

Sea Gull and Seafarer Paddle Sports Operating Procedures

(This document will be reviewed annually by Program Tactical Team)

Last Updated January 2019

Staff Needs and Roles

Chief – Anytime the program is open there will be a staff member or volunteer designated by the Program Director as the “Chief.” This person is accountable for proper set up and shut down each activity period. At a minimum this person will be vetted and trained by the Program Director. Ideally, he or she has one season of experience working at paddle sports. The chief must ensure overall safety of the activity. The chief can be the checkout person or the person assisting people into and out of the boats, and if certified the lifeguard.

Lifeguard– This person will be a certified Lifeguard including up to date First Aid and CPR (within the last year for first aid and CPR). They will remain on the lifeguard stand, actively scanning the program area while the activity is open.

Assistant – This person is available to assist in any way possible while the activity is open. They can be the checkout person, also helping to get participants in and out of the boats (this 3rd position isn’t always necessary but dependent on the program running and the size of the group).

Equipment

- Canoe (maximum 2 adults and 2 children per canoe)
- Kayak (may only ride where there is a seat available)
- Paddle Boards (1 person per paddle board. In the case of 2 riders on board, 1 person must be a parent or adult over the age of 18 and the 2nd person must be a child)
- Respective paddle per vessel. Canoe paddles are single blades, Kayaks paddles are double bladed, Paddle Board paddles are a single slightly curved blade.
- USGC Approved lifejackets (1 per participant)
- 1 clipboard with checkout sheets to record people getting on and off the vessels
- 1 lifeguard tube for the lifeguard
- 1 bull horn for the lifeguard

Opening/set up

- A selection of canoe paddles (various heights), kayak paddles and paddle board paddles will be taken out of the hut and placed by the checkout gate. (paddle selection will depend on what vessels will be used per what program is operating)
- A selection of orange lifejackets will be taken out of the hut and placed by the checkout gate. (vest jackets will be kept in the hut and offered as an option if an orange lifejacket does not fit)

- 6-8 kayaks and the paddle boards will be taken off the rack and placed along the water front for ease of participant use. Please use handles where applicable and do not drag boards or kayaks.

Operating

- Once set up is complete the lifeguard will take the stand and ensure they have the lifeguard tube with the strap across their body and the bullhorn within their reach.
- One other staff member will be sitting on the stool by the gate ready to check out participants and be ready to assist them with paddle selection and boat selection.
- Participants will need to select a paddle for the boat they wish to use. When planning on canoeing the paddle handle should come not higher than the participants chin, for paddle boarding it should be head height.
- If children are just going to be riding and not paddling, they should not select a paddle.
- The staff members or volunteers need to ensure participants know how to paddle by giving a quick demonstration. Including how to hold the handle (by the T-Grip, for canoe and paddle board). Show them on land how to paddle forwards and backwards and complete a simple turn.
- Once the participants are comfortable with the paddle, help them to select a boat and show them how to safely enter and exit that boat. For a canoe place your paddle in the boat, stay low and grip the sides of the canoe and step in slowly one foot at a time. For the kayak walk the kayak out until knee deep in water, again holding both sides of the kayak swing your leg over and sit slowly into the seat of the kayak. For the paddle board walk the board out to knee deep water with the fin in the air, once knee deep flip the board and slide on the board in a kneeling position and once steady transfer to a standing position, keep your feet shoulder with apart when starting out.
- The other important safety aspect to cover with participants is the areas they can paddle. Stay this side of the zipline buoy markers, stay in plain sight of the lifeguard, avoid tucking in behind the tall reeds and grass in the alcoves, Stay this side of the bridge. If in a canoe stay away from the fountain.
- Children riding on a paddle board with an adult must sit in front, on their bottoms with their legs crisscrossed, if more than two passengers are riding in the canoe the extra child may sit on the floor of the canoe (no paddle) again crisscrossed legs sitting on their bottom.

Shut Down

- 10 minutes before the end of the activity period have the lifeguard or chief ask participants to return all boats to the docks or shore.
- All canoes must be clipped into the slips by the bow line as well as the two side lines.
- Kayaks must be returned to racks (during lunch they can just be pulled up out of the water on to the shore) Ocean kayaks are to be store upright on racks, water will drain. Perception kayaks may be store upside down at Seafarer on the T-Racks only so as to not damage the seats, must be strapped down.
- Paddle boards must be returned portable Racks, with fins not touching (during lunch they can just be pulled up out of the water on to the shore).
- All paddles and lifejackets must be returned to the hut any time the activity is being shut down. Lifeguarding tube, clipboard and bullhorn must be returned to hut and locked up

- Ensure all campers have been checked as returning to the dock. If any camper has failed to check back in 1. Conduct a boat count to make sure all boats have been returned to the docks and racks. 2. Once you have determined they are not still at Paddlesports, have a staff member go and check their cabin to locate the camper (make sure they understand the importance of check out in the future)

Summer Information

- Cilts cannot take the lifeguard stand and serve as the primary lifeguard
- Cilts cannot work the checkout sheet
- Cilts can only drive the john boat when a counselor is also in the boat
- Cilts cannot lead tripping

Training

- The chief will ideally have a season of working at paddle sports or be trained and vetted by the program director

Emergency

- In the event of an emergency the Paddle Sports staff or volunteers will contact the director on duty and other trained staff on site to assist with the situation.

Communication

- Program Tactical is responsible for going back to each of our teams and sharing these Operating Procedures and any future changes when seasonally reviewed, explaining what would apply to each Director if they are on duty for a weekend
- Designating Paddle Sports Chief next to the activity on Rosters for weekends
- Reviewed annually