



# KEAUHOU CANOE CLUB

## SAFETY POLICY

EDITION 001 – 9/2/2020  
EDITION 002 – 12/11/2020  
EDITION 003 – 3/25/2024

***SAFETY IS THE RESPONSIBILITY OF EVERYONE, ALL THE TIME!***

## Table of Contents

1. Introduction
2. Designated person in charge
  - 2.1 Beach Coordinator
  - 2.2 Coach for Race Crews
3. Weather and Ocean condition
  - 3.1 Website
4. Personal Floatation Devices
5. USCG rules of the road
  - 5.1 Responsibility
  - 5.2 Overtaking
  - 5.3 Lights
  - 5.4 Avoid local hazards
  - 5.5 Head-on Situation
6. Steersman
  - 6.1 Always have an experienced Steersperson
  - 6.2 Mentoring Steersman
  - 6.3 Approved Steersman
  - 6.4 Other than scheduled group times
  - 6.5 Canoe seating Assignments
  - 6.6 Preparation to launch
  - 6.7 Keep track of Canoes on the water
  - 6.8 Respect safety concerns
7. Emergency procedures on the water
  - 7.1 Huli Drills
  - 7.2 Huli

8. Equipment

- 8.1 Equipment Check on Shore
- 8.2 Equipment Check in the Canoe
- 8.3 Safety Check Reports
- 8.4 Van safety during racing season

9. Documentation

- 9.1 Acknowledgement of Safety Policy Guideline/Mandatory Safety Standards form
- 9.2 Canoe Repair form
- 9.3 Incident Report form

10. Youth Paddling

- 10.1 Requirements

11.0 Appendix

- 1. Incident Report Flow Chart
- 2. KCC Safety Bag and PFD Checklist
- 3. KCC Incident Report

## 1. Introduction

The purpose of this living document is to incorporate club safety policy and actions. It will be amended to reflect best practices. Safety Committee is to review, update, and amend this policy as necessary, with a minimum annual review. Changes in this Safety Manual are to be approved by the Board and date of change recorded. The latest edition will be found in the documentation section of our club website. These safety guidelines apply to all members without exceptions. Nothing in the document is meant to override good sound seamanship in keeping member and others safe. The “steersman” is in charge of the canoe both at sea and during launching and retrieval of the canoe. Each paddler has responsibility for their personal safety and that of others in the canoe. A safe paddle is the collective responsibility of the steersman and crew working together.

Paddlers are not to walk or stand in the canoe.

## 2. Designated person in charge

### 2.1 Beach Coordinator

#### a. Qualifications

1. Senior club member
2. Someone with experience

#### b. Responsibilities

1. Evaluate ocean conditions: safe to paddle or cancel? Consult with steersmen or another available beach coordinator before cancelling
2. Evaluate the ramp – Slippery?
3. Count Steersmen in attendance
4. Consider each steersman’s experience level in relation to present water conditions
5. Count paddlers who are present.
6. Consider if those paddlers usually prefer a single or double hull
7. Assign proper number of steersmen to single or double hulls
8. Second paddle Beach Coordinators deploy signal system on the seawall to communicate numbers of canoes needed on the beach versus return to the ramp
9. Determine if two steersmen are needed for one double hull canoe
10. Remind each steersperson to get their safety line, bailer, personal safety bag, whistle, PFD’s
11. Carry sufficient safety bags, make common sense decisions about distributing safety bags and walkie talkies if supply is insufficient
12. Recommend steersmen carry watches and their personal telephones
13. Review Safety Tip of the day from this Guideline
14. Announce canoe count and configuration to paddlers
15. Review return time with first paddler steersmen
16. Follow paddlers down to canoes
17. See that paddlers are distributed equitably
18. Re-evaluate if pre-arranged number of canoes is still correct

19. Check with steersmen to insure they are good to go or need help launching
20. As practical, launch double hull canoes first depending on beach position and to ensure sufficient help is available.
21. Recover double hull canoes after sufficient crew have landed.
22. Remind crew landing first to assist with canoe recovery and wait to participate in the pule
23. Help the remaining canoes to launch if necessary
24. Remind Steersmen of safe navigation boundaries/He'eia Bay restrictions
25. Make decision on direction of trip travel on the water
26. Consider needs of single canoes and steersmen's input
27. If the Beach Coordinator is not paddling, designate an alternate on the water
28. After paddle pule – recap any concerns and/or suggestions
29. Complete any necessary maintenance or incident reports

## 2.2 Coaches for Racing Crews

Coaches have the same responsibility as Beach Coordinators for their racing team and their canoes

## 3. Weather and Ocean Conditions

### 3.1 “When in doubt don't go out!” – Should we go out or not?

- a. Each paddler has their own experience level. Paddlers having paddled, open ocean long distance racing or been paddling for many years have different experience levels compared to the novice paddler. What is comfortable for a more experienced crew and steersman may not be the same for other crews who have had less time on the water
- b. If you are uncomfortable, carefully evaluate your decision to participate as well as your health and fitness level on that day. The majority of the time Kona waters are comfortable for paddlers
- c. Assess weather conditions before paddling, since wind, swell, wave, and current conditions can change with Hawaii's weather patterns and storm activity
- d. If you are out on the water and find yourself scared or feeling endangered, communicate that to the steersman so the decision can be made to turn back. This due diligence can save your life and that of fellow paddlers
- e. Ask yourself “if I end up in the water today, can I get back in the canoe without assistance and help other paddlers?”
- f. Do not rely on your steersman to keep you safe
- g. Remember, in a huli you each have a special task to execute in that day's oceans conditions

### 3.2 Websites

- a. TV Station (Hawaii News Now)
- b. National Weather Service for Kona
- c. Weather Channel for Kona
- d. Surf-forecast.com
- e. Surfline.com (Kona)

- f. Windy (App)
- g. NOAA Tide Charts

## 4. Personal Floatation Devices (PFD)

- 4.1 Keauhou Canoe Club (KCC adheres to the United States Coast Guard (SCG) requirements for PFD usage. In addition, KCC also adopts the following requirements for the usage of PFD's
  - a. KCC's insurance provider requires a Club issued USCG approved PFD in the canoe for each person
  - b. It is recommended that any paddler wear a PFD at any time their personal comfort level deems it necessary

## 5. USCG Rules of the Road

- 5.1 The **Navigation Rules** are much like the **rules** of the road on the highway. They establish a consistent way to navigate safely and avoid a contact/collision when one canoe wishes to overtake another or meets head on
- 5.2 Responsibility
  - a. In complying with these Rules, due regard shall be had to all dangers of navigation and collision and to any special circumstances, including the limitations of the vessels involved, **which may make a departure from these Rules necessary to avoid immediate danger**
- 5.3 Overtaking
  - a. Any canoe overtaking any other shall keep out of the way of the canoe being overtaken
  - b. When a canoe is in any doubt as to whether it is overtaking another, the steersman shall assume that this is the case and act accordingly
- 5.4 Head-on Situation
  - a. Unless otherwise agreed, when two canoes are meeting on reciprocal or nearby reciprocal courses so as to involve risk of collision each shall alter her course to starboard (right) so that each shall pass on the port side (left) of the other
  - b. When a steersperson is in any doubt as to whether such a situation exist, they shall assume that it does exist and act accordingly.
- 5.5 Lights
  - a. From sunset to sunrise, run and during such times no other lights shall be exhibited
  - b. A canoe under oars (paddle) from sunset to sunrise shall exhibit an all around white light or have ready at hand an electric torch (Flashlight) showing a white light which shall be exhibited in sufficient time to prevent collision. No other lights shall be exhibited
  - c. A single white light such as a head lamp for steersman may be used in addition to an item(b)

## 5.6 KCC rules regarding local hazards

- a. No surfing in white water, shore, or reef break (Keauhou, Lyman's or Kahalu'u) as opposed to catching an open ocean swell or wind wave
- b. No entering He'eia Bay at any time of the year
- c. No "threading the needle" or "kissing the rocks"
- d. If a paddler wishes to engage in any of these practice – use your OC1
- e. Steersman must not impede large boat traffic (Fairwinds type vessel) as these vessel are restricted in their ability to maneuver as they have limited water depth for safe transit to their passenger loading berths.

## 6. Steersman

- 6.1 Always have experienced steersperson in every canoe who attended both Steering Clinics 1 & 2.
- 6.2 In mentoring new steerspersons, have an experienced steersperson sitting in seat 5 who can take over if necessary.
- 6.3 Only members on the Approved Steersperson list may steer a KCC Canoe.
- 6.4 Paddlers who wish to paddle other than the designated recreational or race practice will get advance permission from first the Athletic Director (AD), if the AD is not available the President and if the AD and President are not available the Vice President. This permission should be requested in advance and obtained by email so a record of the request can be documented.
- 6.5 Canoe Seating Assignments
  - a. Always have a paddler in seat 1.
  - b. OC6 and OC12: Seat 1's understands kahi and une commands.
  - c. One Paddler short: Seats 3 or 5 are left empty.
  - d. Two Paddlers short: 3 and 5 are left empty.
- 6.6 Preparation to launch
  - a. KCC safety bags are required to be carried on all KCC Canoes for every paddle. Steerspersons are encouraged to create their own safety bags or may augment the club packs with their own gear. KCC Safety Bag will not contain cell phone: It is best practice for each steersperson to bring own cell phone.
  - b. Equipment list for safety bag (Please see list in Appendix section)
  - c. Additional required canoe equipment and best practice checks before departure.
    - i. Life vests for each seat (\*insurance requirement)
    - ii.. Boarding stirrup or tow strap
    - iii. Verify two bailers in good conditions in each canoe and four for the double hull canoes
    - iv. Check rigging to ensure that it is correctly tied and secured
    - v. Check for cracks in the hull and seat(s)
    - vi. Plugs are secure-no water in the bow.

6.7. Keep track of canoes on the water. When two or more canoes go out together, stay within shouting /signaling distance of each other and if available use club provided hand help radio.

## **7. Emergency procedures on the water**

7.1 Huli Drills – Regular huli demonstrations will be held by experienced steersperson.

7.2. Hulis OC-6

a. Require each paddler to know what to do during and after a huli and be able to re-enter the canoe unassisted or with a strap or tow rope, if assistance needed please be aware of Ocean conditions before going out in an OC6 as you place your fellow paddlers at risk.

b. Don't panic.

c. Stay with the boat.

## **8. Equipment**

8.1 The safety committee will examine or have examined the following

a. Steersman Safety bags (monthly)

b. KCC PFD's (quarterly)

c. AED (Monthly)

d. First Aid Kit (monthly)

e. Trauma Kit (monthly)

f. Safety Ropes (semi-annually)

g. Wheels (quarterly)

8.2 Canoes including

a. Amas (quarterly)

b. Iakos (quarterly)

8.3 Escort Boart

a. KCC Vessel Safety Checklist (quarterly)

8.4 Safety reports

a. Safety Bag and PFD checklist (monthly)

b. First Aid, AED, and Trauma Kit checklist (monthly)

c. Filed Incident reports (monthly)

d. Escort Boart (quarterly)

8.5 Club Vans

a. Ensure annual Safety Inspections are completed

b. Follow up on driver concerns and incidents

## **9. Documentation**

9.1 Acknowledgement of Safety Guideline form (included in online KCC membership registration requirements i.e. Paddlesports Waiver, etc.)

9.2 Incident Reports



- a. Purpose of Incident Report
  - i. To notify the Safety Committee of any incidences, safety concerns, or Unsafe Practices by club members or by self report. The Safety Committee will utilize Incident Reports as a Data Collection tool to help increase safety for all club members and to follow up with appropriate responses and/or solutions
  - ii. Paddlers should notify the Beach Coordinator, President, Vice President, or a Board Member and complete an Incident Report
- b. When to complete? Categories:
  - i. Contact - e.g. Canoes contacting other canoes or fixed objects like the sea wall
  - ii. Near miss - e.g Almost contacting other canoes or fixed objects
  - iii. Unsafe Practices - e.g. Loading/Unloading canoes, Navigational Errors (such as entering Red Zone)
  - iv. Injuries - e.g. Falls, stepping into a hole
  - v. Conduct/Attitude - e.g. Violations of KCC Code of Conduct
  - vi. Other - e.g. Incidence that made you feel unsafe
- c. How to complete?
  - i. Incident Report Forms are located next to the Incident Report Box or on KCC website under Club Documents, Safety Guidelines
  - ii. Once Form is completed, place inside locked, black Incident Report box located in Locker 4. The box will be checked and emptied a couple times a week by Safety Committee members to ensure a prompt response.
- d. Response
  - i. Safety Committee Chair and appointed members will review each report and interview all pertinent members mentioned in the report within a few days of the form's submission.
  - ii. Once the review is complete, a recommendation will be made either directly to the individual completing the report or to the board.
  - iii. Response time 1 to 4 weeks (depending on Board involvement)
  - iv. Chair to keep Incident reports.

9.3 Canoe Repair form (see attached)

## 10. Youth Paddling

### 10.1 Requirements

- a. Paddlers must be at least 8 years old
- b. Each paddlers parents or guardian must determine if paddler is physically able to paddle
- c. Steersperson makes the final decision if she/he feels the youth safety would be compromise

## 11. Appendix

# FLOW CHART

## What happened?

Contact the Beach Coordinator, President, Vice President or Board Member

Select a Category: Contact, Near Miss, Unsafe Practices, Injuries, Conduct/Attitude, or Other

Complete Incident Report Form and place inside black Incident Report Box

Safety Committee Chair and members will review report and conduct interviews of all pertinent members mentioned in report.

Safety Committee will either respond directly to individual completing report within 1-2 weeks after review is complete or they will recommend the incident be reviewed by the Board.

If the Board reviews the incident, a proposed action will be made by the Board. Response time 2-4 weeks.

Safety Committee members will follow up with the individual directly soon thereafter with the Board's proposed action.

# KCC Safety Bag / PFDs Check List

Date of inspection \_\_\_\_\_

Inspected by \_\_\_\_\_

## Bags

1      2      3      4      5      6      7      8      9

1. Bag Condition										
2. Tow Rope										
3. Flash Light										
4. Rubber Tubes										
5. Vinegar Spray										
6. Quick Strap										
7. CPR Mask										
8. Whistle										
9. Swiss Army Knife										

Additional Comments:

---

---

---

---

---

PFDs-

---

---

---

---



---

---

Safety Committee response/action:

---

---

---

---

---

---

---

Board Action:

---

---

---

---

---

---

---

---

