



SOUTHSHORE COMMUNITY CENTRE BOATHOUSE **PADDLE ACTIVITY PROCEDURES**

Issue Date: November 2009

ELIGIBILITY

Paddle activities are a benefit of club membership and not open to the public, with one noted exception*. Members have BCKC insurance coverage through an annual membership fee. The BCKC is at risk in allowing non-members out in boats. A current BCKC membership list will be available in the boathouse, to verify memberships.

*The exception to this regulation is:

- Guests of members - must sign Waiver form.
- The BCKC member is responsible for their guest(s) and must accompany the guest(s) either in their boat or alongside as a "buddy boat".
- This is a ONE TIME ONLY privilege. Any further visits must be as a full-fledged member.

SCHEDULE

Paddling from the Southshore Community Centre Boathouse in Kempenfelt Bay may occur during June, July, August and September. Boats will not be allowed on the water before the published start time. All boats will be off the water at dusk.

PADDLE ACTIVITIES TEAM

The Volunteer Coordinator will be responsible for organizing and coordinating paddling out of the Southshore Community Centre. The 4-person team will be made up of volunteers from BCKC, who have paddling or kayaking experience. During April and May, the Volunteer Coordinator will solicit new and returning volunteers. A schedule will be created to identify volunteers; it will be made available in the boathouse for reference. The procedures for signing out boats and all safety rules will be reviewed with volunteers.

GUIDELINES FOR PADDLE ACTIVITIES

- The volunteer team will wear orange vests to identify themselves.
- One team member will be 'captain', to organize the duties. The captain, in coordination with the team will determine when paddle activities should be called 'off', due to unsafe weather conditions. The captain will provide guidance to new or inexperienced members. He/she will ensure that the risk management forms collected from guests are put in drop box at end of activity.
- Two team members will be assigned to the boathouse. These individuals will monitor the signing out and returning of all boats and equipment.
- Two team members will be assigned to the dock. They will assist in loading / unloading boats, and offer guidance in proper entering / exiting techniques. Boundaries for each activity will be pointed out to paddlers.
- The dock team will have a safety boat and binoculars. One of the dock team will monitor the boats on the water at all times.

SAFETY PROCEDURES

The safety procedures will be reviewed with inexperienced paddlers.

- Boats will not be allowed on the water before the published start time.
- Boats must be outfitted to meet Coast Guard regulations (i.e., safety kits, etc.).
- Paddlers and dock volunteers must wear a properly fitted Canadian government-approved PFD.
- An experienced paddler must accompany young or inexperienced paddlers.
- Stay away from rocky shores.
- In windy conditions start by paddling into the wind.
- When in the boat, communicate with your partner.
- Don't be afraid to ask for assistance.
- Stay with your boat if it tips (do you understand a canoe-over-canoe and kayak rescue? – if not, ask).
- Know your whistle signals: 1 whistle blast – attention, 2 whistle blasts – I need help.
- **Three whistle blasts indicates an emergency. Dock team will launch safety boat to assist in rescue. All boats not involved in rescue return to shore/dock.**

DOCK RULES

- If weather conditions are unsafe, the paddle session will be cancelled.
- The dock is for launching, not lounging (no swimming, playing or fishing).
- All equipment should be adjusted and in the boat before it reaches the dock.
- Carefully enter and exit boats.
- Paddling boundaries - Minet's Point to the Tiffen Boat Launch.
- Boats must be returned before dark.
- Footwear should be worn in the boats.

EQUIPMENT SIGN-OUT

Sign out sheets are used to ensure that all boats and members have safely returned to the boathouse before closing!

- Team Members in the boathouse will use sign-out sheets on clipboards.
- Members will obtain their equipment and the sign-out sheet will be completed before moving the equipment outside.

EQUIPMENT PROCEDURE

- Only club members may sign out equipment.
- Guests of a member must sign a waiver and be accompanied by the member.
- Sign out all equipment.
- Return equipment clean.
- When you return equipment sign it in and report any damage.
- Return boats to the same numbered berth.
- Emergency telephone instructions are posted on the boathouse bulletin board.
- First Aid Kit is in the boathouse beside the entrance door.