KEAUHOU CANOE CLUB

SAFETY POLICY

EDITION 001 – 9/2/2020

EDITION 002 – 12/11/2020

EDITION 003 – 3/25/2024

EDITION 004 – 11/10/2025

Edition 5 - 10/27/2026

Safety is the Responsibility of Everyone, At All Times!

Purpose and Responsibility **3**
Beach Coordinators **3**
Beach Coordinator Actions 3
Steerspersons **4**
Paddlers and Personal Responsibility **4**
Youth Paddling **5**
Guest Paddlers 5
Paddling Process **5**
Seating and Pre-Launch Checks **5**
Safety Bags 6
Safety Vests (Personal Flotation Devices) **6**
Navigation **6**
Keauhou Bay Safety Rules **6**
Huli Training **7**
Equipment Inspection and Maintenance **7**
Incident Reporting **7**
Appendix: North Safety Zone **8**

Purpose and Responsibility

This policy establishes Keauhou Canoe Club safety practices and applies to all members. The Safety Committee will review it at least annually and recommend updates to the Board. Board-approved changes will be dated, and the current version will be maintained with club documents.

Good seamanship and sound judgment always apply. The steersperson is in charge of the canoe during launching, paddling, and recovery. Every paddler is responsible for personal safety and for contributing to the safety of the crew.

When you become a Keauhou member, you acknowledge the Safety Guidelines when you register and fil out your waiver.

Beach Coordinators

The Beach Coordinator should be an experienced senior club member. Race coaches have the same safety responsibilities for their crews and canoes.

Beach Coordinator Actions and Responsibilities

Beach coordinators should know the location of and how to use all materials used by Beach coordinators. This includes:

- Beach coordinator binder
- Safety bags
- First aid kits and trauma kit/checklist
- AED

Before launching, the Beach Coordinator will:

Evaluate ocean, weather, ramp, and launching conditions and decide whether the session can proceed. Assess wind, swell, waves, currents, and changing weather.

Consult experienced steerspersons or another Beach Coordinator before cancelling when practical.

Confirm the number and experience of available steerspersons and paddlers, then determine the appropriate number and configuration of OC-6 and OC-12 canoes.

Match crews and steerspersons to conditions, including assigning two steerspersons to a double hull when appropriate. The Beach Coordinator or steersperson may require a paddler to change canoes or paddle in an OC-12 for safety.

Confirm that each canoe has required safety equipment and that steerspersons have a safety rope, bailers (2 for OC6, 4 for OC12), safety jackets (PFDs), and safety bag.

Review the day's route, navigation restrictions, canoe count, return time, and any safety reminder with the group.

For the second recreational paddle, check with the beach coordinator as you paddle in from the paddle. They will indicate to you if they need canoes and how many, at the beach and ramp.

During the paddle:
If conditions are unsafe, the boats will return to shore.

During launch, the Beach Coordinator will:

Reconfirm the canoe count and help crews launch safely. When practical, launch double hulls first while enough assistance is available.

If not paddling, designate an alternate to coordinate the group on the water.

When canoes return to the beach, the Beach Coordinator will

Ensure early-returning crews remain to help recover canoes and participate in the closing pule.

After the paddle, review safety concerns and ensure required maintenance or incident reports are completed.

Steerspersons

Every canoe must have a experienced steersperson who has been given Qualified Steersman status by Keauhou. Qualified Steersmen are listed on the Approved Steersperson list to be designated as the steersman of a KCC canoe.

If a Keauhou paddler is being mentored to learn how to steer, they are allowed to steer, with a Qualified steersperson in seat 5. The Beach coordinator will ask permission of steersman before putting a mentored steersperson in their canoe.

If a paddler feels unsafe or uncomfortable and requests to return to shore, the steersman will immediately return to shore.

For more information on what constitutes a Qualified Steersman, here is the signoff form to become a Qualified Steersman.

Steersperson Actions and Responsibilities

Before launching, each steersperson will:

Check the ama and plugs for their selected canoe.

Confirm that each canoe has required safety equipment, including safety rope, bailers (2 for OC6, 4 for OC12), safety jackets (PFDs), and safety bag.

The club suggests that steersmen carry a cellphone.

Paddlers and Personal Responsibility

Each paddler should be familiar with their level of expertise and, when asked, communicate it to the Beach Coordinator or steersman.

Each paddler must decide whether they can safely participate that day. A condition comfortable for an experienced open-ocean crew may not be appropriate for a novice crew. If you are not comfortable, evaluate your decision to participate, and your health and fitness levels.

Each paddler must be capable of re-entering a canoe from the water, with a strap or rope if needed.

If you are unsafe or uncomfortable in a canoe during the paddle, communicate with your steersperson, and if necessary, request that your steersman returns you to shore.

Keauhou Canoe Club recommends that every paddler participate in a huli drill once a year. See Huli Training, below.

Youth Paddling

Paddlers in the Keauhou Youth Program must be at least eight years old.

Guest Paddlers

As mentioned in the description of the Guest Paddling Pilot Program, a guest paddler must be at least 11 years old.

A parent or guardian is responsible for determining whether a youth paddler is physically able to participate.

The host must be present and in the canoe.

Every guest paddler must fully fill out a waiver before paddling.

The steersperson makes the final decision if they believe a youth paddler's safety would be compromised.

Paddling Process

Seating and Pre-Launch Checks

Seat 1 must always be occupied. In an OC-6 or OC-12, the seat 1 paddler must understand *kahi* and *une* commands.

If one paddler short, leave seat 3 or 5 empty. If two paddlers short, leave seats 3 and 5 empty.

The canoe must have a KCC safety bag. We recommend that steerspersons also carry their own phone.

The canoe must include safety vests (PFDs) for every paddler and a boarding strap or rope..

Two serviceable bailers for OC6 and 4 for OC12.

Check rigging, hull and seats for damage, confirm plugs are secure, and verify there is no water in the bow.

Safety Bags

Keauhou provides a safety bag which must be carried in each canoe. The safety bag is checked once a month and contains a list of safety items which are periodically updated and added to by the safety committee.

The Keauhou Safety Bag contains the following items:



- Waterproof phone bag
- 75 foot tow rope
- Waterproof flashlight
- Repair rubber
- Small spray bottle filled with vinegar
- Quick strap
- CPR protection mask
- Emergency whistle

In addition, the Safety Bag contains laminated instructions for what to do in event of a medical emergency:

Medical Emergency Immediate Action Steps

1. Stop and Stabilize: Halt the canoe, ensure stability in water, and assess the situation while remaining calm.
2. Initial Assessment: Check victim's breathing and consciousness.
3. Signal Distress: Call 911/(EMS)
4. Signal Location: Utilize whistles or flags to attract nearby canoes for possible assistance.
5. Position: Place life jacket on person and if possible Place them comfortably in bottom of canoe. If faint, place them lying in bottom of canoe with legs elevated
6. Evacuation: Head quickly toward the nearest safe evacuation location.
   (For example Keauhou Bay from south or Magics, Kahalu'u or Keauhou Bay from the north. If evacuating to halau, inform EMS to meet at the far south end of Kamehameha III)
7. If person is conscious have them verbally confirm their condition intermittently. (e.g. have them provide the "ho" at each changeover.)

Medical Care on the Water

Start by looking at ABCS

- **A**irway: Place patient is in a position to breathe freely
- **B**reathing: CPR mask to assist breathing if needed
- **C**irculation: Check pulse at wrist or at the neck.
  No pulse, consider CPR.

If there is bleeding, control bleeding by applying direct pressure to wounds, and elevating the affected part.
On arrival at Keauhou Assess condition of patient:
Use wrist blood pressure cuff and pulse oximeter in AED box at the halau.
If patient unconscious, partially conscious or any unknown/questionable status apply AED.
The AED will evaluate cardiac condition and only shock if necessary.
Perform CPR if warranted
Prepare information: Gather details for emergency services: number of people, location, nature of injury, and vitals.

Using the Wrist Blood Pressure Cuff and Pulse Oximeter and AED at the Halau

All Beach Coordinators should receive training on where the wrist blood pressure cuff, pulse oximeter, and AED are in the halau.

NOT FINAL PICTURES

Safety Vests (Personal Flotation Devices)

KCC's insurance provider requires the club to carry a safety vest (PFD) for each paddler in every canoe. KCC recommends that paddlers wear safety vests. Paddlers may use their own discretion unless the steersperson directs them to wear one.

Navigation

Steerspersons must follow applicable navigation rules and use sound judgment to avoid collisions and immediate danger.

Overtaking: The overtaking canoe must keep clear. If uncertain whether you are overtaking, assume that you are and act accordingly.

Head-on: When canoes meet on head-on or nearly head-on courses with collision risk, each should immediately slow down and alter course avoid the collision.

Night paddling: From sunset to sunrise, a paddled canoe must display an all-around white light or have a white flashlight ready to show in time to prevent collision. A steersperson's white headlamp may be used.

Keauhou Bay Safety Rules

The North Safety Zone is in effect at all times when entering or leaving the bay. No exceptions.

The Beach Coordinator may establish a temporary Safety Zone if conditions warrant.

Do not surf white water, shore break, or reef break at Keauhou, Lyman's, or Kahalu'u. Catching an open-ocean swell or wind wave is different.

Do not enter He'eia Bay.

Do not "thread the needle" or "kiss the rocks in an OC6." Use an OC-1 rather than a club canoe for these practices.

Do not impede large commercial vessels such as Fair Wind vessels.

In high surf rough conditions all boats stay together. On calm water days distances are more relaxed. Steersman are to use prudent distancing in regard to level of crew experience and water conditions, as well as understanding their own abilities.

Unlimited steersman are to define course and destination with Beach Coordinator.

Huli Training

Keauhou Canoe Club provides huli drill training. The club strongly suggests that members go through huli drill training before paddling an OC6 canoe, and that each club member repeat huli training every year.

Each paddler is responsible for knowing what to do during and after a huli and for being able to re-enter the canoe, with assistance from a strap or tow rope if necessary.

Equipment Inspection and Maintenance

The Safety Committee will ensure the following inspections and records are completed:

Item	Frequency
Steersperson safety bags	Monthly
AED	Monthly
First aid kit	Monthly
Safety bag/PFD checklist	Monthly
First aid/AED/trauma checklist	Monthly
Filed incident reports	Monthly
KCC PFDs	Quarterly
Trauma kit	Quarterly
Wheels	Quarterly
Amas	Quarterly
Iakos	Quarterly
Escort boat / vessel safety checklist	Quarterly
Safety ropes	Semi-annually
Club vans - safety inspection	Annually

Driver concerns and van incidents must be followed up as needed.

Incident Reporting

Incident reports are used to document accidents, near misses, unsafe practices, navigation errors, injuries, conduct concerns, or other incidents that raise a safety concern.

Steersmen are required to complete an Incident Report following any significant accident, near miss, injury, or significant safety incident involving their canoe. Any club member may also file an Incident Report about a safety concern or unsafe practice.

To file an incident report
Download an Incident Report from the Keauhou website by clicking on this link. Paper Incident Report forms are also available in the Halau. Send completed incident reports to the head of the safety committee, or tell them that one was generated.

Incident reports can be emailed to contactkeauhoucanoeclub@gmail.com. Also email them to chairman of Steering and Safety Committee, Tom Forrest tmforrest4@gmail.com.

The Chairman of Steering and Safety receives every report and brings it to the committee.. The Safety Committee reviews reports, gathers additional information as needed, and recommend appropriate action. If necessary, the matter is referred to the Board for action. Any board member can see incident reports at any time.

The Safety Committee Chair retains Incident Reports and summarizes them in the safety report to the board.. At the end of the year, the Safety Committee chair offers Incident Reports to president, for storage if necessary.

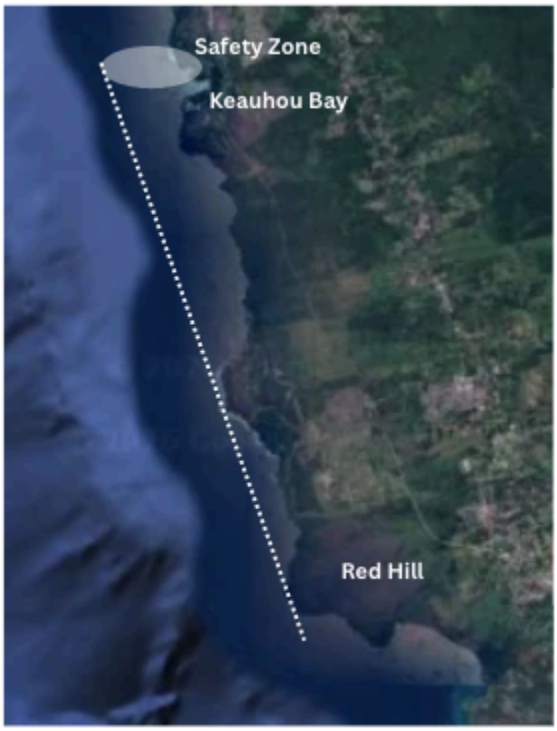
Appendix: North Safety Zone

All paddlers must follow Safety Zone rules.

Standing at Keauhou Bay facing out, the Safety Zone is the right side of the bay,where it turns North. Keauhou has historical injuries associated with this area, and has designated the entire area a Safety Zone. Paddlers must paddle straight out from the bay, far enough to avoid the danger area, before turning North.

Specific directions: when you're paddling North:
Paddle straight out from Keauhou Bay until you can see the entire Red Hill, south of the Outrigger hotel. When you can see Red Hill, you can then turn North. When you return from the North, keep all of Red Hill in your sights. Do do not turn into the bay until you are even with the signal light, which is mid-bay.

Use caution around rocks, keeping your distance, especially during the winter months during swells. The coastline past the Safety Zone is also very dangerous during swells.





Resources for Weather and Ocean Conditions,

Suggested sources for weather and ocean conditions include:

- Hawaii News Now, the
- National Weather Service for Kona, The
- Weather Channel, Surf-Forecast,
- Surfline,
- Windy, and
- NOAA tide information.