



KEAUHOU CANOE CLUB

# SAFETY GUIDELINES

EDITION 001 ~ 9/02/2020  
EDITION 002 - 12/11/2020

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

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# 1. Introduction

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

Paddlers are not to walk or stand in the canoe.

# 2. Designated person in charge

## 2.1 Beach Coordinator

### a. Qualifications

- i. Senior club member
- ii. Someone with experience

### b. Responsibilities

- i. Evaluate ocean conditions: safe to paddle or cancel?
- ii. Evaluate the ramp – Slippery?
- iii. Count Steersmen in attendance
- iv. Consider each steersman’s experience level in relation to present water conditions
- v. Count paddlers who are present
- vi. Consider if those paddlers usually prefer a single or double hull
- vii. Assign proper number of steersmen to single or double hulls
- viii. Determine if two steersmen are needed for one double canoe
- ix. Remind each steersperson to get their safety line, bailer, personal safety bag, whistle, PFDs
- x. Review Safety Tip of the day from this Guideline
- xi. Announce canoe count and configuration to paddlers
- xii. Introduce guests – assign to double canoe
- xiii. Follow paddlers down to canoes
- xiv. See that paddlers are distributed equitably
- xv. Re-evaluate if pre-arranged number of canoes is still correct
- xvi. Check with steersmen to insure they are good to go or need help launching
- xvii. Launch one single hull first for expediency
- xviii. Help the double launch and remaining canoes if necessary
- xix. After-paddle Puli – recap any concerns and/or suggestions

## 2.2 Coaches for Racing Crews

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

# 3. Weather and Ocean Conditions

“When in doubt don’t go out”!. ~ Should we go out or not?

Each paddler has their own experience level. Paddlers having paddled open ocean long distance racing or been paddling for many years have different experience levels compared to the novice paddler. What is comfortable for a more experienced crew and steersman may be not be the same for other crews who have had less time on the water.

- a. If you are uncomfortable, carefully evaluate your decision to participate as well as your health and fitness level on that day. The majority of the time Kona waters are comfortable for paddlers
- b. Access weather conditions before paddling since wind, swell, wave, and current conditions change with Hawaii's weather patterns and storm activity
- c. If you are out on the water and find yourself scared or feeling endangered, communicate that to the steersman so the decision can be made to turn back. This due diligence can save your life and that of fellow paddlers
- d. Ask yourself "if I end up in the water today can I get back in the boat without assistance and help other paddlers?"
- e. Do not rely on your steersman to keep you safe
- f. Remember, in a huli you each have a special task to execute in that day's ocean conditions?

### 3.1 Websites

- KCC's [www.keauhoucanoclub.com](http://www.keauhoucanoclub.com)
- **National Weather Forecast for Keauhou:**  
<http://forecast.weather.gov/MapClick.php?lat=19.57361961737625&lon=-155.97856521606445&site=hfo&unit=0&lg=en&FcstType=marine>
- **Surf websites:**  
[http://www.surf-forecast.com/breaks/Kahaluu-Beach-Park/forecasts/latest/six\\_day](http://www.surf-forecast.com/breaks/Kahaluu-Beach-Park/forecasts/latest/six_day)  
<http://magicseaweed.com/Kahaluu-Surf-Report/1247/>  
[http://www.surfline.com/surfdatalola\\_surf\\_model.cfm?id=13830](http://www.surfline.com/surfdatalola_surf_model.cfm?id=13830)

## 4. Personal Floatation Devices (PFD)

Keauhou Canoe Club (KCC) adheres to the United States Coast Guard (USCG) requirements for PFD usage. In addition, KCC also adopts the following requirements for the usage of PFD's;

- a. All children 12 and under must wear a PFD at all times while in canoe. (USCG req.)
- b. KCC's insurance provider requires a Club issued USCG approved PFD in the canoe for each person
- c. All guest paddlers must wear a KCC provided PFD while in the canoe
- d. It is recommended that any paddler wear a PFD at any time their personal comfort level deems it necessary

## 5. USCG Rules of the road

The **Navigation Rules** are much like the **rules** of the road on the highway.

They establish a consistent way to navigate safely and avoid a contact/collision when one canoe wishes to overtake another or meets head on

### 5.1 Responsibility

In complying with these Rules due regard shall be had to all dangers of navigation and collision and to any special circumstances, including the limitations of the vessels involved, **which may make a departure from these Rules necessary to avoid immediate danger**

### 5.2 Overtaking

- a. Any canoe overtaking any other shall keep out of the way of the canoe being overtaken.
- b. When a canoe is in any doubt as to whether it is overtaking another, the steersman shall assume that this is the case and act accordingly.

### 5.3 Head-on Situation

- a. *Unless otherwise agreed*, when two canoes are meeting on reciprocal or nearly reciprocal courses so as to involve risk of collision each shall alter her course to starboard (right) so that each shall pass on the port side (left) of the other.
- b. When a steersperson is in any doubt as to whether such a situation exists they shall assume that it does exist and act accordingly.

### 5.4 Lights

- a. from sunset to sunrise, run and during such times no other lights shall be exhibited
- b. A canoe under oars (paddle) from sunset to sunrise shall *exhibit an all around white light* or have ready at hand an electric torch (Flashlight) showing a white light which shall be exhibited in sufficient time to prevent collision. No other lights shall be exhibited.

### 5.5 KCC rules regarding local hazards

- a. No Surfing in white water, shore, or reef break (Keauhou, Lyman's or Kahalu'u) as opposed to catching an open ocean swell or wind wave.
- b. No entering He'eia Bay at any time of the year.
- c. No "threading the needle" or "kissing the rocks".
- d. If a paddler wishes to engage in any of these practices -use your OC-1.

## 6. Steersman

- 6.1. Always have an experienced steersperson in every canoe who attended both Steering Clinics 1 & 2
- 6.2. In mentoring new steerspersons, have an experienced steersperson sitting in seat 5 who can take over if necessary
- 6.3. Only members on the Approved Steersperson list may steer a KCC canoe
- 6.4. Paddlers who wish to paddle at other than the designated recreational or race practices will get advance permission from the President or Vice President. If the President or Vice President are not reachable, clearly inform a Board member before proceeding.

## 6.5. Canoe Seating Assignments

- i. Always have a paddler in seat 1
- ii. OC-6 and OC-12: Seat 1's understand kahi and une commands
- iii. One paddler short: Seats 3 or 5 are left empty
- iv. Two paddlers short: Seats 3 and 5 are left empty

## 6.6. Preparation to launch

- i. KCC Safety Bags are required to be carried on all KCC Canoes for every paddle. Steerspersons are encouraged to create their own safety bag or may augment the club packs with their own gear. The KCC Safety Bag will not contain cell phone: It is best for each steersperson to bring their own cell phone.
- ii. Throw/tow rope length to be determined.
- iii. Repair rubber tube/strap for emergency binding
- iv. Emergency whistle attached on Safety Bag.
- v. Water-proof cell phone bags for each steersperson's personal cell phone
- vi. Quick strap for emergency ama repair
- vii. Spray bottle with vinegar for box jellyfish sting
- viii. Mouth to mouth protection covering
- ix. Waterproof flashlight

Additional required canoe equipment and best practice checks before departure

- x. Life vests for each seat (\*insurance requirement)
- xi. Boarding stirrup
- xii. Verify two bailers in good condition are in each canoe and four for double hull
- xiii. Check the iako rigging to ensure that it is correctly tied and secure
- xiv. Check for cracks in hull and seat(s)
- xv. Plugs are secure-no water in the bow

6.7. Keep track of Canoes on the water. When two or more canoes go out together, stay within shouting/signaling distance of each other.

6.8. Steersmen will respect any paddler's concern about safety.

## 7. Emergency procedures on the water

- 7.1. Huli Drills - Regular huli demonstrations will be held by experienced steersperson.
- 7.2. Hulis OC-6:
  - i. Require each paddler to know what to do during and after a huli and be able to re-enter the canoe unassisted or with a strap.
  - ii. Don't panic!
  - iii. Stay with the boat.

## 8. Equipment

- 8.1. Equipment Check on Shore, examine safety equipment:
  - i. Steersman safety bags – monthly
  - ii. Club PFDs for broken straps, or other damage – quarterly
  - iii. AED – monthly
  - iv. First Aid kit - monthly
  - v. Trauma kit - monthly
  - vi. Bailers - monthly
  - vii. Safety ropes - Semi yearly
  - viii. Wheels – quarterly
- 8.2. Equipment Check in the Canoes
  - i. Integrity of the amas – quarterly
  - ii. Condition of the lakos – quarterly
- 8.3. Escort Boat – quarterly
- 8.4. Safety Check Reports
  - iii. Safety committee will perform monthly checks.
  - iv. Fill in the checklist with the person's initials and date that these checks have been performed.
  - v. Check for any incident reports in binder.
  - vi. Monthly safety committee meetings.
- 8.5. Club Vans are kept current in accordance with motor vehicle dept reservations based on Hawaii motor vehicle regulations and safety inspection. The Safety committee will communicate regularly with van drivers on any safety concerns and report incidents accordingly.

## 9.0 Documentation

- 9.1. Acknowledgement of Safety Guideline form (included in KCC registration packet).
- 9.2. Canoe Repair form (see attached).
- 9.3. Unsafe Practices Report
  - i. Paddlers should notify the Beach Coordinator/ President/ Vice President/ Board Member of questionable or potentially unsafe practices which will be investigated promptly, and feedback provided to the steersperson.
  - ii. Incident Form ~ accident, near hit, unsafe practices (see attached).
  - iii. While practicing mutual respect, it is best for all paddlers to discuss concerns with each other regarding any unease or incidents.

## 10. Guest Paddling

- a. Guests must wear a KCC provided USCG approved PFD.
- b. Guests may only paddle in the double canoe.
- c. Young guest paddlers must be at least 8 years old.
- d. All children 12 and under must wear a PFD at all times while in canoe. (USCG req.)
- e. Each guest paddler must determine if they are physically able to paddle.
- f. Steersperson makes the final decision if he/she feels a guest's safety would be compromised.





**Keauhou Canoe Club**  
**Canoe Repair Request Report**

**Date:** \_\_\_\_\_

**Reported by:** \_\_\_\_\_

**Exact location on the canoe where the damage is located:**

\_\_\_\_\_  
\_\_\_\_\_

**Description of canoe damage:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Cause of damage:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date submitted to safety Committee:** \_\_\_\_\_

**Follow up action taken**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_