



PADDLING ACTIVITY – VOLUNTEER GUIDELINES BOATHOUSE – SOUTH SHORE COMMUNITY CENTRE

CAPTAIN

- Be at Southshore Community Centre by 6:00 p.m. (have key to open boathouse)
- In coordination with the team, determine when paddling activity should be cancelled due to unsafe weather conditions
- Captain makes final decision on whether paddle session proceeds
- Coordinate and advise the other volunteers of their duties
- Do not let boats out until you have volunteers in place - 6:30 p.m.
- Provide guidance to new or inexperienced members
- Guests of members are free but must sign a waiver (this is a one-time only privilege)
- The BCKC member is responsible for their guest and must accompany the guest either in their boat or alongside as a “buddy boat”
- Act as 2nd boathouse or dock volunteer (must be at least 4 volunteers at each session)

Boathouse Volunteers (2)

- Have clipboards ready with pens
- Write across top of equipment sign-out sheet “SSCC Paddle Night”
- Refer to list of members to verify membership numbers (provided by Membership Coordinator)
- Process:
 - Members get boats from racks and place on mats
 - Members obtain PFD, paddle(s) and safety equipment (ensure PFD fits properly)
 - Members sign out equipment
- All equipment should be adjusted and in the boat before it reaches the dock (outside on lawn)
- When boats are returned, clean interior and exterior (as required) and return equipment to proper place
- Members initial as confirmation that all equipment has been returned
- At end of session, check that all equipment has been returned and initialed

Dock Volunteers (2)

- Bring a safety canoe to dock (complete with PFDs, paddles, safety equipment)
- One volunteer responsible for watching paddlers on the water at all times (binoculars)
- One volunteer responsible for
 - Assist in loading / unloading boats
 - Offer guidance in proper entering / exiting techniques
- Advise paddlers of the paddling boundaries (east – Minet’s Point; west – Island Sanctuary; north – stay close to shore and out of power / sailboat lanes)
- Advise paddlers to return when sun is going down
- For New paddlers, advise:
 - Stay away from rocky shore
 - In windy conditions, start by paddling into the wind
 - Stay with your boat if it tips
 - Don’t be afraid to ask for assistance
 - Know your whistle signals: 1 blast – attention; 2 blasts – I need help
- If running out of boats, ask paddlers to return within 45 minutes so others can use equipment