essentials, Avalanche Awareness, Maps, Snow Code for Snowsports Firearms Safety, Survival Essentials, River Safety The Outdoor Safety Code

	<p>Free MSC resources include Arms Code, Firearms Safety, Going Hunting, Going Outdoors? Hypothermia, Know Before You Go, Outdoor Cooking Safety Guide, Snow Code Safety</p> <p>MSC resources for sale include:</p> <ul style="list-style-type: none"> • Griffin, C. (2002). <i>New Zealand Outdoor First Aid</i> (2 ed.). New Zealand Mountain Safety Council Manual 33. Wellington. • Haddock, C.M. (2003). <i>Outdoor safety - Risk management for outdoor leaders</i>. New Zealand Mountain Safety Council Manual 38. Wellington. • Anderson, M., and Price, D. (1991). <i>Hypothermia manual</i>. Mountain Safety Council Manual 24. Wellington.
New Zealand Police	NZ Police Arms Code
Rugby NZ	RugbySmart
Sport New Zealand	Risk Management Toolkit Growing Coaches Programme