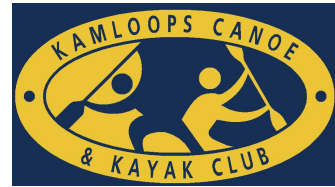


# Safety Management Plan

## Kamloops Canoe & Kayak Club

Updated May, 2023

Presented to the Board by Tim Neuls, KCKC Safety Officer



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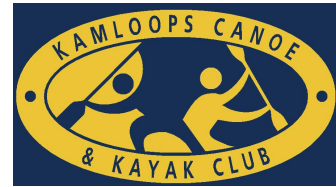
[Kayaks](#)

# Safety Management Plan

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## Introduction

From 2017-2023 KCKC has made efforts to establish safety protocols complete with a written guidance document on safety. Collaboration with CKBC and Head Coach Stan Marek has occurred in the creation of this document, reviewed and updated by Safety Officer Tim Neuls in 2023. This document complements the additional in-house Staff Training Manual that is reviewed by coaches at the start of each season.

The KCKC policies on safety and employment standards are an ongoing, developing process as the club seeks to improve and grow as best practices are established.

The Canadian Center for Health and Safety for young workers provides the most up-to-date standards for young workers and employers and will be reviewed each year with volunteers and employees.

[www.ccohs.ca/youngworkers/youngworkers.html](http://www.ccohs.ca/youngworkers/youngworkers.html).

Incident reports should be regularly reviewed to identify ways to improve safety management for club members and participants. To create a culture that values safety as a top priority, participants should be encouraged to bring safety concerns forward to the club.

The KCKC follows safety protocols developed by Canoe Kayak Canada including:

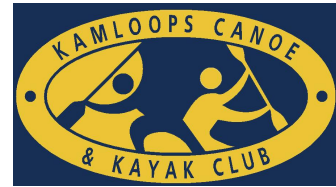
- **Canoe and Kayak Canada:** [General safety](#), [Cold water safety](#)
- **Canadian Center for Health and Safety:** [Safety for young workers](#)
- **National Coaching Certification Program:** Example of a [Canoe Kids Coaching Manual](#)
- **National Coaching Certification Program:** [Coaching Athletes with a Disability](#)

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- **KCKC Staff Training Manual**

## Emergency Action Plan

The KCKC is committed to providing a safe environment. We are endeavoring as a club to control and manage risk in a responsible and effective way. Thus, we have developed a comprehensive Emergency Action Plan (Appendix 1). The plan is intended as a guide for Coaches and on-water supervisors but does not replace formal first-aid and lifesaving training.

## Safety Boat

The coach boat is to be used exclusively for the purposes of providing safety and instruction for Club members and participants in Club programs. The coach boat must be operated in a safe and reasonable manner, with due care and attention to people and property in and around the boat, boating traffic, and potential hazards. The supervisor of the practice will, in general, use the safety boat for supervision of on-water practices. In calm conditions, experienced sprint paddlers 18 years old or older are not required to have a safety boat on the water as long as all participants are aware and take precautions i.e. staying close to shore, wearing a PFD if appropriate etc. Boating regulations state that sprint canoe and kayak paddlers must have a bailer, a throw line, a whistle and a lifejacket when paddling without a coach boat.

## Operator Qualifications

The coach boat is for use by authorized personnel, including:

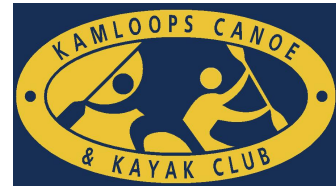
- Coaches working/volunteering for the Club

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- Parents assuming coaching/supervision duties;
  - Officials and safety boat drivers during a regatta;
  - Members over 18 years of age who have the permission of the Head Coach.
  - **All operators of the coach boat must possess a Pleasure Craft Operator Card**
  - All operators of the coach boat must have current CKBC membership and have completed the appropriate Safe Sport screening and registration in RAMP.

## Boat Safety

The Coach boat shall carry, in accordance with Canada Coast Guard regulations:

- One Canadian-approved life jacket (or PFD) of appropriate size for each person on board
- A buoyant heaving line of at least 15m
- One manual propelling device (e.g. oars)
- One bailer or manual water pump v. One class 5BC fire extinguisher
- One watertight flashlight
- One sound signaling device

## Fueling

All passengers must be ashore for refueling. Shut off engines, extinguish all open flames, and do not operate electrical devices while refueling. Remove portable tanks from the boat for refueling.

## Personal Flotation Device (PFDs)

Safety is the paramount concern of the Kamloops Canoe and Kayak Club. As such, ALL members participate in on-water Club practices, competitions, and events, and all non-members using Club equipment shall wear PFDs of the appropriate size. The only

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exception to the compulsory use of PFDs is for athletes 16 years or older who, while for competition, or competing while the water temperature is greater than 10 degrees Celsius, may stow the PFD in the back of their boat so that it can be put on in the water if needed.

## Weather and Seasonal Concerns

Canoe and kayak is very much a weather-dependent sport. The Club shall discontinue practice(s) and prohibit the use of equipment in the event that:

- Wind speed exceeds 15 knots (27.8km/h)
  - the situation when wind creates white caps at the south end of the Shumway Lake
- Thunder and/or lightening occurs
  - *Use the 30/30 Rule to help. If you can count 30 seconds or less between seeing lightning and hearing thunder you should seek shelter immediately. Do not resume any outdoor activities until you have waited at least 30 minutes after hearing the last clap of thunder. It is crucial to ensure that the risk of a lightning strike has passed completely.*
- Early spring or late fall, cold water safety:
  - During the shoulder seasons while the water is cold, ALL paddlers will be required to wear cold water immersion clothing
  - Follow the CKC cold water safety protocol
- Summer overheating and hydration
  - All paddlers should wear hats, and glasses and have water bottles on shore.
  - Follow guidance from Canada Centre for Occupational Health and Safety for [hot temperature conditions](#).
- Wear a Personal Flotation Device (PFD) while on the water
- Carry a whistle when on the water
- If athletes, coaches and/or officials determine it is unsafe and the practice/event is canceled, the Coach will do his/her best to communicate the decision.

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## KCKC Cold Water Protocol

### Cold Water Immersion Protocol Shoulder Season, April Through May, June And October

Canoe Kayak BC and KCKC strive to ensure the highest levels of safety in our programs. Paddlers will be required to adhere to these safety protocols to participate in club activities and when using club equipment/facility. Failure to adhere to these safety protocols will result in a suspension of participation in the practice or activity.

- During the shoulder season, while the water is cold, ALL paddlers must wear cold water immersion clothing on their top and bottom.
- Wear a Personal Flotation Device (PFD) on the water.
- Carry a whistle when on the water.

### Examples of Cold Water Immersion Clothing

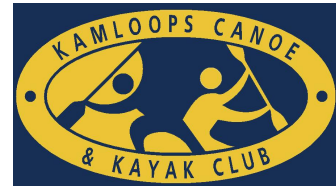
- A vest, Jacket and legging combination are recommended for layering. Ideal for adjusting to changing temperature conditions that occur particularly during the shoulder seasons while still allowing maximum flexibility for paddling sports.
- wetsuit - two-piece top and bottom combo - Farmer John
- Neoprene apparel - two-piece top and bottom combo – vest, Jacket and leggings

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### Cold Water Immersion Protocol Mid-Season, July Through September

- Athletes will be required to discuss and obtain permission from the Head Coach/Coach to participate in practices without wearing the cold-water immersion apparel that is recommended by the KCKC
- Continue to bring your cold-water gear to practice
- Coaches maintain the right to require athletes to wear the gear if they deem it necessary
- When water is still cold it is highly recommended to continue to wear cold-water gear
- If your balance is not strong, we recommend that you wear your gear so you can continue with the full practice (coaches will require athletes to be prepared to fully participate in practices)
- If an athlete needs to come off the water due to cold exposure, put on dry clothes and continue the practice by completing dry land drills as outlined by your coaches

### Other hazards

Other hazards should also be evaluated and corrective measures are taken to avoid risk. Canoe and Kayak Canada Canoe Kids risk assessment checklist can be used. Be Aware of:

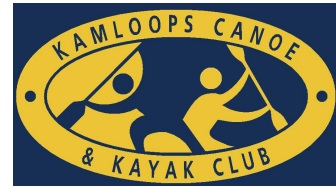
- Broken equipment (cracked paddles, broken rudders, etc.)
- Paddlers who can't swim
- PFDs that don't fit
- Hazards in the water, Submerged obstacles (rocks, logs, ...)
- Water depth
- Rough or moving water
- Wind
- Sun

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- Cold
  - Heat
  - Storms
  - Coach-to-participant ratios
  - Ramp down to dock
  - Slippery and uneven surfaces

## Personal Protective Equipment (PPE)

### PPE for Recreational Canoes and Kayaks

Recreational canoes and kayaks not over 6 meters in length must carry the following safety equipment when in use:

#### Personal protection equipment

- one Canadian-approved personal flotation device or lifejacket of appropriate size for each person on board
- one buoyant heaving line of not less than 15 m in length

#### Boat safety equipment

- one manual propelling device or
- an anchor with not less than 15 m of cable, rope or chain in any combination
- one bailer or one manual water pump fitted with or accompanied by sufficient hose to enable a person using the pump to pump water from the bilge of the vessel over the side of the vessel

#### Navigation equipment

- a sound-signaling device or a sound-signaling appliance
- navigation lights that meet the applicable standards set out in the Collision Regulations if the pleasure craft is operated after sunset and before sunrise or in periods of restricted visibility

For more information: <http://www.tc.gc.ca/marinesafety/debs/obs/menu.htm>

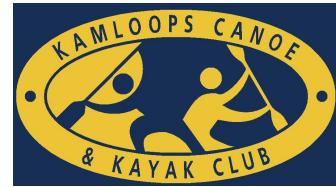


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## PPE for Racing Canoes and Kayaks

A pleasure craft that is a racing canoe, racing kayak or racing rowing shell is not required to carry personal protection equipment, boat safety equipment and distress equipment if it and its crew are engaged in formal training, in an official competition or in final preparation for an official competition and

- it is attended by a safety craft carrying a personal flotation device or lifejacket of appropriate size that can be donned in the water for each member of the crew of the pleasure craft; or
- it carries
  - a personal flotation device or lifejacket of appropriate size for each member of the crew
  - a sound-signaling device, and a water-tight flashlight if it is operated after sunset and before sunrise.

"Final Preparation", in respect of an official competition, means activities to prepare for the competition that takes place at the competition venue and during the times specified by the organizer of the competition.

"Formal Training" means practice for an official competition under the supervision of a coach or official certified by a governing body.

"Governing Body" means a national water sport governing body that publishes written rules and criteria respecting conduct and safety requirements during skill demonstrations, formal training or official competitions; and that

- certifies coaches and coaching programs,
- certifies officials and programs for officials, or
- recommends training and safety guidelines for certified coaches or officials.

"Official Competition" means a competition or regatta organized by a governing body or by a club or an organization that is affiliated with a governing body.

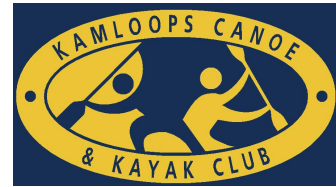
For more information: <http://www.ccg-gcc.gc.ca/obs-bsn/regs-stds>

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## Air Quality Health Index

<https://www2.gov.bc.ca/gov/content/environment/air-land-water/air/air-quality/aqhi>

As the impact of air quality has an effect on our paddling community, KCKC will defer to guidance provided by Health Canada and Environment Canada, which provides frequently updated air quality data through its Air Quality Index (AQHI).

The AQHI is measured on a scale of 1 (low) to 10+ (very high). The AQHI index values are grouped into four categories that help you to easily and quickly identify your level of health risk:

Low Health Risk: AQHI values from 1 to 3

Moderate Health Risk: AQHI values from 4 to 6

High Health Risk: AQHI values from 7 to 10

Very High Health Risk: above 10 (A very rare occurrence usually connected to wildfire smoke)

The higher the value, the greater the health risk and hence the greater the need to take precautions

The AQHI provides different messages to those who are more sensitive to air pollution than the general population

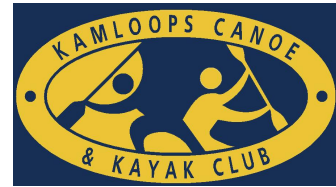
Health Risk	AQHI	Health Messages	
		At Risk Population*	General Population

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<b>Low</b>	<b>1 - 3</b>	<b>Enjoy</b> your usual outdoor activities.	<b>Ideal</b> air quality for outdoor activities.
<b>Moderate</b>	<b>4 - 6</b>	<b>Consider reducing</b> or rescheduling strenuous activities outdoors if you are experiencing symptoms.	<b>No need to modify</b> your usual outdoor activities unless you experience symptoms such as coughing and throat irritation.
<b>High</b>	<b>7 - 10</b>	<b>Reduce</b> or reschedule strenuous activities outdoors. Children and the elderly should also take it easy.	<b>Consider reducing</b> or rescheduling strenuous activities outdoors if you experience symptoms such as coughing and throat irritation.
<b>Very High</b>	<b>Above 10</b>	<b>Avoid</b> strenuous activities outdoors. Children and the elderly should also avoid outdoor physical exertion.	<b>Reduce</b> or reschedule strenuous activities outdoors, especially if you experience symptoms such as coughing and throat irritation.

KCKC has a Purple Air sensor installed at the Shumway Facility. Readings are available on the map using the Purple Air App.

### Competitive Team

4-6 - Coach will monitor the air quality more closely and adjust training if needed. The higher the number, the more likely a coach should consider decreasing intensity of training to less strenuous activities. Sensitive Athletes should do less strenuous work, as needed, to control symptoms

7-8 - Coach will monitor the air quality and make adjustments to lower practice intensity and stop strenuous activity

9 and above - Practice is rescheduled.

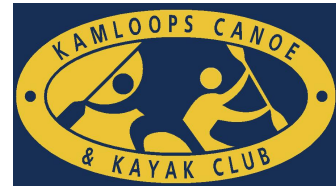
Best Practice: Coaches should email the athlete and parents at minimum one hour before practice to cancel, if necessary.

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### Recreational Programming

Coaches will monitor the air quality and make adjustments to lower intensity as the air quality decreases. The higher the number, the less intense activity.

9 and above program is canceled

If the air quality decreases after the program has begun (for example, the day started at 6 but midday rose to 10) , the camp will continue until pick-up times. Activities will be sedate, such as board games, and may take place in the clubhouse, where typically program participants are not allowed. Parents may pick up their child at any time during the program, at their discretion.

Athletes who have asthma or allergies or other conditions that impact the effects of smoke will ensure they have their medications, if required.

All athletes should self-govern, with the support of their parents if the athlete is a youth, how much they can participate in outdoor activities during smoky conditions. Coaches may request an athlete not participate in practice if the athlete is overly impacted by smoke.

## Appendix 1. Emergency Action Plan, Evacuation Plan

An emergency Action Plan will be updated each year and hung on the wall of the KCKC Clubhouse in a prominent location. Staff training will include a review of the document and the competitive team athletes will be made aware of the existence of the plan and its location to facilitate speedy access during an emergency. The plan will include:

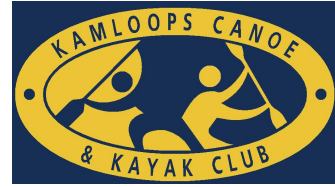
- The facility name and location and basic directions
- Contact information for Head Coach, Commodore and Safety Officer

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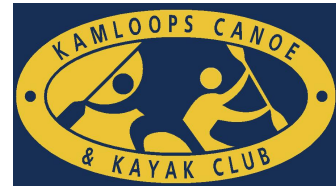
- 
- Emergency phone numbers
  - Evacuations routes
  - Any pertinent information deemed necessary to have for a first responder to an emergency

# Safety Management Plan

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## Appendix 2. Safety considerations from the National Coaching Certification Program, Canoe Kids Manual

### Safety Procedures

#### Life Jacket and PFD selection

- « All Canoe Kids must wear appropriately sized PFDs.
- « Check to ensure that the jacket is the correct size for the participant – usually determined by the participant's weight.
- « Take the time to explain how to find the right size and how to fasten it up securely.

#### Buddy System

- « Have participants pair themselves up with someone of approximately the same size to work with, and as a means of accounting for the presence of everyone in the group in case of an emergency.

#### Whistle System

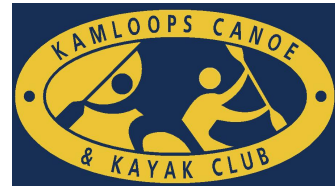
- « Use the whistle system as a method of communication when the group is on the water.
- « One whistle means to freeze and listen.
- « Two whistles means to find your respective buddy and raise each other's hands.
- « Three whistles means a return to the dock immediately.

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### Safety Rules

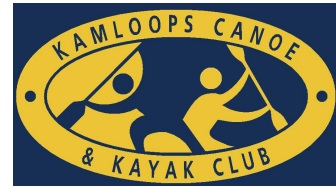
- « A life jacket or PFD must be worn at ALL times when near or on the water.
- « No one is to take a boat without the coach's permission.
- « No swimming unless authorized by the coach.
- « Stay within the designated area for paddling.
- « Wear light clothing and a hat to avoid sunburn or sunstroke.
- « Keep plenty of water handy for regular hydration – especially important on hot days.
- « Use the buddy system at all times.
- « Don't overload the boats.
- « If you capsize far from shore, stay with your boat. Don't swim for shore or go after drifting paddles.
- « Always inform the coach of any health issues.

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## Water Emptying Procedures

### Canoes

1. Remove all equipment from the boat.
2. With the boat upright, hold the bow and slowly lift. This allows the water to slowly drain from the stern. This may take five or more of the younger paddlers.
3. Once most of the water has been drained, the paddlers may remove the boat from the water (opposite to the launching procedure) and turn the boat upside down to empty it completely or use the bailer while the boat is still in the water.
4. In most cases, the coach should assist the paddlers in emptying the boats as they are extremely heavy when filled with water.

### Kayaks

1. Always assist paddlers in emptying boats as they are very heavy when full of water.
2. Remove the equipment from the boat.
3. Hold the stern and push the bow away from the dock.
4. Push the stern down to allow the water to flow from the bow to the stern.
5. In a single motion, lift and turn the boat to allow the water to flow out of the cockpit.
6. Repeat this motion until the boat is completely empty.
7. IF the boat is extremely full of water, turn the boat over and slowly lift the stern to allow half of the water to flow out. Continue with the above procedure.

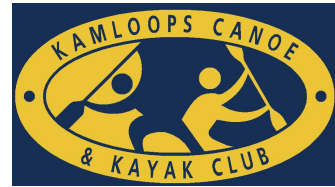


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## Capsizing Procedures

### Canoes

- « Explain this procedure prior to taking any boats out on the water.
  
- « Paddlers must stay with their boat.
  
- « If there are two paddlers, have them turn the canoe upside down so that they may hold each other's hands over the bottom of the canoe (one paddler on each side of the canoe).
  
- « If the paddlers are very close to the shore, have them upright the canoe, place equipment inside the canoe, and swim or walk the canoe to shore.
  
- « If the paddler is alone, instruct him/her to hold the bow and swim or walk to shore ONLY if they are very close to the shore.
  
- « If one paddler falls out of the boat and the other stays in, have the paddler in the boat tow the other to shore instead of trying to lift him/her into the boat.
  
- « It is sometimes appropriate to capsize the canoes on purpose as a drill to ensure paddlers are familiar with the procedure and do not panic in the real situation.

### Kayaks

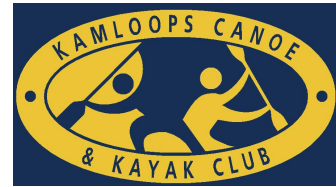
- « Explain this procedure prior to taking any boats out on the water.

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- “ Immediately upright the kayak when it is tipped to stop the boat from filling up with water.
  - “ Put the paddle, seat, or any other equipment into the cockpit.
  - “ Leave the equipment where it is to be picked up later if it has floated out of reach.
  - “ Swim to the bow, hold it and swim with the boat to the dock or shore.
  - “ The boat floats, so paddlers must always stay with their boats!