



**CANOE KAYAK  
CANADA**

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# **SPRINT REGATTA SAFETY MANUAL**

**Sanctioned Sprint Competition Requirements**

May 2025



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## **1. INTRODUCTION**

This Sprint Regatta Safety Manual is to be read together with Canoe Kayak Canada (CKC)'s [Code of Safety](#) to ensure that on-water safety is a priority for all participants during a Sprint Competition. The Manual is intended to provide guidance to Hosts and other officials on the safe and efficient conduct of Sprint Competitions. CKC recognizes, however, that fully implementing all directions as described herein may not be possible in all circumstances, and that Hosts and other Sprint Competition officials may need to adapt certain provisions to suit local requirements. In such circumstances, CKC expects that such adaptations will comply with the Manual to the greatest extent possible and will at all times prioritize the safety and well-being of participants.

In addition to the provisions of this Manual and the Code of Safety, Hosts and other Sprint Competition officials are expected to know and comply with all federal, provincial/territorial, and municipal laws as may apply to the Host and/or the location of the Field of Play, together with any applicable Host or Field of Play safety policies, rules, or regulations.

## **2. DEFINITIONS**

*Field of Play.* Includes the racecourse and any area(s) designated as a training zone, in addition to any embarkation and disembarkation areas designated by the Host and any officially designated official, event staff, athlete and coach zones, together with any officially designated areas for spectators. The Field of Play shall remain in place for a time period to be designated by the Host, which shall generally be during the period that the competition takes place (including designated training days and/or training times).

*FLRA.* A *Field Level Risk Assessment (FLRA)* is done on the venue, on water and on land, for all hazards. The information gathered should inform any Emergency Action Plan and be reviewed. It can be completed by the Host or Safety Officer in advance of the competition. It is then reviewed prior to the competition with the Chief Official and Technical Lead and finally presented as part of the safety briefing to all safety personnel. See appendix D.

*Host/HOC* The Host Organizing Committee of the competition. The Host may be a Club, Division, Provincial/Territorial Sport Organization (PTSO), or other affiliated HOC.

*LMRA.* Last Minute Risk Assessment

*Safety Officer.* The designated person who will oversee all safety operations and medical staff on and off the water for the whole venue and will take all steps reasonable in the circumstances to ensure the safety of all participants and officials.



### 3. GENERAL REGATTA REQUIREMENTS

#### 3.1. Sanctioning

For local, divisional, provincial or territorial competitions, approval by appropriate Sprint Division and PTSO is required as part of the Annual Competition Calendar.

For national competitions, approval by CKC is required as part of the Annual Competition Calendar.

The *Host* must be a member in good standing with Canoe Kayak Canada.

The following include minimum considerations to have the competition sanctioned:

- All athletes must be registered with their club as per the [SRD Competition Rulebook](#).
- The competition *Host* must have appropriate insurance coverage for the event.
- Appropriately certified officials (depending on the level of competition) including, at a minimum, a designated Chief Official, two on-water officials, and a starter who will all work within the Rules and Policies of CKC, and/or applicable PTSO.
- A designated regatta *Safety Officer*, who will follow the proper safety procedures from the [CKC Code of Safety](#), direct and guide volunteers in required roles, and follow the guidance laid out in this document.
- Have the minimum number of safety boats, personnel and equipment required.
- An Emergency Contacts List and Emergency Action Plan which is to be shared with the Coaches at the competition meeting.
- Ensure that following any accident during the competition, that an incident report has been completed and sent to the appropriate sanctioning authority.
- Ensure participants have signed all appropriate waivers, filled out all forms, and/or completed any other requirements to be onsite at the competition.

#### 3.2. Equipment

All Sprint Racing Discipline competitions should have (at a minimum):

Equipment	Local Competition	Divisional, P/T Competition	National Competition	
			Trials or Canada Cup	Nationals Championship
Safety boats (and all items required as per Transport Canada, <b>including a reboarding device for each</b> )	2 * 3 **	3 minimum, 4 preferred		4 minimum, 5-6 preferred
One safety boat is a zodiac	If possible	If possible		Required



Equipment	Local Competition	Divisional, P/T Competition	National Competition	
			Trials or Canada Cup	Nationals Championship
First aid kit (on land access)	1	1 minimum, 2 preferred		2 minimum
Defibrillator	1			
Lifesaving throw buoys in safety boats	Recommended			
Walkie-Talkies (separate channel for safety)	Required			

**Table 3.1** Safety equipment needed based on competition level.

*\* If the length of races is 200m or less, and there is a protocol in place to limit warmup and cooldown areas*

*\*\* all other cases*

Other items that have been used in the past in Sprint Competitions by Safety Officers:

- Throw bags with a 15m line that floats which are useful for athletes in the water, towing another boat to shore or retrieving equipment
- Telescopic poles for each boat, which can help reach/retrieve boats and equipment
- A reserve of safety equipment, therefore reducing the need to go to purchase equipment during an event

As always, depending on weather conditions, consideration for increasing the number of safety boats should be considered.

### 3.3. Personnel

For all regattas/competitions:

#### 1. Safety Officer

- Please see section 4.1 for a description of the role of Safety Officer.

#### 2. Safety boat drivers

- One per safety boat
- Must possess a Pleasure Craft Operator Card (Transport Canada)
- Recommend them to be a skilled operator and have done on water training, as described in section/appendix B
- CPR and First Aid Training are an asset, but not required
- Basic regatta operational knowledge is an asset



- Basic handheld radio (walkie-talkie) knowledge is an asset
- Ability to assist people from water into the safety boat during a rescue

**3. Safety boat spotters**

- One per safety boat
- CPR and First Aid Training are an asset, but not required
- Basic regatta operational knowledge is an asset
- Basic handheld radio (walkie-talkie) knowledge is an asset
- Ability to assist people from water into the safety boat during a rescue
- It is recommended that one spotter be a lifeguard (for finish line safety boat). Note that this is required at Sprint National Championships as per Technical Package.

**4. Medical officer** – trained in First Aid and CPR

Also required are appropriately certified officials (depending on the level of competition) including, at a minimum, a designated Chief Official, two on-water officials, and a starter who will work within the Rules and Policies of CKC, and/or applicable PTSO. Officials with CPR and First Aid Training would be an asset.



## **4. ROLES & RESPONSIBILITIES**

### **4.1. Safety Officer**

The Safety Officer will oversee all safety operations and medical staff on and off the water for the whole venue and will do everything possible to ensure the safety of all participants and officials.

This will be done by taking on all the following responsibilities.

#### **Before a competition:**

- a) Working with the *Host*, review and/or ensure:
  - i. the Emergency Action Plan (EAP) is up to date and posted at the time of the event. Note this is also related to a Field Level Risk Assessment (FLRA) that can also be done in conjunction with the *Host*.
  - ii. all safety items have been/will be procured and are/will be available.
  - iii. All watercrafts, rescue and officials, comply with all applicable Federal safety standards.
  - iv. that there are enough volunteers trained and qualified as safety boat crews for each competition.
  - v. that the safety boat operators are age of 16 or over and possess a Pleasure Craft Operator Card issued by Transport Canada;
  - vi. that the safety boat crews are skilled and knowledgeable about assisting athletes who have tipped and require assistance and have had practical experience doing so in advance of the competition, and if not to work on a plan with the *Host* to ensure this is done prior to the competition.
- b) Working with the *Host*, Technical lead and Chief Official, ensures to review the safety protocols, roles and responsibilities and critical factors with respect to the venue, competition type, athletes, or other for a smooth running of the competition.

#### **At the competition site (prior to start), the Safety Officer will:**

- c) Review with Chief Official, Medical Officer, and technical lead (if applicable) any athletes who may have declared a preexisting condition that should be monitored (ex. Asthma, heart condition, etc.).
- d) perform an *LMRA* (Last Minute Risk Assessment) or similar assessment approximately 60 minutes before the start of the regatta and review with Chief Official, Medical Officer and technical lead (if applicable).
- e) conduct (a) safety briefing meeting(s) to ensure all safety crews and medical staff understand their responsibilities



- a. ensure to include the steps needed to be taken during the competition, including any hand-off procedures to medical, ambulance, and hospital.
  - b. Ensure the duties are reviewed with the safety boat crews to make sure everyone understands their roles and are confident in all areas of the safety functions.
- f) ensure a minimum of one safety crew is on water a minimum of 30 minutes prior to the start of the first race, and if a national competition, a minimum of 75 minutes prior to the start of the first race;
- g) ensure to install themselves in a high vantage point location to oversee the regatta, but close to the Chief Official to relay any safety issues, which also allows for a view of all safety boats and coordination of their positioning on the water.

**During the competition:**

- h) monitor the weather and water conditions and inform the Chief Official of any conditions that may impact the regatta.
- i) keep in contact with the safety crews and coordinate their positioning, requests for breaks, and support to the competitors;
- j) work in conjunction with the Chief Official and Technical Lead (if applicable) to determine any actions that may need to be implemented; and,
- k) ensure a minimum level of safety boats are on the water during any breaks and that there is a safety boat present until the final competitor leaves the water at the end of the competition.

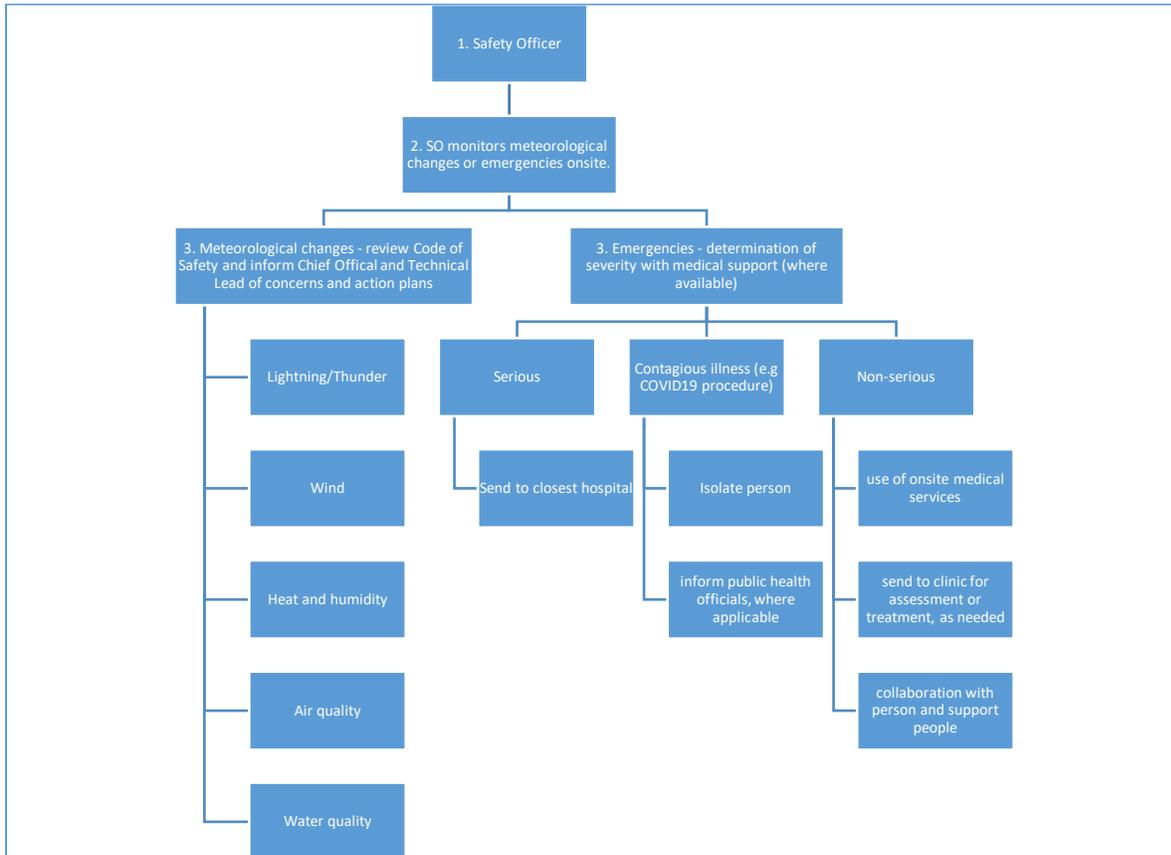
**4.1.1. Certifications**

The Safety Officer must possess:

- A Pleasure Craft Operator Card (issued by Transport Canada)
- Advanced First Aid, and CPR
- An Understanding of Safety Protocols, LMRA, FLRA
- A clear understanding of sprint racing protocols and procedures.



#### 4.1.2. Decision Tree



### 4.2. Medical Officer

All competitions should have a first responder who is trained in First Aid and CPR whose role it is to be available for any participants in need of care. They will report to the Safety Officer and will be part of the communication and Emergency Action Plan.

### 4.3. Safety Boat Drivers and Spotters

The safety boat is crewed by a driver/operator, and a spotter.

The driver/operator is responsible to:

- 1) Make sure the boat has gas, all safety equipment and is operational. etc.
- 2) Get the rescue boat in position on standby 15min before the races (or their designated shift) start.
- 3) Get the rescue boat next to a tipped boat as fast and as safely as possible (considering the water and wind conditions and other paddlers in the competition).



- 4) Turn the motor off, once next to the tip.
- 5) Assist the spotter/lifeguard with the tip
- 6) If needed, get the rescue boat with the athlete to the medical staff as quickly as possible.
- 7) After the races, take the boat for a 5-15 min run at full speed to burn off the carbon.
- 8) Ideally, have a first aid kit and throw buoy are on board (if applicable).

The spotter is responsible to:

- 1) When a tip occurs, keep constant eye contact with the paddlers.
- 2) If they feel the athlete is in trouble to direct the operator to get to them as soon as possible.

Get the athlete out of the water first and do an assessment. If the athlete needs medical attention, they are to direct the operator to get them to medical as soon as possible, and, if possible, will perform ABC care until they reach medical.

#### **4.4.Lifeguard**

As per the Sprint National Championships Technical Package, a lifeguard is mandatory in the safety boat positioned at the finish line. This is a recommended position to have for all regattas where possible.

## **5. REGATTA PROCEDURES**

### **5.1. General**

The following procedures are general guidelines for all competitions (from local to National), and, as always, the rescue personnel on the water can deviate from these procedures as weather/conditions change, or unforeseen incidents occur, under the direction and support of the Safety Officer (ideally).

Before the competition:

- All safety boat personnel should have experience and reviewed the overturned vessels bail out or towing procedures,
- all safety boats should be inspected to make sure they meet all Transport Canada requirements and are fully functional, equipped with all needed government safety equipment as well as additional safety equipment mentioned in this document, the CKC Code of Safety or applicable PTSO policy.

Safety briefings should take place prior to the start of the competition. The Safety Officer should lead these briefings for all personnel, outlining all procedures, safety boat positioning and any special considerations for different races, some of which are outlined in the upcoming sections. The timing of this briefing should be so that the first safety boats on are on the water in the time recommended (or required, as applicable) for that level of competition, and according to the CKC Code of Safety.



For the Sprint Discipline, participants who are older than 16 years of age aren't required wear life jackets (unless the CKC Safety Policy or SRD Competition Rulebook indicates otherwise) so the rescue personnel need to be fully updated on the protocols.

## **5.2. Boat Emptying Procedures**

**General note for all boats:** Should the boat be submerged or significantly filled with water so that the weight poses a risk to injury for the safety crews to follow the boat emptying procedures outlined below, the safety crews should consider towing the boat to the closest dock for aid in emptying and never pull a kayak or canoe onto an aluminum motorboat if it is not possible to empty. Note when towing a boat, the boat should be towed from the bow. Many athletes will be able to/will want to help hold onto their boat while towing.

### **K1-K2.**

The K1 and K2 are emptied from the stern. Make sure the seat is secure first. With the boat upright, push down on the stern to allow the water come to the back. In one even motion lift and turn upside down. Repeat until the boat is emptied. If you perform this from the bow you will damage the foot board and steering mechanism. When towing, tow from the bow so the rudder does not break.

### **Touring K1**

These boats are of the "sea kayak" style. They will need to be emptied by using a bailer as they can be heavy to lift. Tow to the dock/shore to be fully emptied.

### **K4**

The K4 is not to be emptied on the water by the same mechanism as a K1 or K2. The most common scenario is to take all the paddlers out of the water then gently tow the K4, bow first, back to the club for the paddlers or coaches to empty. Emptying some of the water can be done by bailing using the safety boat bailer. Towing the K4 should also be done from the bow.

### **C1-C2**

The C1 and C2 are emptied from the bow. First make sure the floorboard is firmly attached and all the gear is removed. Gently lift the front on a 45-degree angle until all the water goes out of the stern.

### **C4**

If possible same as C1 or C2, if unable to empty, take back to club for coaches to empty. Bailing using the safety boat bailer is possible.



### **C15**

Two safety boats should follow each C-15 race, the first boat on site will make sure there is a count of 15 people. There could be additional injuries when a C-15 tips due to athletes potentially landing on top of others from the capsized side, which is important to be aware of and assess. The safety boat with the additional lifejackets should be near to be able to offer lifejackets for athletes to help their buoyancy while waiting to be rescued, and can remain as the boat that athletes can hold onto while other boats make multiple trips to bring the athletes back to shore. The C15 will then be towed to the club for the coaches to empty.

### **Va'a/OC-1**

No emptying should be required. Care should be taken with the alma.

### **Note:**

In a higher-level competition where there is a boat control area, all boats and paddlers that tip after the finish line should be taken directly to boat control, where boats will be dealt with by volunteers and the athletes will be looked after by medical staff.

## **5.3. Procedures during a tip**

### **Key considerations:**

- *First of all, the response needed by safety boats to a tip will depend on where (and when) it happens. As will be shared, the most dangerous location for tips is within 50-100m on either side of the finish line. These athletes will be tired and may struggle to keep themselves above the surface.*
- *Should the tip happen with a K4, C4 or C15 then the Safety Officer will potentially direct more than the closest safety boat to attend to the athlete(s) in the water and will be part of the safety briefing prior to the start of the competition.*

When a tip occurs, the rescue boat is untied and moves close to the course. It is important to keep a close eye on the paddler(s) in the water.

Unless wind and weather conditions dictate otherwise, if the athlete(s) is(are) keeping their head above water with no distress, there is no immediate rush to get to them. The Safety Officer should look to help direct the safety boat from their vantage point and to help guide the immediacy of the response. If the athlete(s) is(are) not in distress, the Safety Officer may direct the safety boat operator to wait until any other race competitors pass before reaching the athlete(s).



Always approach the athletes in the water from "down wind".

**IMPORTANT!**

***The athlete(s) are the priority and should be removed from the water first, followed by the equipment (ex. paddles), and then take the boat can be taken off the course and emptied outside of the racecourse, so the next race can start.***

The spotter should be keeping their watch on the athlete(s) as the safety boat approaches. If the athlete(s) is(are) in distress, is(are) struggling to keep their head(s) above water, or you cannot see their head(s) (behind their boat etc), the immediacy of reaching their location is increased and the priority should be to reach them as fast as possible.

Once reached, assist the athlete(s) to get their arms on the side of the safety boat and help hold them out of the water. They may need a few minutes to rest before trying to get

themselves up in the boat; if they are alert, there is no rush to pull them into the safety boat. Let them rest until they have enough energy to use the reboarding device, or if not possible to help pull them into the boat.

Quickly remove the rescue boat and the athlete's boat from the course. If the tip happens in the last 100m of the race, bring the athlete back to boat control where they can get themselves back into their boat and complete their cooldown. If the tip happens before the final 100m of the race, and if they are able, they may wish to put themselves back in the boat and continue to the dock or to a cooldown. If the athlete(s) does not feel like they can safely get back to their dock, do not place them back in their boat. Take the athlete(s) and boat to the First Aid post.

## 5.4. Paracanoes

**Key considerations:**

- *Athletes may have strapping but will have had experience undoing it in the case of a tip. The strapping will be of a 'quick release' type.*
- *Disabilities – please refer to the Paracanoes information on the CKC website to understand the different disabilities. This should also be reviewed in the safety briefing to understand what extra procedures or precautions may be needed.*
- *A device such as a large floatation-type (positive buoyancy) board with many handles may aid in rescuing an athlete who may be unable to be lifted into a rescue boat and can be towed to a dock (ensuring precautions with towing are taken).*

Para canoe will follow all the same except extra vigilance should be given to these races, athletes, and the positioning and preparedness of the safety crews. Some may include:

- a safety boat following along the side of the course for each race so fast rescue can be done,
- extra safety boats positioned around the course at proximity to the races for quick access,
- a zodiac, or soft-sided safety boat, available to aid in helping get athletes out of the water



- other devices that can better help get an athlete out of the water (lower sides)

The athletes may have varying degrees of restriction and ensuring the safety crews understand what procedures to use will be important. If possible, rescuers should ask the athlete the best way to assist them onto the boat before helping, or lifting, them.

Examples may include:

- one rescue personnel on each side lifting the athlete over the pontoon and turning them as they enter so the back is supported on the opposite side.

Generally, the athletes should be transported back to the dock unless they choose otherwise and are able to get back into their boat.

## 5.5. PaddleAll/Special Olympics

**Key considerations:**

- *At the time of this version of the manual, there is a rule change proposal that has been proposed to ensure all PaddleAll/Special Olympics athletes must wear a PFD*

PaddleAll/Special Olympics procedures will follow all the same except extra vigilance should be given to these races, athletes, and the positioning and preparedness of the safety crews. Some may include:

- a safety boat following along the side of the course for each race so fast rescue can be done,
- extra safety boats positioned around the course at proximity to the races for quick access,
- a zodiac, or soft-sided safety boat, available to aid in helping get athletes out of the water
- other devices that can better help get an athlete out of the water (lower sides)

As with all rescues, a clear and calm manner and communication style is needed to ensure everyone feels safe. Note that some athletes may have a guide designated to follow them and give verbal directional support. The guide should not impede a safety boat rescue, however may be able to provide verbal support to the athlete and the safety crew during rescue as they may understand best how to help in the communication with that athlete during the process.

## 5.6. Safety boat positioning

Ideally, all safety boats will be anchored, loosely tied up, or held at specific points adjacent to the racecourse depending on the race distance. The Safety Officer should give each boat a number and will guide the safety boat positioning as needed throughout the day depending on the race distance.

During any break in competition, the Safety Officer should ensure that the safety boats stagger their breaks to ensure there is a minimum number on the water during a break as there will likely be athletes cooling down or warming up. This should be part of the plan that the Safety Officer has in their scheduling.



Please refer to Appendix C for the suggested positioning of safety boats based on typical race distances.

## **5.7. Field of Play and Race Distance Considerations**

As previously stated, and important to remember that the area considered “the danger zone” for all races is within 50m on either side of the finish line during a race.

### **5.7.1. Warmup lane (aka 'return lane')**

If a tip occurs in the 'return/warmup' lane proceeding to the start line or on the course from the 1,000m up to the 200m mark, if possible, the occupants will be put back in the boat after the water is emptied. All tips from the 200m mark to the finish line can be considered to be taken to boat control and handed over to the shore-based first aiders to be assessed before they return to their area of operations.

The safety boat then goes directly back to position.

From a rescue standpoint, the main considerations in each race are below.

### **5.7.2. 1000m Races**

**Going to the line:** The chance of a tip is lower unless due to weather/conditions. The athletes should be able to hang onto their boat until the rescue craft arrives. However, the spotter should keep a close eye on the athlete in case the athlete experiences distress that caused them to tip. The majority of the time the rescue craft can proceed very slowly to the athlete and not cause any wash.

**Tip at the start line:** This is usually caused by the athlete breaking a paddle, or other equipment failure. Again, the athletes have not overexerted themselves so there should be no reason to interfere with the race. Rescue staff should wait until the race is underway (or the officials have pulled back all athletes off the start line) and then proceed very slowly to the athlete and to not cause any wash.

**Tip from the start line to the first 200m:** The chance of a tip here is unlikely although the athlete has been exerting themselves, they typically have enough energy to hold on to the boat or a buoy until the rescue craft arrives. The spotter should keep a close eye on the athlete in case the athlete experiences distress that caused the tip. The majority of the time the rescue craft can wait until the race passes then proceed very slowly to the athlete and to not cause any wash.

**Tip in the last 100m-200m of the race:** This is the danger zone; athletes are pushing hard and will be extremely tired if they tip in this part of the race. A boat tip here must be dealt with quickly, by going straight to the tipped athlete. The rescue craft should not attempt to interfere with the race. If the rescue crew does interfere, it will have been because the athlete in the water takes precedence.

**Post race:** Even if there are no tips, the rescue craft should still pay attention to the athletes for signs of unusual stress, dullness, cramping etc in case a situation arises that they need to be attended to quickly.



**To consider:** If a race is getting close to the finish line where two or more boats vying closely for a position, the rescue crew should consider starting their motors and have the line to the buoy unhooked, as the likelihood of tipping is higher in these instances.

#### **5.7.2. 500m & 200m Races**

All procedures stay the same, but the safety boat positioning will change as per Appendix XX.

As the 200m is a sprint race, fast, and close, boats will shoot the line and the chance for tips at the finish line is higher. The extra safety boat will help cover the extra exposure.

#### **5.7.3. Races with laps (longer distance events)**

Sprint regattas may offer races that require laps. Examples of race distances include: 2000m, 5000m, and 6000m (or more). In these cases, the safety boats will be positioned in the middle of the course (please see the 6000m example in Appendix C) and at the finish line.



## **APPENDIX A - SAFETY OFFICER REGATTA CHECKLIST**

### **A. Site Review**

**When:** Minimum – morning of event, ideally the day before if possible

- Understand all the resources available to assist each function.
- Ensure there is an Emergency Contacts List and Emergency Action Plan
  - Include: EMS, nearest hospital, fire department, and police
- Inspect the course layout
- If available, request buoys for anchoring of rescue boats, if possible (see Positioning Chart in Appendix C)
- Ensure a protected area for medical is in a central area, ideally near the finish line docks

### **B. Safety Equipment Review**

- Setup and check rescue boats for hull condition, motors, fuel tanks, starting and operational conditions.
- Check that each motorboat (including Officials boats) has:
  - 2 paddles
  - orange safety can (which includes: bailer, throw rope, whistle)
  - Port and Starboard footropes and/or a reboarding device
  - Drink and snack coolers
- Prepare a life jacket bag for C15 races (if applicable)
  - 15 x Life jackets
- Ensure each safety boat has:
  - 4 lifejackets for K4/C4s
  - Ensure one safety boat has the C15 lifejackets (or 2 boats having 8 PFDs each)
- Setup and charge radios overnight
  - Up to 10 separate radios for safety functions needed on secure isolated channel on race day:
    - 1 Chief Official
    - 1 Safety Officer
    - 1 Medical, 1 EMS (if applicable)



- 1 Event Manager (or Technical Representative),
  - 2-4 Rescue Boats (depending on level of competition as per Table 3.1)
  - Spares
- Review the competition order of events and make notes for rescue boat placements and movements during the competition. Review for any special considerations for Paracanoe, PaddleAll or other races.
- Ensure that everything is secured for the night for multi-day competitions (including making sure boat motors and boats are locked up to prevent theft, and that all other equipment is put in a secure place)
- Ensure to fill up spare fuel tanks, if necessary

### **C. Competition Day(s)**

- Review and monitor weather forecast, air quality (as per the CKC Code of Safety)
- Arrive on site at least 2 hours before start of competition to align with on-water safety needs of participants.
- Set up all radios
- Make sure all rescue boats are unlocked, equipped and ready to go.
- Review the rescue plan with the Chief Official and make any adjustments requested.
- Make sure the coolers are filled before the morning shift, and are re-filled at lunch hour before the afternoon shift (or ensure that there is a volunteer responsible to complete this task)
- Do a radio check with Medical before competition begins
- Ensure all Safety Boat Drivers and Spotters have proper fitting lifejackets that must be worn at all times in and around the boat.
- Prepare safety briefing for volunteers at least 30 minutes before each shift (note a shift can differ for roles. Please take note of recommended time that safety boats should be on the water before a competition starts). The briefing should include:
- Assign position numbers based on volunteer experience (priority is always the location near the finish line, so make sure your most experienced people are located there)
  - Review any special considerations for the different events (ex. Paracanoe and PaddleAll)



- Discuss the Overall Safety Plan and any preferences from the Chief Official
  - Discuss the extraction and Medical Plan
  - Discuss the overturned boat emptying procedures
  - Discuss driver and spotter responsibilities
  - Discuss scheduling, walkie-talkie communication procedures
  - Answer all questions from volunteers before they go on the water
- 
- Do a radio check with each boat before they leave the dock
  - Safety Officer to ensure they are in close proximity with Chief Official to view the course during the races.
  - Limit all the radio chatter to essential information as much as possible.
  - Allow bathroom breaks, when possible (1 boat at a time), always make sure the finish line area is covered if you need to shift boats around.
  - Thank the volunteers regularly. You will always need their help again, and this should be a great experience for them.



## **APPENDIX B - SAFETY BOAT DRIVER AND SPOTTER OPERATIONAL GUIDE**

### **A. Safety Boat Driver**

- ✓ Read and understand this document. Particular focus on sections 4.3 and 5, along with this section.

#### **Equipment**

- ✓ Make sure that all of your equipment (listed below) is on board before you leave the dock:
  - 2 Approved PFDs for crew (note the crew must wear their PFDs at all times)
  - 4 life jackets for rescue (total rescue life jackets for all rescue boats on water must total 15 if C-15s are part of the regatta)
  - 2 Paddles
  - Buoyant Heaving line/Throw line
  - Flashlight
  - Whistle
  - Bailer
  - Rescue Float or other approved floating object to aid in providing buoyancy to a person in the water (note a hard Floating Ring is not idea to throw at an athlete in the water unless someone has experience doing so)
- ✓ Other equipment:
  - Safety Radio (check for battery charge),
  - Competition draw/schedule of events
- ✓ Make sure the gas tank is full, the vent on the gas tank is open, and the engine starts easily.
- ✓ Remember that Safety radios use an isolated channel (determined before competition). Make sure it's turned on and perform a radio check with the Safety Officer before leaving the dock at the beginning of each shift. Please limit all radio talk to necessary questions and reports.

#### **General Procedures**

- ✓ Ensure your PFD is worn at all times. Also ensure that the Spotter is wearing theirs.
- ✓ Always warn your passengers to hold on before applying the throttle to avoid injury.
- ✓ Keep an eye on everything going on around you. Watch for athletes in distress or fatigue and be very conscious of your wake when moving about. Report any concerns to the Safety Officer.
- ✓ Each boat will be assigned a specific location in the athlete return lane, or at the finish line (see Course Diagrams for positions at each race distance).
- ✓ When maneuvering into your assigned location or around the course, proceed at a slow pace in order to keep your wake to a minimum, and decrease the danger to the athletes.



- ✓ When waiting in your assigned location, try to keep your engine off as much as possible.
- ✓ There may be a Safety Buoy outside the course for your spotter to loop a line around to keep you in position. Avoid tying a line to the boat buoy. Loop the line around it, so you can simply release it and proceed to the rescue without delay.
- ✓ You may be required to follow behind an Official's boat for certain races. The Safety Officer or Chief Official will make the request when this is necessary. Stay back about 20 m from the Officials unless a rescue is needed. If not, proceed until all athletes have crossed the finish line safely (usually C15, Paracanoe and PaddleAll races).
- ✓ The Safety Officer may modify assignments and washroom breaks may be coordinated when necessary, so always follow the instructions of the Safety Officer and pay attention to the radio.

#### End of the day/shift

- ✓ **At the end of the day**, when the course has cleared, the Safety Officer may instruct you to take the boat at  $\frac{3}{4}$  throttle for approximately 2 km to burn the carbon off of the spark plugs. If you are asked to do this, be aware of others around you and ensure there are no athletes on the course to give wake. Note that this procedure and speed should be checked with Transport Canada and any waterway speed limits for avoidance of any speeding fines or other infractions.
- ✓ Return the boat to the dock, secure the boat and return your radio, life jackets and cooler to the Safety Officer or volunteer coordinator. Please dispose of any garbage in the boat.

## B. Spotter

- ✓ Read and understand this document. Particular focus on sections 4.3 and 5, along with this section.

#### General Procedures

- ✓ Ensure your PFD is worn at all times.
- ✓ Follow the instructions from the Safety Boat Driver. You, or they, should be in radio communication with the Safety Officer, who will provide clear communication when moving about.
- ✓ Assist the driver at your rescue standby location by looping and holding a line around a rescue buoy to stay in position (do not tie this line in case you need to respond to a rescue).
- ✓ Always keep a watch in all directions for any signs of danger and alert the driver of any concerns. Point to any athletes in distress and keep your eyes on them until they are rescued.

#### In the Case of a Tip

- ✓ Keep your eyes on them until they are rescued.
- ✓ Assist and secure all the athletes getting into the rescue boat.
- ✓ Assist with any equipment recovery after the athletes are safely on board.



- ✓ Help empty the water from the athlete's boat whenever possible. Please refer to section 5.2 for emptying procedures. If emptying is not possible, hold the bow of the boat and help the driver tow it to shore.
- ✓ Assist the athletes that are able to get back into their boats to get on their way.
- ✓ In the event of a C15 tip, you need to keep an eye on the boat and count heads (15 people in each C15) as you approach to determine if everyone is safe.
- ✓ Never enter the water, unless you are qualified (Lifesaving Society Lifeguard), and it is absolutely necessary.



## **APPENDIX C – CKC SPRINT COMPETITION RESCUE BOAT POSITIONING**

### **A. Local Competition – Safety Boat Positioning**

The guidelines below include recommendations for races up to 1000m (in a straight line). Each race has different placements of safety boats.

General practice is that paddlers go up one side of the course (return lane' or warmup lane) and down the lanes (Officials boats, when not following a race will go up the opposite side of the course). Once the race is over the athletes go to cool down by going up the same 'return lane'. This allows the safety boats to be close to all the athletes. Note: Buoys are to be placed in the locations shown (if available) where the safety boats are to be positioned so the boats can be stationary when not needed to keep wash to a minimum.

#### **1000m Races:**

**Safety Boat 1:** 5m off the 50m mark, keep an eye for any tips from the 250m mark to the finish line.

**Safety Boat 2:** 5m off the 750 m mark, will cover athletes going to the start line; keep an eye for any tips from the 250m mark to the 1000m mark.

**Safety Boat 3:** 5m off the 400m mark, will cover athletes in the middle of the race and support at the finish line if needed.

#### **500m Races:**

**Safety Boat 1:** 5m off the 50m mark, keep an eye for any tips from the 200m mark to the finish line.

**Safety Boat 2:** 5m off the 400 m mark, will cover athletes going to the start line; keep an eye for any tips from the 100m mark to the 500m mark.

**Safety Boat 3:** Behind the start line around the 600m mark. Local competitions often have tips pre-race that may delay starts.

#### **200m Races:**

**Safety Boat 1:** 30m in front of lane 5, manned by best operator.

**Safety Boat 2:** 5m off the 150m mark, keep an eye for any tips from the 200m mark to the finish line.

**Safety Boat 3:** Behind the start line around the 250m mark. Local competitions often have tips pre-race that may delay starts or some athletes may need extra help getting to the start line.

#### **Special Note: C-15 races**

The C-15 races are very exciting but also can provide the most concern. Crews should have 14 paddlers and 1 steersperson/captain. This should be confirmed before every race with the captains. Should a crew not have the required number of paddlers, the Safety Officer should inform all Safety Boats to know which lane they



are in and the actual count on board. At least one Safety Boat should follow the race behind the Officials' boats. Once the Officials boats stop at the 200m line, the Safety Boat(s) will continue with the race and will follow the C15s past the finish line. Once the race is over, make visual contact with each crew to look for distress in the paddlers.

If a C15 tips:

- the Spotter(s) and Safety Officer should do an immediate and ongoing count.
- Lifejackets can be thrown to all athletes in the water while they wait to get into a Safety Boat.
- The Safety Officer should be directing all nearby safety boats into support. The Safety Officer working with the Chief Official should also be in communication with the Officials' boats to help with the rescue.
- All paddlers are to be rescued by the Safety Boats first.
- A count should be done to ensure everyone is out of the water.
- Once the port side of the safety boat(s) is/are clear of all paddlers, the Officials boats can then support and dock up with the safety boats and have the paddlers transfer to the Officials boat(s) for transport back to the dock.
- Only once everyone is out of the water, the safety boats can clean up all the equipment and tow the boat back to the dock.

## **B. Larger Competitions (National Championships) – Safety Boat Positioning**

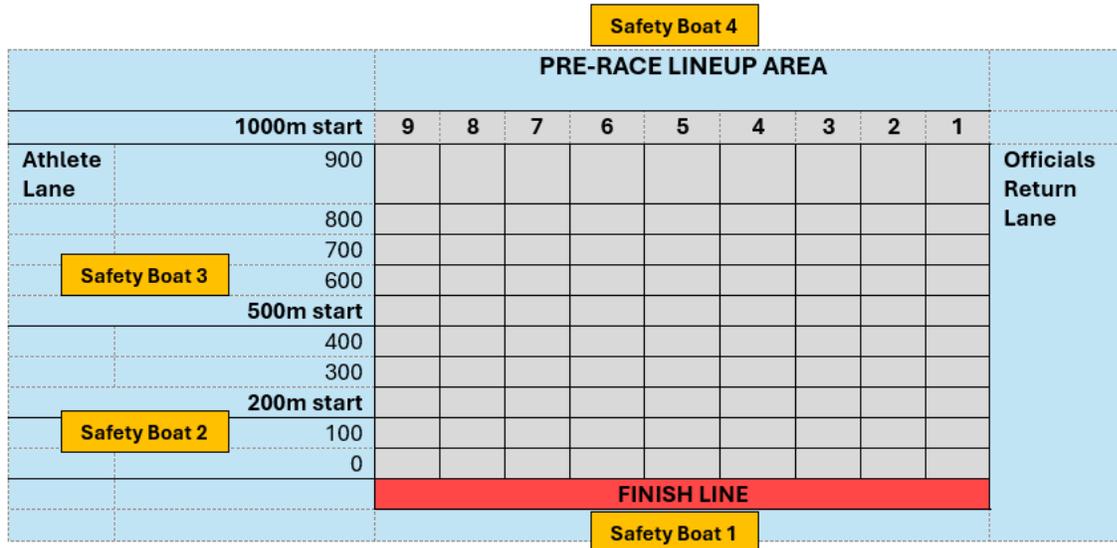
### **Position of Safety Boats:**

The guidelines below include recommendations for races up to 1000m (in a straight line) as well as a 6000m race done with loops around the 1000m course. Each race has different placements of safety boats.

General practice is that paddlers go up one side of the course (return lane' or warmup lane) and down the lanes (Officials boats, when not following a race will go up the opposite side of the course). Once the race is over the athletes go to cool down by going up the same 'return lane'. This allows the safety boats to be close to all the athletes. Note: Buoys are to be placed in the locations shown (if available) where the safety boats are to be positioned so the boats can be stationary when not needed to keep wash to a minimum.



1000m Races:



**Figure 1.** Competition Safety Boat Setup for 1000m races (4 Safety Boats).

**Safety Boat 1:** 30m in front of lane 5.

**Safety Boat 2:** 15m off the 100m-150m mark, will cover athletes going to the start line; keep an eye for any tips from the 400m mark to the finish line.

**Safety Boat 3:** 15m off the 600m-750m mark, will cover athletes going to the start line; keep an eye for any tips from the 800m mark to the 300m mark. Note that sometimes this boat will start at this position but then may slowly follow the race down to the 400m mark to help cover Safety Boat 2. They will need to slowly return (no wake) to the first mark prior to the next start.

**Safety Boat 4:** 15m behind the referee's boats at the start line; will cover athletes going to the start line, and any tips at the line to the 800m mark. This can be a Police boat if arranged by the HOC.

**Additional (if available) Safety Boat 5:** 15m off the 800m mark, will cover athletes going to the start line; keep an eye for any tips from the 1000m mark to the 500m mark (note this would then mean that Safety Boat 3 would be closer to the 600m mark).



500m Races (setup #1):

		1000m start										
		9	8	7	6	5	4	3	2	1		
Athlete Lane	900										Officials Return Lane	
	800											
	700				Safety Boat 4							
	600	PRE-RACE LINEUP AREA										
	500m start											
	400											
	300											
Safety Boat 3	200m start											
	100											
Safety Boat 2	0											
		FINISH LINE										
		Safety Boat 1										

**Figure 2.** 500m races. Setup #1

**Safety Boat 1:** 30m in front of lane 5

**Safety Boat 2:** 15 m off the 50m mark, will cover the athletes going to the start line, any tips from the 100m to the finish, keep an eye on the athletes that just finished for any signs of distress and backup Safety Boat 1.

**Safety Boat 3:** 15 m off the 200m mark, will cover the athletes going to the start line, any tips from the 400m to the finish, keep an eye on the athletes that just finished for any signs of distress and backup Safety Boats 1 and 2.

**Safety Boat 4:** 15m behind the Officials boats at the start line and will cover athletes going to the start line, and any tips at the line to the 400m mark.

**Additional (if available) Safety Boat 5:** Between the 600m – 800m mark, will cover athletes going to the start line and warming up.



500m Races (setup #2):

		9	8	7	6	5	4	3	2	1		
	<b>1000m start</b>											
<b>Athlete Lane</b>	900				Safety Boat 4						<b>Officials Return Lane</b>	
	800											
	700				Safety Boat 3							
	600	<b>PRE-RACE LINEUP AREA</b>										
	<b>500m start</b>											
	400											
	300											
	<b>200m start</b>											
	100											
	0											
		<b>FINISH LINE</b>										
					Safety Boat 1							

**Figure 3.** 500m races. Setup #2

**Safety Boat 1:** 30m in front of lane 5

**Safety Boat 2:** 15 m off the 200m mark, will cover the athletes going to the start line, any tips from the 200m to the finish, keep an eye on the athletes that just finished for any signs of distress and backup Safety Boat 1.

**Safety Boat 3:** 15m behind the Officials boats at the start line; will cover athletes going to the start line, and any tips at the line to the 200m mark and backup Safety Boats 1 and 2.

**Safety Boat 4:** Between the 600m-800m to cover athletes going to the start line, and any tips before the start line and while athletes are warming up, will backup Safety Boat 3.

**Additional (if available) Safety Boat 5:** Will take over Safety Boat 4 position so that setup #1 (above) can be used.



200m Races:

		9	8	7	6	5	4	3	2	1	
	<b>1000m start</b>										
<b>Athlete Lane</b>	900										<b>Officials Return Lane</b>
	800										
	700										
	600										
	<b>500m start</b>										
	400					Safety Boat 4					
	300	<b>PRE-RACE LINEUP AREA</b>									
	<b>200m start</b>										
	100										
Safety Boat 3	0										
<b>FINISH LINE</b>											
			Safety Boat 2					Safety Boat 1			

**Figure 4.** 200m races.

**Safety Boat 1:** 30m in front of lane 3, will cover lanes 1 - 5 and back up Rescue Boat 2.

**Safety Boat 2:** 30m in front of lane 7, will cover lanes 5 - 9 and back up Rescue Boat 1.

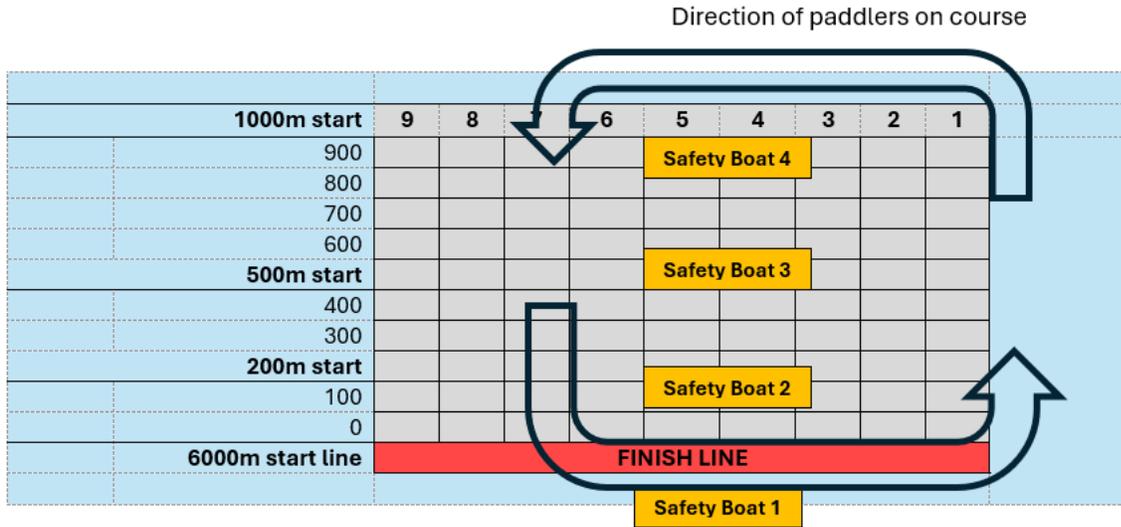
**Safety Boat 3:** 15m off the 50m mark, will cover the athletes going to the start line, any tips from the 200m to the finish, keep an eye on the athletes that just finished for any signs of distress and back up Rescue Boats 1 and 2.

**Safety Boat 4:** 15m behind the referee's boats at the start line; will cover athletes going to the start line, and any tips at the line to the 100m mark.

**Additional (if available) Safety Boat 5:** Will support beyond Safety Boat 4 if needed, or support Paracanoe or PaddleAll races, as needed.



6000m races:





## **APPENDIX D - FIELD LEVEL RISK ASSESSMENT**

FLRA is a systematic process of measuring the potential risk within a hazard before it causes injury to anyone or damage to property.

Safety officers Name:

Location of FLRA:

Date:

**Hazards are broken down into categories which can cause harm or have adverse health effects.**

Below are just a few examples of each category.

<b>Physical</b>	<b>Musculoskeletal</b>	<b>Course</b>	<b>Biological</b>	<b>Psychosocial</b>
slip, trip, fall	awkward postures	Water	blood	Harassment
machinery	repetitive motion	Traffic	mold	aggressive Participant
noise	frequent lifting	Docks	animal droppings	Long Shift
Major medical event				
Drowning				

**Identify and prioritize\* the tasks and hazards below, then develop a plan to eliminate or control the hazards.**

<b>Job/Role Name</b>	<b>Job/Role Step or Task</b>	<b>Hazards</b>	<b>Priority</b>	<b>Eliminate or Control Measure</b>

Signature of assessors:

-----

\*Risk assessment tool, categories and priority levels are on the reverse side of this form to assist in developing level of risk priority.



### Risk Assessment Table

Use the Risk Assessment Table to determine the level of risk and assign a priority level to column four of the planning chart on the previous page.

**To determine Severity:**

Severity	Definition
Catastrophic	Death or fatal injury
Critical	Permanent disability, severe injury or illness
Marginal	Injury or illness that requires medical attention and time loss from work
Negligible	Treatable first aid injury, no time loss from work

**To determine Frequency:**

Frequency	Definition
Very Likely	The hazard is very probable or observed daily
Likely	The hazard is probable or observed weekly
Possible	The hazard is possible or observed monthly
Unlikely	The hazard is likely to be observed on a yearly basis

Severity	Frequency: Very likely	Frequency: Likely	Frequency: Possible	Frequency: Unlikely
Catastrophic	HIGH	HIGH	MEDIUM- HIGH	MEDIUM
Critical	HIGH	HIGH	MEDIUM- HIGH	MEDIUM
Marginal	MEDIUM- HIGH	MEDIUM- HIGH	MEDIUM	LOW
Negligible	MEDIUM	MEDIUM	LOW	LOW

**Table D.1 Risk Assessment Table.** To be compiled after referring to the individual components (Severity and Frequency presented above.

**RISK LEVEL and PRIORITY OF ACTION NEEDED:**

Risk Level	Priority Level
High	Extremely important immediate action
Medium High	Receive top planning priority
Medium	Receive planning priority
Low	Receive low planning priority