



KAI IKAIKA PADDLING CLUB

Safety Guidelines

The following comprise the Kai Ikaika Paddling Club's ("Kai Ikaika")'s operational Safety Guidelines. The Safety Guidelines may be amended from time to time by order of Kai Ikaika's Board of Directors. All Kai Ikaika members are required to familiarize themselves with and act in accordance with the Safety Guidelines, as amended:

1. SAFETY RESPONSIBILITIES

- 1.1. Kai Ikaika's Board of Directors shall set policies and guidelines for all safety and risk management strategies for Kai Ikaika.
- 1.2. All Kai Ikaika members and guests of Kai Ikaika are responsible for adherence to the Safety Guidelines and safety policies promulgated by Kai Ikaika's Board of Directors.
- 1.3. The safety of each participant in Kai Ikaika's paddling activities is solely and exclusively the responsibility of each such participant.

2. POLICIES AND PROCEDURES

- 2.1. Concerns for safety will be reflected in Kai Ikaika's policies and procedures.
- 2.2. Kai Ikaika's policies and procedures will include:

2.2.1. DOCUMENTATION AND RECORD KEEPING SYSTEM

Kai Ikaika's Board of Directors, Coaches, Boat Master(s), Outrigger Committee and Dragon Boat Committee will be responsible for maintenance of a Documentation and Record Keeping System. This system will, among other things, include records of scheduled Kai Ikaika Dragon Boat and Outrigger canoe practices, boat maintenance, incident reports concerning injuries to Kai Ikaika's members or guests, incident reports concerning injuries to other parties arising as a result of or in connection with Kai Ikaika's paddling activities or the activities of Kai Ikaika's members during Kai Ikaika paddling activities, incident reports concerning damage to Kai Ikaika boats or other assets, and incident reports concerning damage to the boats or other assets of individuals or other organizations arising out of or in connection with Kai Ikaika's paddling activities.

2.2.2. RISK ANALYSIS

Kai Ikaika's Board of Directors, Boat Master(s), Coaches, Crew Captains, Secretary and President will take note of incident reports and the outcomes of Kai Ikaika's paddling operations generally as well as incident reports from other organizations and individuals that come to the attention of the Board of Directors, Boat Master(s), Coaches, Crew Captains, Secretary and President. The Board of Directors will amend these Safety Guidelines as they deem appropriate and necessary in order to minimize the risks to Kai Ikaika's members and assets arising from Kai Ikaika's operations.

2.2.3. COACHES

Kai Ikaika's Head Coach (and assistant coaches) shall:

- Provide leadership in training and competition,
- Command Kai Ikaika boats during training and races,
- Formulate and implement training programs,
- Bear primary responsibility for team selection, racing strategy and race selection,
- Develop club spirit and attitude,
- Recruit new members to Kai Ikaika and encourage continued participation of existing members.



2.2.4. BOAT MASTER(S)

The Boat Master(s) shall:

- Oversee Kai Ikaika's physical assets,
- Monitor asset usage by club members,
- Obtain necessary safety equipment (lights, etc.),
- Organize and oversee the ad hoc repair of club assets by Kai Ikaika's members,
- Write incident report on regular basis documenting any damage to the club's physical assets,
- Prepare an annual report detailing the status and condition of the club's physical assets before the Club Annual General Meeting (to which it shall be presented for adoption).

2.2.5. CREW CAPTAINS

Crew Captains shall:

- Assist the Coaches with respect to training and racing matters,
- Assist the Coaches with respect to boat command,
- Assist the Coaches to muster and organize crews for training and races,
- Assist Coaches with respect to crew travel plans and race logistics.
- Represent the interests and concerns of their respective crews to Kai Ikaika's coaching staff and if necessary, Board of Directors,
- Be responsible for and organize, facilitate and communicate all race logistics and information, including, but not limited to, race/event registration, signing of waivers, collecting of race fees/gas monies for hauling canoes, etc.

3. BOAT SAFETY COMMITTEE

3.1. The Boat Master(s), Coaches and the persons authorized by the Boat Master(s) to steer / till Kai Ikaika's boats will constitute the **Boat Safety Committee**. Only those persons specifically authorized by the Boat Safety Committee will be permitted to steer / till Kai Ikaika boats.

3.2. All members of the Boat Safety Committee are required to familiarize themselves with the USA's **Inland Navigation Rules**, the **International Rules for the Avoidance of Collisions at Sea 1972 (COLREGS)**, and the **Pacific Northwest Outrigger Racing Canoe Association's ("PNW-ORCA") Racing Rules and Regulations**.

3.3. All Kai Ikaika members are required to undergo and successfully complete, as soon as is reasonably practical and without assistance, a swim test administered by the Boat Safety Committee and/or qualified persons (such as a certified Life Guard).

3.4. The Boat Safety Committee shall conduct dry land and on water safety drills and demonstrate dragon boat and outrigger canoe bailing and capsizing techniques on a regular basis.

3.5. All Kai Ikaika members are required to read the huli guidelines and undergo and successfully complete an outrigger canoe huli drill administered by the Boat Safety Committee or its designated members. The outrigger canoe huli drill will consist of a dry land drill as well as an on water drill consisting of capsizing, righting, and bailing of an OC-6 in accordance with the written procedures that every club member will have access to (see Kai Ikaika Huli Recovery Guidelines document).

3.6. All crew members must remain aware that water conditions in the Pacific Northwest will severely minimize survival times for those crew members in the water and act accordingly. Note: Hypothermia as a result of a capsize or huli is an ever present risk in the Pacific Northwest.

3.7. Kai Ikaika will endeavor to conduct group CPR training for ALL its members from a certified person.



4. STEERSPERSON / TILLER

- 4.1. The steersperson/tiller of an outrigger canoe/dragon boat is responsible for the navigation of the vessel. The steersperson/tillers priorities shall be safety of the crew and setting and holding a true course.
- 4.2. For outrigger, the steersperson is responsible for overseeing the rigging of the canoes.
- 4.3. The Boat Safety Committee shall brief all participants in all events to ensure that all boat crewmembers are aware of their responsibilities and are conversant with the rules and any significant navigation points associated with the paddling for that event.
- 4.4. All crewmembers will remain aware that outrigger canoes have an extremely limited visual profile to persons on land and aboard other boats, particularly in high or choppy seas, and in mist, fog or low light. All Kai Ikaika crewmembers will operate their vessels defensively on the implicit understanding that other boats operating around them may not be aware of their presence.
- 4.5. As deemed prudent by the Boat Safety Committee given prevailing conditions at the time of the activity, notice to the Coast Guard or other authority or officials should be provided whenever a training exercise is to be carried out outside of Kai Ikaika's customary area of operations.

5. EQUIPMENT REQUIREMENTS

- 5.1. All outrigger canoes and dragon boats used by Kai Ikaika in any capacity will be inspected by the Boat Master(s) and each crewmember before each usage in order to ensure that they meet safety requirements. Improperly rigged, inadequately equipped, or unseaworthy boats should not be utilized by Kai Ikaika's club members.
- 5.2. All Kai Ikaika OC-6 outrigger canoes must comply with PNW-ORCA's safety and hull standards.
- 5.3. All OC-6 canoes shall carry a minimum of one (1) spare paddle and, where appropriate for longer training and racing distances, Kai Ikaika's OC-1s and OC-2s will also carry a spare paddle.
- 5.4. Storm covers/skirts are to be fitted at the direction of the Boat Safety Committee for training sessions or races in prevailing conditions.
- 5.5. A personal flotation device ("PFD") must be carried on board, fastened under each seat or over the kua iako portions of the iakos, for each person on board an OC-6 and must be worn on the Dragon Boat.
- 5.6. Any OC-6 used by Kai Ikaika must be fitted with no less than 2 bailers of traditional outrigger design for vertical throw bailing and one bucket of not less than 5 gallons capacity.
- 5.7. It is recommended that safety equipment, examples include flares, V-Sheet, signaling mirror, flashlight, and a telephone or radio be carried on board any boat used by Kai Ikaika.
- 5.8. Navigation lights MUST be rigged and operated at all times under low light conditions.

6. EVENT SAFETY

- 6.1. During special Kai Ikaika organized events such as races, support boats, if any, shall carry at least six extra personal flotation devices (PFD'S) or as required by marine regulation.
- 6.2. During special Kai Ikaika organized events, radio contact shall be available to all support boats, if any, and the officials, if any, on land.
- 6.3. Contact with emergency services shall be available by telephone, mobile service or radio.
- 6.4. Kai Ikaika endeavors to ensure that adequate qualified first aid persons are reasonably accessible during special Kai Ikaika organized events.

7. MEMBERSHIP

A paddler must, in order to become a Kai Ikaika Member:

- 7.1. Review these Safety Guidelines, as amended, and sign the included Waiver and Liability Form
- 7.2. Submit full payment of membership fees.



8. NEW/TRAIL PADDLERS

8.1. Kai Ikaika offers a flexible "trial period" arrangement. Instead of paying full annual membership dues immediately, new paddlers now have the opportunity to come to our scheduled dragon boat and/or outrigger practices as a non-member new/trial paddler.

8.2. Upon the approval of the President and Head Coach, any member may extend trial privileges to a potential member or visiting paddler for a "trial period" not exceeding one month. With the approval from either the President or Head Coach, trial period may be extended.

8.3 Trial Period. The host member is responsible for registering the name of the new paddler with the Secretary, and getting all waivers signed, including the Kai Ikaika wavier and the daily USACK waiver that must be signed every time the new paddler is paddles. In addition for new/trial paddlers insurance USACK will grant new paddlers a \$10 one month fee. Each time the new/trial paddler comes out they must sign a wavier. Host clubs are expected to hold onto the signed waivers (all of them during that period) until the end of the month. At that time if the paddler decides to join our club and USACK they would then pay the balance of the year membership (for 2009 that is \$20 per paddler for USACK membership and \$10 fee for one month trial period = total \$30) and that money would then be sent with ONE waiver to USACK for membership. If the paddler determines not to join then the \$10 and the signed waiver should be sent to USACK for non-member entry into their system.

8.4. New/trial paddlers may be, subject to the decision of the Boat Safety Committee (based on the known capabilities and experience of each new paddler and the nature of the training to be conducted or the event under consideration), required to undergo the swim test and appropriate capsized training and other on land instruction deemed appropriate by the Boat Safety Committee prior to boarding any Kai Ikaika vessels.

8.5. Note: New/trail paddlers may paddle only on dragon boat and club OC6s and may not use club small boats, unless the paddler has the approval from either the President, Head Coach or boat owner.

9. GUEST PADDLERS

9.1. Kai Ikaika encourages guests to attend Kai Ikaika paddling events if those guests are experienced paddlers visiting Portland, experienced paddlers racing with a Kai Ikaika crew, new paddlers assessing membership, or guests participating in Kai Ikaika dragon boat or outrigger workshops.

9.2. Guests may be subject to the same rules and procedures as outlined above under 8. NEW/TRIAL PADDLERS including line items 8.2, 8.3, 8.4 & 8.5.

10. POLICY ON ALCOHOL

10.1. No person will be permitted to paddle on a Kai Ikaika outrigger canoe or dragon boat if they have been drinking alcohol. The Boat Safety Committee is authorized to bar participation by Kai Ikaika members (and non-members) in any Kai Ikaika event if reasonable grounds exist to do so on the basis of alcohol consumption or other indications of potential physical or mental impairment.