



# South Niagara Canoe Club

## Safety Policy and Procedures

March 2, 2010

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## Preamble

The South Niagara Canoe Club code of safety was developed and adapted from the Sprint Code of Safety from Canoe Kayak Canada, and the Dragon Boat Canada Safety Guidelines. The Sprint Code of Safety from Canoe Kayak Canada can be found at the following link: <http://www.canoekayak.ca/pages/eng/763/>.

The Dragon Boat Canada Safety Guidelines can be found at the following link: [http://dragonboat.ca/files/SafetyPGuidelines\\_061219%20\(2\).pdf](http://dragonboat.ca/files/SafetyPGuidelines_061219%20(2).pdf).

## Section 1 - Implementation

The South Niagara Canoe Club (SNCC) and all its members recognize that safety is of the utmost concern. Implementation of a Code of Safety involves all members of our club, and involves the club to work as a team. Safety should be the first priority of all club members at all times. All members need to understand their role in evaluating and minimizing risks faced by members/participants involved in paddling sports.

All members/participants have a role in paddle sport safety; please identify which role(s) you assume in our club:

- participant (athlete)
- coach
- official
- parent
- volunteer
- boat driver
- spectator
- site manager or employee
- administrator

After you have identified your role(s), you will be able to better intervene and interact with the other team members. In this way, you will contribute to the creation and maintenance of a secure and safe environment.

The CanoeKayak Canada Code of Safety operates under the regulations of the Transport Canada's Marine Safety. All users of this Code of Safety should be familiar with the Office of Boating Safety's "Safe Boating Guide". For convenience, the Guide is referenced in this document. It can be accessed at the following internet address:

<http://www.tc.gc.ca/publications/en/tp511/pdf/hr/tp511e.pdf>

The Office of Boating Safety (National office) can be reached at: 1-888-675-6893 (in Canada only) or MarineSafety@tc.gc.ca

## Section 2 - Safety of Participants

1. A participant is defined as a person who is taking part in an on-water canoeing activity under the sanction of a CKC member club, of a Divisional Flag Officer, or of the Sprint Racing Council.
  2. Clubs must ensure that potential participants have sufficient swimming ability prior to their participation in water-related programs. All participants should, as a minimum, be able to swim at the level of the Canadian Red Cross "Swim Kids Level 6". To reach this level the participant must meet the requirements detailed in Appendix A - Canadian Red Cross Swim Kids Level 6
  3. Any participant who does not pass a club swimming test must wear a Government of Canada approved Personal Flotation Device ("PFD") in the manner in which it was intended, while engaged in all on-water activity.
  4. All Bantam, Peewee and Atom paddlers who are not required by paragraph 3 above to wear a Government of Canada approved PFD must nevertheless wear a PFD, of a type acceptable to the paddler's Division, in the manner in which it was intended, while engaged in any on-water activity.
  5. Cold Water Conditions require special safety precautions. When the water temperature is below 8 degrees Celsius, the following precautions apply:
    - Participants *below the age of 18 shall* wear a Government of Canada approved Personal Flotation Device (PFD). The participants shall also be accompanied by a safety boat during on-water training.
    - Participants *18 years of age or older* are strongly advised to wear a Government of Canada approved PFD. The participants should be accompanied by a safety boat during on-water training. Should participants 18 years of age or older choose not to wear a Government approved PFD during training they do so at their own risk. Clubs shall require these athletes to sign a Cold Water Conditions Waiver (see Appendix J)
- NOTE: Coast Guard Regulations with regard to safety equipment still apply. (See Section 9 - Cold Water Regulations & Guidelines and Appendix C - Cold Water Effects).
6. All participants engaged in dragonboat paddling must wear a Government approved PFD while in the boat.

7. On-water practices or competitions, should not take place earlier than one-half hour preceding sunrise, and not later than one half hour after sunset, e.g. if sunrise is 6:30 A.M then practices may not start before 6:00 A. M. If sunset is 8:40 P.M. then practices be completed (paddlers off the water) not later than 9:10 P.M. If a practice extends beyond these times, the following shall be required:
  - i. All boats must be equipped with operating navigation lights in accordance with the Office of Boating Safety standards
  - ii. All participants must wear approved PFD's

### *Awareness of Risks*

8. All participants should know that practising canoe or kayak involves some risks and dangers.
9. In order for a person of less than eighteen (18) years of age to participate in a training program or competition, one of their parents, or legal guardian, shall sign a waiver form stating that they are aware of the risks of Sprint Racing Canoeing and Kayaking (see Appendix B for a sample).
10. In order for a person aged eighteen (18) years of age or older to participate in a training program or competition, they shall sign a form stating that they are aware of the risks of Sprint Racing Canoeing and Kayaking (see Appendix B for a sample).

### *Responsibilities of the Participant*

11. To observe all safety rules that may affect their own safety and/or the safety of his/her fellow participants.
12. The participant needs to:
  - a) Inform the coach of any change in their health which may affect their ability to safely participate in Club programs, or which affects their well-being, or may endanger the safety of the other participants.
  - b) Inform the coach that he/she is using or under the effect of any medicinal drug.
  - c) Refrain from drinking alcoholic beverages or using drugs, which may affect their ability to train or compete in a safe manner.

- d) Be aware of hypothermia and other water-related dangers, and how to take the appropriate measures and precautions (See Section 9, Appendix C).

### Section 3 - Responsibilities of the Club

1. The Club shall post a "Code of Safety". The Club should promote this "Code of Safety" and any visual aids on water safety, lifesaving, hypothermia or resuscitation procedures.
2. The Club shall draw up and display a "Code of Practice". It should include a plan of the local waterway, drawing special attention to local rules and hazards. Attention should be drawn to any local variation to national procedures that may be necessary due to other boat traffic, currents, tides, underwater hazards, winds and/or other climatic conditions.
3. The Club shall appoint a Club Safety Officer. The Officer shall be responsible to ensure that the Club adheres to this Code of Safety as well as any other safety measures which may apply. The Officer shall ensure that the Club has sufficient safety equipment and that all safety equipment is in good working order. The Club Safety Officer shall do an annual club safety Audit to ensure that all required safety equipment is sufficient and satisfactory for compliance with this Code of Safety and the Office of Boating Safety standards. The Officer shall monitor environmental conditions and shall issue appropriate safety directions such as those referred to in Sections 9 and 10.
4. The Club must ensure that potential participants have sufficient swimming ability prior to their participation in water-related programs. All participants should, as a minimum, be able to swim at the level of the Canadian Red Cross "Swim Kids Level 6". To reach this level the participant must meet the requirements detailed in Appendix A - Canadian Red Cross -Swim Kids Level 6
5. The Club should have an Emergency Action Plan (EAP), which has to be known by key administrators, employees and coaches (see Appendix E).
6. A list of Emergency telephone numbers should be displayed prominently (see Appendix E Emergency Number Card).
7. The Club shall maintain a First Aid Kit (see Appendix G - Sample First Aid Kit Checklist) and a(n) accessible telephone at the club house.
8. The Club will complete accident reports and maintain records of accidents which occur during Club sponsored activities. Accident Reports shall be maintained with the Club membership database (See Appendix F - Sample Accident Report Form).
9. Clubs need to make sure that all equipment is in proper condition.(See Section 4)

10. The Club will promote water-safety and take active steps to encourage members to learn life-saving techniques.
11. The Club will take active steps to ensure that coaching staff are trained in life-saving and resuscitation procedures by attending courses and other appropriate measures.
12. The Club will promote the "Safe Boating Guide" published by Transport Canada.  
<http://www.tc.gc.ca/publications/en/tp511/pdf/hr/tp511e.pdf>
13. Club activities will be co-ordinated with those of other water users at the North Welland Flatwater Community Centre to minimise the risks of accident.
14. All new participants at Clubs should complete the "Par-Q & You" questionnaire before engaging in Club programs. A copy of the completed questionnaire should be kept on file by the Club (see Appendix H - Par-Q & You).
15. All new participants should also complete the "Participant Profile" before engaging in Club programs. A copy should be kept on file by the Club. It should be readily accessible in emergencies (see Appendix I - Participant Profile).

## **Section 4 - Canoes, Kayaks, Dragonboats & Equipment**

1. All canoes, kayaks and dragonboats shall be maintained in a safe and floatable condition.
2. Racing canoes and kayaks have special exemptions under the Canada Shipping Act, Small Vessel Regulations (see Appendix D for a full description).
3. All motor-boats or other craft used for coaching, officiating, or for regatta safety must meet the minimum requirements as set down in the Canada Shipping Act, Small Vessel Regulations. In addition, there may be Provincial or municipal regulations which may also need to be followed. The following website address will take you directly to the minimum equipment regulations for powered pleasure craft not over 6 meters in length:  
<http://www.tc.gc.ca/marinesafety/TP/TP511/boat.htm>
4. It is the responsibility of all Club members to inform Coaches or other administrators of the Club if a piece of equipment is damaged during use.

## **Section 5 - Safety at Regattas and in Training**

1. Paddlers may not be "tied", "strapped", or "secured" to the boat or its floor board, in any manner, during training or in competition.
2. All inter-club regattas (inter-Divisional, or inter-Provincial) must be sanctioned by the Flag Officer. A minimum of three (3) Divisionally accredited Officials must be in attendance and be actively officiating at the regatta. One National Level official should be in attendance.
3. All the appropriate emergency measures shall be put into place on the regatta site and the following items should be available: drinking water, ice, blankets, adequate sanitation, and first aid kit.
4. Local paramedic services should be informed about the hosting of Divisional regattas.
5. Telephone communications shall be available at the site to use in event of an emergency.
6. At least three safety boats, including Officials boats, shall be "on-the-water" during all races.
7. At least two (2) members of the safety crews should be trained in basic first aid, life saving and cardiopulmonary resuscitation.
8. Paddlers must not purposely jump out of their boat at any time during a regatta or throw their equipment while on the water.
9. Where possible, paddlers should stay close to shore during rough water and/or cold weather conditions.
10. Crews of War Canoes and Dragonboats must use the "buddy system". In other words, each paddler must identify a "buddy" at the start of the practice. In the event of a tip, each paddler must find their buddy.
11. In the event of an overturned War Canoe or Dragonboat, the captain, coxswain or steersperson must count heads to ensure that all paddlers have their head above water and are not experiencing difficulty.
12. The safety precautions of the CKC Sprint National Championships are governed by the National Championships Technical Package and are considered to be additional to the Code of Safety.

## **Section 6 - Responsibilities of Officials**

1. The first duty of Officials is to ensure the safety of the participants.
2. Officials must be familiar with and enforce this Code of Safety.
3. Officials shall know the site's emergency procedures.
4. All Officials who serve in "on-water" positions should be able to swim to the equivalent of the Canadian Red Cross "Swim Kids Level 6", or wear a Government of Canada approved Personal Floatation Device ("PFD").
5. If an Official needs to use a firearm, the Official shall be certified for firearm use, under appropriate federal/provincial laws.
6. In the event of an overturned War Canoe or Dragonboat, the Race Officials must count heads to ensure that all paddlers have their head above water.

## Section 7 - Responsibilities of Coaches

1. All coaches must be familiar with and enforce this Code of Safety as a minimum level of safety.
2. All coaches should be able to swim to the equivalent of the Canadian Red Cross "Swim Kids Level 6", or wear a Government of Canada approved Personal Floatation Device ("PFD").
3. Before coaching at a new site, a Coach shall become familiar with the site and water conditions, in order to become aware of any hazards, obstacles, or currents that may endanger participants.
4. The coach shall also know the site's emergency procedures and the location of first aid kits and any other safety equipment.
5. Coaches should be trained in first aid, and cardiopulmonary resuscitation.
6. All Head Coaches in charge of, or supervising, on-water activities must have, as a minimum, NCCP Level 1, ELCC Certification or Canoe Kids Coach Certification.
7. Coaches should identify medical problems of an athlete when completing Regatta Entry Forms.
8. Head Coaches shall keep the "Par-Q & You" form and the "Participant Profile" form in an orderly manner, protected from casual access but readily accessible for the Club's coaching staff.
9. While coaching on-water activities, coaches shall ensure that midget and up age group paddlers not wearing PFD's shall not stray far from the coach/safety boat.
10. Coaches should carry a cell phone with them during practice. The cell phone can be used in a medical emergency to call 911. This will speed up the response time of paramedics who can then hopefully be at the dock when the paddler with the injury arrives at the dock.

## Section 8 - Responsibilities of Boat Drivers

1. All boat drivers (including coaches & officials) must comply with Transport Canada's Motor Boat Regulations. Motor boat drivers, known in the regulations as 'operators of pleasure craft fitted with a motor' must have proof of competency as follows:

How this applies to operators	Date at which proof of competency required on board
All operators born after April 1, 1983	September 15, 1999
All operators of craft under 4m in length including personal watercraft	September 15, 2002
All operators	September 15, 2009

2. All drivers are to operate motor boats and equipment with extreme care. They should familiarize themselves with Transport Canada's Safe Boating Guide. It can be found at: <http://www.tc.gc.ca/marinesafety/debs/obs/menu.htm>
3. Boat operators must take the appropriate course and possess a valid operator competency card issued by Transport Canada.
4. Boat operators must be at least sixteen (16) years old.
5. Boats are to proceed at SLOW speed in the vicinity of docks and swimming areas.
6. Boats are to approach swimmers, wharves, canoes, kayaks, etc., in the safest possible manner depending on the circumstances.
7. Boat drivers are to monitor fuel tanks periodically and avoid interrupting their availability as an on-water safety boat.
8. Boat drivers are to be alert at all times, paying particular attention to instructions from Officials.
9. Boat drivers are to be observant of all activity in their surrounding area, 360 degrees.
10. Motors are to be shut off before final approach to a swimmer, and the rescue boat should use a reaching assist to help retrieve the swimmer.
11. Extreme care must be taken to ensure that the wake does not interfere with, or cause hazard to racing boats, either on the course or on the course sides.
12. Boat drivers should be rotated as close to the scheduled times as possible, but at no time should a driver abandon his duties until relieved.

13. In the event of an overturned War Canoe or Dragonboat, the Safety Boat Drivers shall proceed immediately to the area of the swamped or overturned boat. The engine shall be stopped and paddlers' heads must be counted to ensure that all paddlers have their head above water and are not experiencing difficulty.

## Section 9 - Cold Water Conditions & Guidelines

1. The Club Safety Officer and/or Head Coach shall monitor environmental conditions, including: water temperature, air temperature, wind, precipitation. Appropriate safety measures shall be undertaken. They include the following:
  - All persons shall wear protective clothing appropriate for the conditions and their activity.
  - Cold water/weather conditions require special safety precautions. When the water temperature is below 8 degrees Celsius, the following precautions apply:
    - Participants *below the age of 18 shall* wear a Government of Canada approved Personal Flotation Device (PFD). The participants shall also be accompanied by a safety boat during on-water training.
    - Participants *18 years of age or older* are strongly advised to wear a Government of Canada approved PFD. The participants should be accompanied by a safety boat during on-water training. Should participants 18 years of age or older choose not to wear a Government approved PFD during training they do so at their own risk. Clubs shall require these athletes to sign a Cold Water Conditions Waiver (see Appendix J).

NOTE: Coast Guard Regulations with regard to safety equipment still apply.

- Where possible, participants should stay close to shore during on-water training.
- If the on-water training environment is within range of a communications network, coaches should be encouraged to carry a cell phone while on the water.

(See Appendix C for more information on the responses of the human body to cold water as well as general principles for rescue and treatment.)

## Section 10 - Severe Weather Regulations

### Regattas

1. Officials, Coaches, Athletes, and Volunteers should check the weather forecast prior to the regatta in order to prepare adequately. The Chief Official shall remain up-to-date on the weather conditions throughout the regatta. Weather updates are available at [www.weatheroffice.gc.ca](http://www.weatheroffice.gc.ca), Weather One-on-One (1-900-565-5555), and from the weather radios ([www.msc.ec.gc.ca/msb/weatheradio/](http://www.msc.ec.gc.ca/msb/weatheradio/) which will alert you in the event of weather watches and warnings).
2. If Environment Canada issues a weather warning for your area, Officials will inform Coaches and participants that in the event of lightning and thunder, the 30/30 rule will be implemented: ie. *move to the shore and seek shelter once you count 30 seconds or fewer between lightning and thunder. Remain sheltered for 30 minutes after the last thunder* (See Appendix L for 30/30 Rule Cards).
3. Environment Canada does not issue warnings for all thunderstorms, only those who meet the severe criteria. All thunderstorms produce lightning, and when there is lightning and thunder, paddlers and Officials must head for the nearest shoreline to seek shelter immediately.

### Regular Practice times

1. While planning their practice schedule, coaches should use a weather information tool, such as [www.weatheroffice.gc.ca](http://www.weatheroffice.gc.ca), to check the weather forecast for the week.
2. In the event of a storm:
  - Coaches and athletes on the water shall remain close to shore. A safety boat shall be on the water with individual paddling groups.
  - Paddlers should head to the shore line if the weather conditions worsen.
3. On-water Coaches and Athletes will implement the 30/30 rule if there is lightning and thunder.
4. In the event of cold weather:
  - Paddlers should dress warmly and remain close to the shoreline when on the water.
  - A safety boat shall be on the water with individual paddling groups.
  - See cold water regulations in Section 9 for additional guidelines.

Check [http://www.weatheroffice.gc.ca/city/pages/on-14\\_metric\\_e.html](http://www.weatheroffice.gc.ca/city/pages/on-14_metric_e.html) for weather updates, weather watches, and weather warnings for the Welland, Ontario area. Some important terms to know:

- **Watches** provide a “heads-up” that conditions are favourable for a possible summer storm. This storm could affect your safety or at the least cause inconvenience, but at this time there is uncertainty about the direction and strength of the system.
- **Warnings** alert you when severe weather is occurring or will occur.
- A **Severe Thunderstorm Watch** is issued *when conditions are likely* for the development of thunderstorms.
- A **Severe Thunderstorm Warning** is issued *when a severe storm has developed*, producing one or more of the following conditions: flooding rain, destructive winds with gusts greater than 90 km/h, hail of at least 10 to 20 mm in diameter or intense lightning. Severe thunderstorms may also produce tornadoes.

## Section 11: Weather Conditions and Health Precautions

1. Coaches, athletes, and volunteers should take precautions when exposed to the heat and sun for long periods of time. Before departing for practice or a regatta, participants should:
  - Check [http://www.weatheroffice.gc.ca/city/pages/on-14\\_metric\\_e.html](http://www.weatheroffice.gc.ca/city/pages/on-14_metric_e.html) for weather updates, weather watches, and weather warnings for the Welland, Ontario area. Additional information on Humidity ratings and the UV index are also available on the Environment Canada site. Some important terms to know:
    - **UV (Ultraviolet Index):** The UV index is included in Environment Canada's weather forecasts whenever it is expected to reach 3 (moderate category) or more. Special alerts are not issued but the UV Index is available on the Environment Canada site.
    - **High Heat and Humidity / Heat Wave / Humidex:** High Heat and Humidity Special Weather Statement are issued when a threshold for temperature and humidity are exceeded. An Environment Canada Humidex Advisory is issued when temperatures are expected to reach or exceed 30°C and the humidex values are expected to reach or exceed 40. Humidex values represent the effect which high humidity and high temperatures have on the human body. The higher the humidex, the harder it is for perspiration to evaporate and cool the body.
  - Check the Air Quality and Air Quality Health Index at [www.msc.ec.gc.ca/aq\\_smog/index\\_e.cfm](http://www.msc.ec.gc.ca/aq_smog/index_e.cfm)
2. Coaches, athletes and volunteers should come prepared for outdoor activities: hat, sunscreen, sunglasses, and water.
3. If you are unable to check the current weather conditions online or on TV, Environment Canada offers a telephone consultation service, Weather One-on-One, at 1-900-565-5555. A WeatherRadio will also provide the most up to date information and alert you in the event of severe weather.
4. A severe hot weather facts and warning brochure is available in Appendix x. Coaches should distribute this brochure to athletes at the beginning of the season.
5. Advise coaches of any health risks you may have prior to getting in a boat or beginning practice.

## **Section 12 - Boat Transportation/Trailer Safety**

### *Trailers:*

1. All trailers must be maintained and licensed to the standards of the provincial government. In some provincial jurisdictions, clubs should be aware of regulations which may require the towing vehicle to be matched to the trailer.
2. All drivers must be licensed to the standards of the provincial government.
3. Boats must be securely and individually tied to the trailer. An additional safety rope should be affixed to encircle the boats on the trailer. Boats should be loaded in such a manner as to be balanced from front to back and left to right.
4. Trailer hitch and towing ball must be compatible.
5. Safety chains must be affixed between trailer and towing vehicle.

### *Cars/Vans/Trucks:*

6. Boats must be securely tied to the vehicle.

### **Section 13 - Sanction for Non-Compliance**

1. The Club is responsible for the enforcement of the Code of Safety at our Club and by their participants at Regattas or other events. Our Club shall bear the responsibility to discipline or suspend any participants, coach, or organiser violating the CKC Code of Safety and/or the Dragon Boat Canada Safety Guidelines.
2. The Division shall have the right to discipline or suspend any Club, participant, coach, Official or organiser who violates the CKC Code of Safety at a Divisionally sanctioned event.
3. The Competition Committee at Nationally sanctioned events shall have the right to discipline or suspend any Club, participant, coach, Official or organizer who violates the CKC Code of Safety

**Appendix A - Red Cross Swimming Standard**



## Level 6 Jump Right In!

### Welcome to Red Cross Swim Kids!

Congratulations on choosing Canada's largest and most recognized swimming and water safety program. With an emphasis on swimming skills, water safety, and fitness activities, Red Cross Swim Kids sets the foundation for a lifetime of swimming and fitness. We're proud to offer:

- Quality instructors who train for more than 75 hours and have practical teaching experience.
- Learning made fun through games and songs in a safe environment.
- A balanced program that teaches swimming skills and how to be safe in the water.
- Seamless progression of swim classes from six years old to young teens.

### What do swimmers learn in Level 6?

**Everybody in the pool!** In Level 6, your child will:

- Learn ice safety awareness, including when and where to go on the ice to have fun and stay safe.
- Learn to recognize a swimmer in trouble and how to throw a buoyant device to assist the swimmer.
- Maintain surface support by treading deep water for 1 minute and 30 seconds, ensuring that he or she has time to look for and get to the closest edge for safety.
- Practise the front dive – and learn when and where to dive safely.
- Learn the elementary back stroke; swimmers must synchronize the leg and arm movements for this stroke.
- Enhance strength and technical skills for the front and back crawl.
- Increase swim distance to 75 metres.

We believe your child should develop swimming skills in a fun, encouraging environment. Our Instructors use games and activities to teach and reinforce skills, help your child overcome fears, and create a positive experience.

### How are swimmers evaluated in Level 6?

Our Instructors remember what it's like to be a child, and they use lots of positive reinforcement to encourage individual swimmers to improve their skills.

Success in swimming and water safety lessons can come in many different forms. Swimmers may learn new skills, increase confidence, and gain a feeling of accomplishment. They may improve on previously learned skills and achieve a personal best for the distance they can swim.

The Red Cross Swim program has carefully defined performance criteria that our Instructors follow when evaluating your child. Your child will receive a progress card outlining all of the skills he or she achieves in Level 6. Instructors encourage your child to demonstrate that he or she has truly acquired a skill by using the skill at least three times during the set of lessons.



If your child can successfully demonstrate each of the Level 6 skills, he or she will receive a **completion badge** and move on to the next level in Red Cross Swim Kids. Children who participate in the program

Sponsored by:



1.877.356.3226 | [www.redcross.ca](http://www.redcross.ca)

and who have not yet mastered all of the Level 6 skills will receive a **Personal Best** sticker to acknowledge their improvement.

It is important to remember that all swimmers advance at their own pace. Not completing a level the first time, or even the second time, just means there are important skills to continue to strengthen. See “Practise making waves at home” and talk with your child’s Instructor about ways to support your child.

### Where do swimmers go after Level 6?

As your child progresses to a new level, he or she will improve swimming skills, build endurance, and continue to focus on water safety.

#### In Red Cross Swim Kids Level 7, your child will learn to:

- Recognize and assist in a choking incident.
- Practise whip and eggbeater kicks.
- Increase swim distance to 150 metres.

### Parents and caregivers: keep your swimmer afloat!

Even though you’re not in the water, you play an important role in Red Cross Swim Kids. Your enthusiasm and encouragement can make your child’s swim lessons a fun and rewarding experience.

#### Here’s how you can help:

- Support your child by praising his or her effort in the pool. Remember that children develop swimming skills at different rates.
- Bring a healthy snack and drink for your child for after the lesson to replace fluids and energy.



### Practise making waves at home!

#### How can you build on your child’s swimming experience?

- Your child is learning a fun new entry into the pool – the front dive. Encourage your child to safely practise this new skill during family swim time.

### Family Tips

- Keep up with your kids in the pool by taking adult swimming lessons! Red Cross offers AquaAdults, a program that helps adults fine-tune their strokes and increase their swimming endurance.
- Talk about diving safety with your child.
- While diving is a popular entry for youth, head-first dives should be done with caution. Knowing where it is safe to dive is an important part of what your child learns in Red Cross Swim. Encourage your child to practise this behaviour by checking out the water’s depth before diving into unknown water or pools. Most home pools are not deep enough or long enough for front dives.

**Keep on swimming in Level 7!**

1.877.356.3226 | [www.redcross.ca](http://www.redcross.ca)

**Appendix B - SNCC Insurance Waiver**



# South Niagara Canoe Club

## ASSUMPTION OF RISK, RELEASE OF LIABILITY, WAIVER OF CLAIMS, AND INDEMNITY AGREEMENT

*BY SIGNING THIS DOCUMENT YOU WILL WAIVE CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE.  
PLEASE READ CAREFULLY!*

Name	Phone
Address	
City, Province	Email
Postal Code	

### **ASSUMPTION OF RISK**

I AM AWARE THAT THERE IS POTENTIAL RISK FOR INJURY INVOLVED IN WATER SPORTS, including canoeing. I freely accept and fully assume all such risk, dangers and hazards, including risk of personal injury, death, or property loss resulting from my participation in canoeing, dragonboat racing and associated training activities.

### **RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT**

In consideration of approval to participate in the activity of canoeing, dragonboat racing and associated training activities at the Welland International Flatwater Centre or at other sites, I hereby agree as follows:

1. To waive any and all legal claims that I have or may in the future have against South Niagara Canoe Club, its directors, officers, employees or agents, representatives or any person in any way connected with South Niagara Canoe Club (all of whom are hereinafter collectively referred to as the releases); to release the releases from any and all liability for any loss, damage, injury or expense I may suffer, or that my next of kin may suffer as a result of my participation in the sport of canoeing, dragonboat racing and associated training activities, due to any cause whatsoever including negligence, breach of contract, or breach of the statutory or other duty of care. I acknowledge my responsibility to ensure adequate medical, personal health, dental and accidental insurance coverage, as well as protection of my personal possessions.
2. I agree to hold harmless and indemnify the releases from any and all liability for any damage to property of, or personal injury to, any third party, resulting from my participation in this activity.
3. This Agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns, and representatives in the event of my death and incapacity.
4. In signing the foregoing release, I hereby acknowledge and represent that I have read the foregoing release, I understand it and agree to it voluntarily, that I am 18 years of age or older and of sound mind, or being less than 18 years of age have co-signed with parent or guardian, as the case may be.
5. I agree to properly wear, at all time, while participating in any on-water activity, an approved floatation device or life preserver/life jacket, as may be required by SNCC.
6. I agree that the South Niagara Canoe Club may use any photo taken of me or in which I may appear, for any purpose, including publicity and commercial exploitation, and this shall constitute my consent to such use.
7. In entering into this Agreement, I am not relying upon any oral or written representations or statements by the releases other than what is set forth in the Agreement.
8. I understand the ability to swim competently is essential for the safety of all participants in SNCC on-water activity, and that the swimming requirement for participation in such activity is Red Cross Swim Kids Level 6 or equivalent.

I HAVE READ AND UNDERSTOOD THIS AGREEMENT AND I AM AWARE THAT BY SIGNING THIS AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS AND ASSIGNS MAY HAVE AGAINST THE RELEASES.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2010      Signature: \_\_\_\_\_  
Name of Minor: \_\_\_\_\_ Signature of parent or legal guardian of minor named above.  
Witness: \_\_\_\_\_

## Appendix C - Effects of Cold Water

The human body loses more heat when wholly or partially immersed in water than it does while only exposed to the air. Thermal loss in water is 2 to 5 times greater than in the air. Most experts in immersion hypothermia and cold water near drowning/drowning define cold water as temperatures below 20C. Hypothermia is defined as a drop in body temperature below the normal level. At this lower temperature, a person's muscle and mental functions are affected. A person exposed to cold water, and becoming hypothermic, can exhibit certain progressive signs and symptoms. They are as follows:

- Shivering and slurred speech, conscious but withdrawn at the early stage
- Slow and weak pulse, slow respiration, lacks co-ordination, irrational, confused and sleepy at intermediate stage; and finally
- Weak, irregular or absent pulse or respiration, loss of consciousness at final stage

If you end up in the water, do everything you can to conserve body heat.

- Wear your PFD or lifejacket. Valuable energy will be lost keeping your head above water if you are not wearing it.
- Climb onto your boat to get as much of your body out of the water.
- If alone and your boat sinks, adopt a "heat escape lessening position" (h.e.l.p.) by crossing arms tightly against the chest and by drawing the knees up close to the chest.
- If with others and your boat sinks, "huddle" with other persons by getting the sides of everyone's chest close together with arms around mid to lower back and legs intertwined.

### **Rescue and Treatment:**

The general principles include:

- The safety of the rescuer(s) as well as the casualty, must be ensured at all times. The point of rescue is the vulnerable time for rescuers and casualties.
- Victims of immersion incidents should be handled gently, and placed and maintained in a horizontal position as much as possible.
- Consider the mechanism of injury for possibility of trauma, but realize the biggest immediate threat is likely to be the airway due to the aspiration of fluids. Medical observation is recommended as the effects of aspiration can be delayed for hours.

- Upon recovery, the objective is to prevent further heat loss. Remove wet clothing if the environment allows, insulate with available materials and remove to shelter.
- Any re-warming attempts of the hypothermic casualty should be passive and focus upon the body core. Rapid full surface warming is to be avoided.
- Pulses in the hypothermic casualty are hard to find and should be assessed for up to two minutes at the carotid artery prior to CPR. If CPR is indicated, it should be at the normal rate for the age of the casualty.

## **Appendix D - Canada Shipping Act, Small Vessel Regulations**

### **Safety Equipment Requirements:**

Unless exempted as described below, Dragon Boats are required to carry:

- One Canadian approved personal floatation device (PFD) or lifejackets of appropriate size for each person on board;
- One sound signalling device
- Throw line
- 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.

### **Exception for Dragon Boats, Racing Canoes, Racing Kayaks and Rowing Shells:**

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

- A. it is attended by a safety craft carrying a personal flotation device or lifejacket of appropriate size for each member of the crew:
  - (i) of the pleasure craft, if the safety craft is only attending the pleasure craft, or
  - (ii) of the largest vessel being attended, if the safety vessel is attending more than one vessel, and
- B. it carries:
  - (i) a personal flotation device or lifejacket of appropriate size for each member of the crew,
  - (ii) a sound-signalling device, and
  - (iii) if it is operated after sunset and before sunrise, a watertight flashlight.

### **Definitions:**

#### **Official competition:**

- a competition or regatta organised by a governing body or by a club or an organisation that is affiliated with a governing body.

#### **Formal training:**

- a practice for an official competition under the supervision of a coach or official certified by a governing body

**Final preparation for an official competition:**

- activities to prepare for the competition venue and during the times specified by the organiser of the competition.

**Governing body:**

- a national water sport governing body that publishes written rules and criteria respecting conduct and safety requirements during skills demonstrations, formal training or official competition and which certifies coaches, officials and recommends training and safety guidelines for coaches and officials.

**Appendix E - Emergency Action Plan / Emergency Number Card**



# Emergency Action Plan

Team / Event: \_\_\_\_\_

Site: \_\_\_\_\_

Charge Person: \_\_\_\_\_

Alternate Charge Person: \_\_\_\_\_

Call Person: \_\_\_\_\_

Alternate Call Person: \_\_\_\_\_

---

## Emergency Number Card

Locations of Phones near training site: \_\_\_\_\_

### Phone Numbers

Emergency: \_\_\_\_\_

Ambulance \_\_\_\_\_

Police: \_\_\_\_\_

Fire: \_\_\_\_\_

Hospital: \_\_\_\_\_

Poison Control: \_\_\_\_\_

Facility: \_\_\_\_\_

Location Directions for Emergency Personnel: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Appendix F - Accident Report Form**





# Accident Report Form (p.2)



## CHARGE PERSON INFORMATION

LAST NAME:	FIRST NAME:
STREET ADDRESS:	CITY:
POSTAL CODE:	PHONE: (    )
E-MAIL:	AGE:
ROLE (Coach, assistant, parent, official, bystander, therapist):	

## WITNESS INFORMATION (someone who observed the incident and the response, not the charge person)

LAST NAME:	FIRST NAME:
STREET ADDRESS:	CITY:
POSTAL CODE:	PHONE: (    )
E-MAIL:	AGE:

## OTHER COMMENTS OR REMARKS


## FORM COMPLETED BY:

\_\_\_\_\_ PRINT NAME

\_\_\_\_\_ SIGNATURE

**Appendix G - First Aid Kit Checklist**



# First Aid Kit Checklist Appendix G



A complete first aid kit is essential. This kit must be carefully prepared in order to treat the most common injuries, and maintained regularly. Furthermore, it must be accessible to those responsible for the team. Here is a checklist to keep in the first aid kit so that you can verify regularly that it is complete.

ITEM	DATE/ CHECKED BY (Initial)															
Surgical gloves																
Peroxide																
Soft antiseptic soap																
Antiseptic wipes																
Band-aids																
Butterfly bandages																
Sterile gauze pads																
Self-adherent wrap																
Second Skin*																
Triangular bandage																
Safety pins																
Juice box																
Plastic bags for ice																
Scissors																
Tweezers																
Duct tape**																
Change for phone																
EMS phone numbers																
Participants medical and contact information																

\* *Second Skin is a brand name for a product that is directly applied over a blister (very useful to have when participants are breaking in new footwear)*

\*\* *While duct tape is not to be used for bandaging injuries, when others go looking in the first aid kit for tape to repair equipment in a hurry, they will take the duct tape instead of using your expensive first aid tape*

**CARRYING A CELL PHONE AND USING IT IS THE FASTEST WAY TO ACCESS EMERGENCY MEDICAL SERVICES SUPPORT**

## Appendix H - ParQ and You

# PAR-Q & YOU

(A Questionnaire for People Aged 15 to 69)

Regular physical activity is fun and healthy, and increasingly more people are starting to become more active every day. Being more active is very safe for most people. However, some people should check with their doctor before they start becoming much more physically active.

If you are planning to become much more physically active than you are now, start by answering the seven questions in the box below. If you are between the ages of 15 and 69, the PAR-Q will tell you if you should check with your doctor before you start. If you are over 69 years of age, and you are not used to being very active, check with your doctor.

Common sense is your best guide when you answer these questions. Please read the questions carefully and answer each one honestly: check YES or NO.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	1. <b>Has your doctor ever said that you have a heart condition <u>and</u> that you should only do physical activity recommended by a doctor?</b>
<input type="checkbox"/>	<input type="checkbox"/>	2. <b>Do you feel pain in your chest when you do physical activity?</b>
<input type="checkbox"/>	<input type="checkbox"/>	3. <b>In the past month, have you had chest pain when you were not doing physical activity?</b>
<input type="checkbox"/>	<input type="checkbox"/>	4. <b>Do you lose your balance because of dizziness or do you ever lose consciousness?</b>
<input type="checkbox"/>	<input type="checkbox"/>	5. <b>Do you have a bone or joint problem (for example, back, knee or hip) that could be made worse by a change in your physical activity?</b>
<input type="checkbox"/>	<input type="checkbox"/>	6. <b>Is your doctor currently prescribing drugs (for example, water pills) for your blood pressure or heart condition?</b>
<input type="checkbox"/>	<input type="checkbox"/>	7. <b>Do you know of <u>any other reason</u> why you should not do physical activity?</b>

If  
you  
answered

## YES to one or more questions

Talk with your doctor by phone or in person BEFORE you start becoming much more physically active or BEFORE you have a fitness appraisal. Tell your doctor about the PAR-Q and which questions you answered YES.

- You may be able to do any activity you want — as long as you start slowly and build up gradually. Or, you may need to restrict your activities to those which are safe for you. Talk with your doctor about the kinds of activities you wish to participate in and follow his/her advice.
- Find out which community programs are safe and helpful for you.

## NO to all questions

If you answered NO honestly to all PAR-Q questions, you can be reasonably sure that you can:

- start becoming much more physically active — begin slowly and build up gradually. This is the safest and easiest way to go.
- take part in a fitness appraisal — this is an excellent way to determine your basic fitness so that you can plan the best way for you to live actively. It is also highly recommended that you have your blood pressure evaluated. If your reading is over 144/94, talk with your doctor before you start becoming much more physically active.

### DELAY BECOMING MUCH MORE ACTIVE:

- if you are not feeling well because of a temporary illness such as a cold or a fever — wait until you feel better; or
- if you are or may be pregnant — talk to your doctor before you start becoming more active.

**PLEASE NOTE:** If your health changes so that you then answer YES to any of the above questions, tell your fitness or health professional. Ask whether you should change your physical activity plan.

**Informed Use of the PAR-Q:** The Canadian Society for Exercise Physiology, Health Canada, and their agents assume no liability for persons who undertake physical activity, and if in doubt after completing this questionnaire, consult your doctor prior to physical activity.

**No changes permitted. You are encouraged to photocopy the PAR-Q but only if you use the entire form.**

NOTE: If the PAR-Q is being given to a person before he or she participates in a physical activity program or a fitness appraisal, this section may be used for legal or administrative purposes.

"I have read, understood and completed this questionnaire. Any questions I had were answered to my full satisfaction."

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE OF PARENT \_\_\_\_\_

WITNESS \_\_\_\_\_

or GUARDIAN (for participants under the age of majority)

**Note: This physical activity clearance is valid for a maximum of 12 months from the date it is completed and becomes invalid if your condition changes so that you would answer YES to any of the seven questions.**



# PAR-Q & YOU

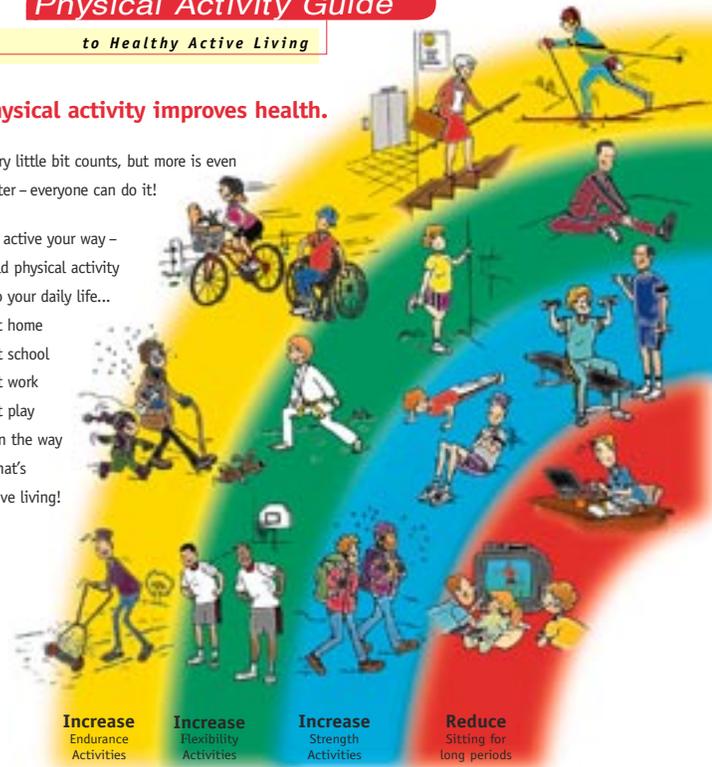
CANADA'S  
**Physical Activity Guide**  
to Healthy Active Living

## Physical activity improves health.

Every little bit counts, but more is even better – everyone can do it!

Get active your way – build physical activity into your daily life...

- at home
  - at school
  - at work
  - at play
  - on the way
- ...that's active living!



- Increase** Endurance Activities
- Increase** Flexibility Activities
- Increase** Strength Activities
- Reduce** Sitting for long periods

Choose a variety of activities from these three groups:

**Endurance**  
4-7 days a week  
Continuous activities for your heart, lungs and circulatory system.

**Flexibility**  
4-7 days a week  
Gentle reaching, bending and stretching activities to keep your muscles relaxed and joints mobile.

**Strength**  
2-4 days a week  
Activities against resistance to strengthen muscles and bones and improve posture.

Starting slowly is very safe for most people. Not sure? Consult your health professional.

For a copy of the *Guide Handbook* and more information: **1-888-334-9769**, or [www.paguide.com](http://www.paguide.com)

Eating well is also important. Follow *Canada's Food Guide to Healthy Eating* to make wise food choices.

## Get Active Your Way, Every Day – For Life!

Scientists say accumulate 60 minutes of physical activity every day to stay healthy or improve your health. As you progress to moderate activities you can cut down to 30 minutes, 4 days a week. Add-up your activities in periods of at least 10 minutes each. Start slowly... and build up.

Time needed depends on effort				
Very Light Effort	Light Effort	Moderate Effort	Vigorous Effort	Maximum Effort
• Strolling	• Light walking	• Brisk walking	• Aerobics	• Sprinting
• Dusting	• Volleyball	• Biking	• Jogging	• Racing
	• Easy gardening	• Raking leaves	• Hockey	
	• Stretching	• Swimming	• Basketball	
		• Dancing	• Fast swimming	
		• Water aerobics	• Fast dancing	
Range needed to stay healthy				

## You Can Do It – Getting started is easier than you think

Physical activity doesn't have to be very hard. Build physical activities into your daily routine.

- Walk whenever you can – get off the bus early, use the stairs instead of the elevator.
- Reduce inactivity for long periods, like watching TV.
- Get up from the couch and stretch and bend for a few minutes every hour.
- Play actively with your kids.
- Choose to walk, wheel or cycle for short trips.
- Start with a 10 minute walk – gradually increase the time.
- Find out about walking and cycling paths nearby and use them.
- Observe a physical activity class to see if you want to try it.
- Try one class to start – you don't have to make a long-term commitment.
- Do the activities you are doing now, more often.

## Benefits of regular activity: Health risks of inactivity:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• better health</li> <li>• improved fitness</li> <li>• better posture and balance</li> <li>• better self-esteem</li> <li>• weight control</li> <li>• stronger muscles and bones</li> <li>• feeling more energetic</li> <li>• relaxation and reduced stress</li> <li>• continued independent living in later life</li> </ul> | <ul style="list-style-type: none"> <li>• premature death</li> <li>• heart disease</li> <li>• obesity</li> <li>• high blood pressure</li> <li>• adult-onset diabetes</li> <li>• osteoporosis</li> <li>• stroke</li> <li>• depression</li> <li>• colon cancer</li> </ul> |
|--|--|

Source: Canada's Physical Activity Guide to Healthy Active Living, Health Canada, 1998 <http://www.hc-sc.gc.ca/hppb/paguide/pdf/guideEng.pdf>

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### FITNESS AND HEALTH PROFESSIONALS MAY BE INTERESTED IN THE INFORMATION BELOW:

The following companion forms are available for doctors' use by contacting the Canadian Society for Exercise Physiology (address below):

The **Physical Activity Readiness Medical Examination (PARmed-X)** – to be used by doctors with people who answer YES to one or more questions on the PAR-Q.

The **Physical Activity Readiness Medical Examination for Pregnancy (PARmed-X for Pregnancy)** – to be used by doctors with pregnant patients who wish to become more active.

#### References:

Arraix, G.A., Wigle, D.T., Mao, Y. (1992). Risk Assessment of Physical Activity and Physical Fitness in the Canada Health Survey Follow-Up Study. *J. Clin. Epidemiol.* 45:4 419-428.

Mottola, M., Wolfe, L.A. (1994). Active Living and Pregnancy. In: A. Quinney, L. Gauvin, T. Wall (eds.), **Toward Active Living: Proceedings of the International Conference on Physical Activity, Fitness and Health**. Champaign, IL: Human Kinetics.

PAR-Q Validation Report, British Columbia Ministry of Health, 1978.

Thomas, S., Reading, J., Shephard, R.J. (1992). Revision of the Physical Activity Readiness Questionnaire (PAR-Q). *Can. J. Spt. Sci.* 17:4 338-345.

For more information, please contact the:

Canadian Society for Exercise Physiology  
202-185 Somerset Street West  
Ottawa, ON K2P 0J2  
Tel. 1-877-651-3755 • FAX (613) 234-3565  
Online: [www.csep.ca](http://www.csep.ca)

The original PAR-Q was developed by the British Columbia Ministry of Health. It has been revised by an Expert Advisory Committee of the Canadian Society for Exercise Physiology chaired by Dr. N. Gledhill (2002).

Disponible en français sous le titre «Questionnaire sur l'aptitude à l'activité physique - Q-AAP (révisé 2002)».

**Appendix I - Participant Profile**

Name: \_\_\_\_\_

Age: \_\_\_\_\_

Emergency Contact #1: Name: \_\_\_\_\_

Phone Numbers: ( ) \_\_\_\_\_  
 ( ) \_\_\_\_\_

Emergency Contact #2: Name: \_\_\_\_\_

Phone Numbers: ( ) \_\_\_\_\_  
 ( ) \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_

Medical Information	Description of Condition	Procedures in Case of Emergency
Allergies		
Illnesses		
Disabilities		
Injuries / Other		

**Appendix J - Cold Water Conditions Waiver**

Cold Water Conditions Waiver:

Athletes over 18 years of age

I am fully aware and understand the risks involved with paddling in cold water conditions. I understand that if I paddle without wearing a Government approved PFD, I do so at my own risk and I assume all the responsibility for my actions. I understand that if I capsize while not wearing a PFD, my safety is compromised.

In any case, I agree to comply with all applicable Coast Guard Regulations.

I hereby release the South Niagara Canoe Club, its coaching staff, volunteers, directors and all related persons, groups and associations from any personal injury, death, property damage, expense and related loss, including loss of income that I or my next of kin may suffer as a result of my choice to not wear a PFD.

\_\_\_\_\_  
Date Athlete (printed name) Athlete signature

\_\_\_\_\_  
Date Witness Witness