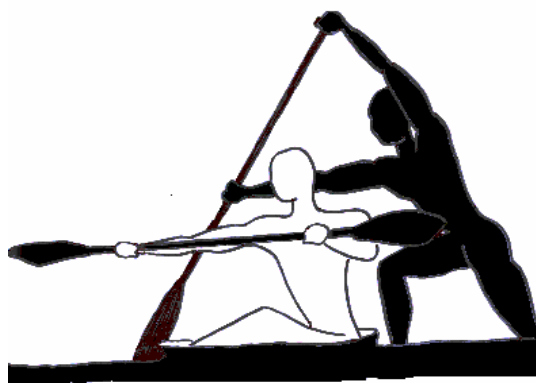


# Burnaby Canoe and Kayak Club Safety Handbook

## BURNABY



## CANOE AND KAYAK CLUB

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## **BCKC Safety Regulations**

### SECTION 1 -Rules

- [1] NEVER EVER paddle alone –a designated adult (19 or older) must be present at all times.
- [2] Do not paddle in the dark (after sunset or before sunrise).
- [3] Visibility requirement for fog – must be able to see the 250m mark opposite the dock or do not paddle.
- [4] Do not paddle during an electrical storm
  - a) Should a lightning or thunder storm come up suddenly while you are on the water, paddle immediately to the nearest shore. Follow the perimeter of the lake slowly and close to the shore until you reach the nearest dock or platform.
- [5] A pealless, plastic marine whistle for signaling must be on a paddler's person at all times while on the water. Purchase and care of this whistle are the responsibility of the paddler.
- [6] PFD's
  - a) Year round: It is a Canoe Racing BC rule to always bring a PFD in the boat. A paddler must always wear a PFD if younger than 14 or if he/she does not have Aquaquest 6 certification or equivalent proficiency.
  - b) Cold-weather paddling: it is a Canadian Canoe Association rule to always wear a lifejacket when the water is less than 8°C, no matter what the age or experience level of the paddler.
- [7] Paddling elsewhere (i.e., not on Burnaby lake)
  - a) When paddling at practices, team camps, or competitions at other venues, paddlers must adhere to the rules of the club, province, and team.
  - b) If paddling is not for the purpose of training and racing or is not attended by a safety boat, then it is up to the paddler to comply with the applicable Canadian Coast Guard regulations. It is the responsibility of the paddler to find out what rules apply to their situation and comply with them.
- [8] All paddlers must learn and abide by the right of way traffic system on Burnaby Lake (see section 2 below)
- [9] All paddlers must learn and be able to demonstrate the emergency procedures (See section 4 below)
- [10] All paddlers must have swimming proficiency of Aquaquest 6 or equivalent, or must wear a PFD at all times. Any minor eligible to go without a PFD (over 14, with Aquaquest 6 or equivalent) must have a permission sheet signed by parent or legal guardian to do so. (Appendix 1)

- [11] Paddling outside of club-sponsored programs:  
The Canadian Coast Guard regulations dictate specific carriage requirements for boats that are not attended by a safety boat. It is up to the paddler to ascertain which of these rules apply to their situation and follow them. The Burnaby Power Squadron's Pleasure Craft Operator's course is highly recommended for paddlers who will be paddling outside of club-sponsored programs.
- [12] All minor paddling members and at least one of their parents must participate in the BCKC safety orientation as outlined in section 5. Adult paddling members can sign a form stating they have read and understood the rules. (Appendix 2)

### **SECTION 2 - Burnaby Lake Traffic Patterns and Right-of-Way**

- [1] Rowers have the right of way; paddlers must move to accommodate them.
- [2] Rowers keep to the left, Paddlers keep to the right. Paddlers go in the opposite direction as rowers for 2 reasons:
- a. Paddlers can see where they are going and have good maneuverability, whereas rowers go backwards and don't turn as well.
  - b. Rowers, on average, are faster than paddlers, and could potentially overtake and collide with canoes or kayaks without seeing them.

### **SECTION 3 - Safety Equipment Policies**

**Safety boat** rules apply to all club sponsored programs, including racing team practices, summer learn to paddle programs, and training camps. The following procedures shall be observed: The safety boat shall be prepared prior to athletes getting on the water, (i.e. with motor on and gas tank attached if using a motor boat).

The safety boat will carry all safety equipment required by the Canada Coast Guard outlined in section 1-11, as well as a thermal blanket, air horn, and binoculars.

If paddlers are further than 500m from the safety boat, or not paddling in the first 500m of the lake nearest to the boathouse, then the safety boat must be a motor boat.

By Canadian Coast Guard regulations, anyone who drives a motor boat (< 4m in length) must obtain training and testing to receive a Pleasure Craft Operators Card. Training is offered by the Burnaby Power Squadron (<http://www.seatosky.com/burnaby/>).

#### First aid kit

It is located in the green BCKC bins under the lifejackets. It is a labeled dark blue Rubbermaid box. In case of an emergency, the charge person should designate someone to fetch the first aid kit.

Accident report form – if any injury sustained at the boathouse needs further attention, (such as a doctor's visit or hospital trip, the charge person must fill out an injury report form (Appendix 4) and submit it to the safety officer.

The first aid kit should always be stocked and ready for action. The first aid kit will be maintained by the safety officer, as identified on the first aid kit. If you use something in the first aid kit or notice that it is low on supplies, please let the safety officer know.

#### Clothing

Only paddle wearing clothes in which you know you can swim, consult the BCKC member's handbook.

Always dress appropriately for conditions, and carry a extra set of warm dry clothes in case you get wet and cold.

BCKC assumes no responsibility for providing the above-mentioned equipment or for ensuring that those members not training with a coach in club-sponsored programs abide by Canadian Coast Guard carriage requirements.

## SECTION 4 Emergency Procedures

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General Principles:

CALL FOR HELP. Use your whistle, use the phone.

DON'T BE A HERO. If you become injured or fall in while trying to save someone else, there will be two people to rescue, and one less person to help.

STAY CALM. Stop and take a deep breath before rushing in to act. This will take all of 3 seconds, but will clear your head enough to dispel panic.

[1] After a Capsize:

a) If you have fallen out:

- o Keep calm.
- o Flip the boat right side up and hold it by one hand to keep the cockpit above water.
- o Keep hold of the paddle if possible. Both boat and paddle float and increase your visibility
- o If you are not already wearing a lifejacket, take it out of your boat and put it on
- o Blow on your whistle and wave your paddle in the air to alert a rescuer.
- o If you are close to a dock or platform, start swimming your boat to the dock.
- o If you are not close to shore, or it is very cold, huddle into the HELP position and wait.
- o Leave the boat **only** if it is being swept into a more dangerous position.
- o Follow the rescuer's instructions.

b) If you see someone fall out, and you are in the **safety boat:**

- o Go slow! Do not capsize other paddlers in your haste to rescue.
- o Cut the engine before reaching them and paddle up.
- o Stay calm, speak slowly and clearly. Tell the person they can leave their boat and hold on to yours. If necessary, use the throw rope in the safety kit.
- o Help the person into your boat. It is most stable if they climb in over the bow or stern. Their fingers and hands may have poor grip – try to help them, but keep your body weight over the center of the boat.
- o Wrap the thermal blanket around the rescued person

c) If you see someone fall out, and you are in a **kayak or canoe:**

- o ENSURE YOU DO NOT PUT YOURSELF IN DANGER!
- o Blow your whistle to alert a rescuer
- o If the water is very cold and you suspect hypothermia or if the person needs medical attention, send someone into the dock to call an ambulance.
- o If you do not have someone to send to call, stay with the person until they reach a dock or platform. Then determine whether the person can get back into their boat and return to the dock safely or not. If so, encourage them back to the dock. If not, decide whether you will need to go get the motor boat or not.

[2] **Injury or other emergency**

- a) If you suspect hypothermia or other serious medical situation, invoke the Emergency Action Plan. Send someone to call 911 with a copy of the Emergency Action Plan from the first aid kit. Have the person report back once the call is completed
- b) Follow 911 instructions, start first aid, and await for the ambulance
- c) If it turns out that the situation is not as serious as initially suspected, call 911 again and explain the change. Let them decide if an ambulance/other attention is still warranted.
- d) Fill out an accident report form.

**[3] Recognizing Hypothermia**

- a) Initial Signs (Mild Hypothermia)
  - i) Bouts of shivering.
  - ii) Grogginess and muddled thinking.
  - iii) Breathing and pulse are normal.
- b) Signs of Worsening Hypothermia (Moderate Hypothermia)
  - i) Violent shivering or shivering stops.
  - ii) Inability to think and pay attention.
  - iii) Slow, shallow breathing.
  - iv) Slow, weak pulse
- c) Signs of Severe Hypothermia
  - i) Shivering has stopped.
  - ii) Unconsciousness.
  - iii) Little or no breathing.
  - iv) Weak, irregular or non-existent pulse.

**[4] If you suspect hypothermia**

- a) Call 911 and invoke the EAP.
- b) Take measures to prevent further heat loss, continue the warming efforts even if there is little or no pulse or heartbeat.
- c) Move the casualty to a dry, warm location if possible, or provide protection from the wind. Keep the person in a horizontal position.
- d) If you can't replace wet clothes with dry ones, cover the wet clothes with warm dry clothing or blankets, and place something warm and dry under the rescued person.
- e) Place a heat source under the armpits or near the groin of the casualty.
- f) If the person is conscious, supply a warm sweet drink, but no alcohol.
- g) Do not immerse an unconscious or semi-conscious person in hot water.

## **SECTION 5 Safety Training**

### **[1] First Aid Training**

- a) It is club policy for all coaches to have basic first aid and CPR level B training. It is the responsibility of the coach to attain and maintain such certification. The club will pay 100% for CPR and first aid training for year-round club coaches upon successful completion and delivery of receipts.
- b) It is strongly recommended that paddlers, volunteers, and parents pursue relevant training:
  - i) Canada Red Cross AquaQuest water safety training (minimum suggested level 6)
  - ii) CPR certification
  - iii) Basic or outdoor or sports first aid, as offered by St John's, Red Cross etc.
  - iv) National Life Guarding Society Senior Resuscitation, Bronze Cross, and Bronze Medallion

### **[2] Club Safety Orientation**

- a) All minor paddling members and at least one of their parents must participate in the BCKC safety orientation as outlined in section 5. Adult paddling members can sign a form stating they have read and understood the rules. (Appendix 2). This training will cover the safety rules listed in this document, familiarize members with safety equipment, and provide an opportunity to practice the emergency action plan and emergency procedures.
- b) This safety training will be held a minimum of once per year.
- c) It is the responsibility of the safety officer to schedule, promote, and organize instruction for this session.

## Emergency Action Plan (EAP)

### Roles within the Emergency Team

#### **The Charge person –Immediate Care of the injured person**

[1] is the head coach OR the person most qualified to give care  
will decide if an ambulance is necessary.  
will give care as needed and refer as appropriate

#### **Call Person**

- [1] Call 9-1-1 using the phone at the entrance to the pavilion hall. No coins are needed for this call.
- [2] Ask for an ambulance (or fire or police)
- [3] Be ready to give the telephone number of the payphone.
- [4] State the number of athletes affected
- [5] State the athlete's condition and the care being given. Is this athlete still in the water? Will a boat be needed for a rescue?
- [6] Give Directions:  
We are at the Burnaby Lake Pavilion, 6871 Roberts Place Road off Sperling Street. It is close to the CG Brown Pool and the Bill Copeland Sports Complex.
- [7] Wait on the line until the dispatcher says it is okay to hang up.
- [8] **Do not hang up first.**

#### **The First Aid Kit Fetcher**

- [1] Get the first aid kit and bring it to the charge person
- [2] Follow the instructions of the charge person

#### **Ambulance Director**

- [1] Wait in the parking lot to direct the emergency response team to the injured person.

**For EMERGENCY, Call 911**

## **Burnaby Canoe and Kayak Club PFD Permission Sheet for Minors**

It is a Canadian Canoe Association, Canoe Racing BC, and Burnaby Canoe and Kayak Club Rule for all minors under 14 to wear a Transport Canada certified Personal Flotation Device (PFD) while on the water, and for all paddlers to wear a PFD if the water is colder than 8°C or if the paddler's swimming proficiency is not equivalent to Aquaquest 6 or higher.

Canadian Canoe Association, Canoe Racing BC permit minors over 14 are to go without a lifejacket when the water is warmer than 8°C and they have sufficient swimming ability. It is Burnaby Canoe and Kayak Club policy for parents to sign this form stating that their child has either successfully completed Aquaquest 6 or has equivalent swimming ability.

### **DECLARATION OF SWIMMING PROFICIENCY:**

By signing this form, I declare that my child, \_\_\_\_\_ (child's printed name) has successfully completed Canadian Red Cross Water Safety Aquaquest level 6, which includes the following skills:

- [1] Front and back crawl
- [2] Endurance swim of 50 meters

OR that my child has mastered the skills above and otherwise has swimming proficiency of Aquaquest level 6 or greater. I also give permission for my child to participate in club-sponsored activities while not wearing a PFD.

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Active Paddling Member Agreement to Abide by BCKC Safety Rules

### I agree to:

- [1] NEVER EVER paddle alone –a designated adult (19 or older) must be present at all times.
- [2] Not paddle in the dark (after sunset or before sunrise).
- [3] Adhere to visibility requirement for fog – must be able to see the 250m mark opposite the dock.
- [4] Never paddle during an electrical storm
- [5] Carry a pealess, plastic marine whistle for signaling at every practice. Purchase and care of this whistle are my responsibility.
- [6] PFD's
  - a. I will always bring a PFD in the boat.
  - b. If I don't have Aquaquest 6 or equivalent swimming proficiency, I will always wear a PFD in the boat.
  - c. If the water is less than 8°C, I will always wear a PFD while paddling.
- [7] When paddling without an attending safety boat, I will find out what Canada Coast Guard rules apply to the situation and comply with them.
- [8] Learn and abide by the right of way traffic system on Burnaby Lake
- [9] Learn and follow the BCKC emergency procedures when necessary, as laid out in the safety handbook.

I am a legal adult over 19 years of age. I know that the BCKC safety orientation is available to me, and I choose not to attend. In lieu of attending, I have read, understood, and will abide by the BCKC safety rules as laid out in the BCKC handbook.

Date: \_\_\_\_\_

Member Name (Please Print): \_\_\_\_\_

Member Signature: \_\_\_\_\_

## Burnaby Canoe and Kayak Club Accident Report Form

Date and Time: \_\_\_\_\_

Rescued person's name: \_\_\_\_\_

Caregiver's name: \_\_\_\_\_

How did the injury occur?:

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Description of injury (Where does it hurt? What the signs/symptoms?):

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Care given (bandage, artificial respiration, etc.):

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Referred to (Doctor, Emergency Medical Care):

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If the injured person is a minor, were the parents notified? ?YES ?NO