

VOLUNTEER GUIDES – REMINDERS FOR BRIEFING

What you need to cover with your group before you head down to the water:

- Introduce yourself to your participants if you don't already know each other.
Perform karakia. It's important that you all know each other's names.
- Explain emergency procedure - Location of First aid kit and meeting point
- Introduce snorkel site – history [**this will be given for the specific site**]
- Reinforce kaupapa: strictly no take, all marine life is to be protected, No fish feeding etc. Kaitiaki – look and learn only.
- Use ID charts to explain what they will see
- Marine life: [**this will be given for the specific site**]
- Assess the experience level of your participants- e.g. "Have you ever snorkelled before?" Ask about medical conditions (and management of).
- Check that participants understand and can use the hand signals for: 'OK' 'non-urgent assistance' (one hand up - clenched fist) 'urgent assistance' (waving arms) 'I am going down'.
- If participants are providing their own gear, check that the equipment is fit for purpose. If wearing weight belts – ensure that they aren't over weighted.
- Check that all children have a wetsuit on and adults are wearing fins.
- Check that group has a mask and snorkel that fits, lugs aren't chewed and has the valve in it. Ensure that masks stay on faces or around necks – not foreheads.
- Check that all participants have flippers that fit and that both flippers are the same size (remember - no walking on land in flippers).
- Check that all participants understand the "stay within arms length" rule.
- Make sure that you have a body board to take out with your group, knife, whistle and a red rash shirt on identifying you as their guide.

Check when you get down to the water:

- All participants are happy using their snorkelling gear in the shallow water - it's easier to change gear around at this stage rather than waiting until we're out in the deep water!
- Make a plan - assess whether or not your group need to lie on the board (non swimmers should hold on to this at all times). ID your snorkel route, entry and exit points. Explain that when we are in the water they need to look out for each other (one buddy under at a time). Equalisation of air spaces. No-one to return to the beach alone. Send assistant guide or call for kayak if the rest of the group wants to continue snorkelling (if time allows on the day).
- Be alert for marine life & hazards such as broken glass, water movement and do not swim over top of stingrays, if in less 2 metres water.
- Advise on safety issues (hazards)
 - Currents
 - Waves
 - Sharp rocks
 - marine life – jellyfish, kina, oysters, eagle rays etc
- Stay away from rocks and sharp shells, urchins etc
- Make sure they understand that they can't head off by themselves – reiterate the arms length rule and that they should let you know if they feel too cold at any stage.
- Check the number of people you have so you can keep count and recheck on their return to the beach

When you return to shore, please inform the shore person in the tent and confirm that you have returned with all the participants in your group. Try to limit the amount of sand on gear.

Let the Tent know if you require a break or if you ready to go again. Ask participants to complete survey forms and RETURN ALL GEAR ASAP.