

California Dragon Boat Association



**CALIFORNIA DRAGON
BOAT ASSOCIATION**
WWW.CDBA.ORG

**CDBA Safety Program
Manual**
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California Dragon Boat Association Safety Program Manual

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Acronyms Used

CDBA - California Dragon Boat Association
IDBF - International Dragon Boat Federation
USDBF - United States Dragon Boat Federation
CADBW - California Division of Boating and Waterways
USCG - United States Coast Guard
CHP - California Highway Patrol
CPR - Cardio Pulmonary Resuscitation
AED - Automated External Defibrillator
PFD - Personal Flotation Device
SFIDBF - San Francisco International Dragon Boat Festival
JLAC - Jack London Aquatic Center
BIAC - Bair Island Aquatic Center
NCIDBF - Northern California International Dragon Boat Festival
PFD - Personal Flotation Device
OC - Outrigger Canoe
LM - Lake Merced
YPP - Youth Protection Plan

Safety Program Introduction

The California Dragon Boat Association (CDBA) is committed to the safety of its members and participants and has demonstrated this commitment by preventing any major accidents from occurring at any of its practice and race sites through a well-refined and comprehensive safety program. Maintaining this safety record is of the utmost importance to the CDBA and to the paddling community at large and thus we encourage as many members as possible to take the safety training.

This manual serves as the record of the CDBA's safety policies for paddlers, steers people, coaches, drummers, volunteers, and all other team leaders. It is expected that all paddlers, leaders, volunteers, youth, and affiliates of CDBA comply with these policies. It is the coaches' and team leaders' responsibility to supervise their teams. Each coach and team leader is expected to complete the Safety Classroom training.

Policies in the manual are subject to change without notice. In the event of changes to policies, the CDBA membership will be notified via email to team leadership, website, and social media. All policies adopted between manuals will be incorporated in the next subsequent manual. It is therefore important to read the most recent edition of the manual each year to familiarize yourself with safety policy changes.

Substantive changes and additions for this version of the manual are indicated with highlights.

Safety Rules and Procedures

The California Dragon Boat Association endeavors to provide a safe experience for all paddlers. However, weather conditions, skill levels, boat characteristics, etc. vary from one situation to another. Paddlers must understand that there are inherent risks in this sport, and must strive to protect themselves and their equipment at all times. The paddler is ultimately responsible for his/her own safety. It is the paddler's responsibility to make sure he/she learns to paddle safely. Paddlers should acquaint themselves with weather patterns and tides, and learn how dragon boats respond to changing conditions.

If there are minors (under age 18) on adult teams, all paddlers and participants are requested to review and abide by the Youth Protection Plan (YPP). The YPP is an adjunct to both CDBA Policies and Procedures and Safety Program Manual. Please refer to the current YPP for more information.

General Safety Rules

- **Waivers:** a waiver must be completed prior to boarding the dragon boat for the first time and at the beginning of each calendar year. Waivers are valid per calendar year and are signed annually. The online waiver must be completed prior to a paddler's third practice for that year. If under age 18, the waiver must be completed and signed by parent/guardian.

- **New Paddlers:** never get into a dragon boat without first receiving instructions from an experienced dragon boat coach or experienced paddler.
- **Captains, Coaches and Steerspersons:** are responsible for the safety of the crew and enforcing the rules of safety at all times. This includes ensuring that paddlers are trained in, understand, and actively implement good safety practices. As such, all captains, coaches, and steerspersons are required to take the safety training. This includes an online test and a scheduled Safety Classroom session. Each team should have at least two safety-trained personnel per crew.
- **Steersperson:** An experienced, active, and certified Steersperson must be in the boat at all times either steering or training a steersperson. Steerspersons are required to pass the steering practical and be certified to steer without another certified steersperson on the boat. The Steersperson must be in a position to take control of the boat, as necessary, in the event of an emergency.
- **Personal Flotation Devices (PFDs):** always (including when on dock) wear a type III U.S. Coast Guard approved Personal Flotation Device (PFD) properly. A PFD must fit snugly. To check for a good fit, try to pick the person up by the shoulders of the PFD. If the PFD fits right, the person's chin and ears will not slip through. A PFD must be worn with all straps, zippers, and ties fastened. Coaches and steerspersons should confirm that everyone on the boat is wearing a properly fitted PFD. California law requires a PFD for every person on a watercraft and that all PFDs be in good working condition. Inflatable PFDs are not acceptable for dragon boating.
- **Manifests:** Documentation and submission of a manifest is a mandatory requirement before taking a dragon boat out onto water. A manifest is part of a "Float Plan" and contains the crew size and/or the names of all crew members including coach, steersperson, and drummer on the boat *as established by both the United States Coast Guard (USCG) and International Dragon Boat Federation (IDBF)*. Coaches/captains may consider the lineup/roster as the manifest, as long as it accurately indicates how many and who is on the boat. The manifest **must** be completed by the steersperson/coach and/or his/her designees prior to loading into the dragon boat each practice, and made accessible to CDBA leadership. The CDBA requires a digital copy of each manifest be emailed to practicemanifest@cdba.org.
- **Cell Phones and Marine Radios:** There should always be a cell phone on board in a watertight container in the event of an emergency. Remember that dialing 911 from a cell phone may only connect you to the CHP and crucial time may be lost while they route your call. See your Site Specific safety section for appropriate emergency numbers. Marine radios are also required at JLAC practice site.
- **Traffic:** Subject to local rules and conditions, always obey the "Keep to the Right" rule, following the shoreline counterclockwise as you are paddling i.e. as if you were driving in street traffic.
- **No alcohol or illicit drug** is permitted on or near the boats during practice or competition.
- **Scheduling:** practice sessions must be scheduled through the CDBA website or through Practice Coordinator and appear on the Master Practice Schedule (subject to site specific scheduling requirements).
 - See the **CDBA Policy and Procedures** manual for detail on practice scheduling or Contact: practiceschedule@cdba.org.

- **CPR/AED:** CDBA recommends that steerspersons and coaches be trained and certified in CPR and AED (CPR/AED and First Aid training required for JLAC teams). For youth teams, and teams with youth paddlers refer to YPP for CPR/1st aid.
- **Emergency Bins:** each site has an emergency bin that contains supplies in case of emergency (blankets, throw rope, flashlight, flares, and whistles). At some sites, these are contained in dry bags.
- **First Aid Kit:** are not always equipped on CDBA boats. Generally, they are located on shore in a designated location. In the event of injury or accident, assist the person to shore as soon as possible. This is the reason CDBA recommends to stay within a reasonable distance from the shore at all times.
- Other possible medical problems may require immediate return to shore. Some medical problems may be associated with cardiac arrest and require CPR which is best administered on shore.
- **Medications:** For medications required for life-threatening allergies or medical conditions (e.g. asthma pumps, inhalers, EpiPens, Twinject, insulin, etc.) paddlers should have it available while on the boat and notify the coach and steersperson so that they are aware of what to do in an emergency situation.

General Water Safety

- Paddlers should wear appropriate clothing for practice and race day. Inappropriate clothing may include denim, slacks, high heels, platform shoes and jewelry which pose safety hazards. Wear clothing appropriate for the weather including wind breakers, sand boots, rash guards, and neoprene suits.
- Minimum crew size is 10 paddlers + 1 Steersperson + 1 drummer. Exceptions to this:
 - When shuttling boats to or from their parking spots and environmental conditions are safe for shuttling.
 - For time trials when environmental conditions are safe for the time trials.
- All crew members should be able to swim 50 yards when wearing a PFD (IDBF).
 - Teams should arrange PFD swimming practice or tests to verify this.
- Subject to local rules and conditions, boats must remain within a reasonable distance of shore at all times.
 - During winter months and cold conditions, crews must remain within 50 meters of a dock, shore, or other landing point (IDBF).
- A "brace the boat" call must be made whenever the water becomes choppy or any time paddlers are changing seating arrangements away from the dock, all seated paddlers should obey the "brace the boat" command.
- Do not take the boat out-of-bounds (see site specific maps).
- Do not use tires, buckets, cement block, or the like to do pulls. The stress of the pulls where the rope is secured compromises the integrity of the bench seat and/or wherever it is tied to.
- Even in the presence of a safety boat, obey all normal boating practices. Yield to large commercial traffic (tugs, barges) and power boats; these vessels may be restricted in their ability to maneuver and stop quickly.
- Take all necessary steps to avoid collision. The dragon boat must keep a safe distance away from other marine craft and their wash/wake at all times, and not impede the progress of any other marine craft in its vicinity.

- Always keep one extra paddle and one extra PFD in the boat during practice. Do not sit on the PFD! Sitting on the PFD will compress its foam cells so that the PFD will not float as designed.
- Two bailers must be on board the dragon boat in the event of swamping and/or changing water conditions.
- All dragon boats and equipment must be secured and locked when not in use.

Signaling with Whistle

- Be aware that using a whistle on water (particularly in BIAC and JLAC in Oakland Inner Harbor) has a specific meaning to other boaters as part of the “boating rules of the road (USCG).” A single sound from your whistle may be a coach’s signal for attention from the paddlers but to the other boaters it means you are maneuvering to your starboard.
 - Single short blast – maneuvering to starboard
 - 2 short blasts – maneuvering to port
 - 3 short blasts – going in reverse (astern)
 - 5 or more short rapid blasts – indicates danger or dangerous course
 - Prolonged blasts – signaling location in poor visibility or blind corner

Race Day Safety (IDBF, USDBF)

- 5 sequential blows from your whistle to signal safety boat for emergency.
- Also drummer and steersperson wave arms (crossing them overhead, international) to signal safety boat for emergency.
- All steers should have a whistle.
- Avoid hazards identified by the race director.
- Follow other safety directions given by the race director.
- Crews should be aware of the weather and be trained how to handle an incident such as capsize.
- Paddlers should know how to signal the steersperson in the case of emergency (i.e. paddle buddy next to you faints, cardiac arrest, fall overboard, etc.).
 - Paddle blade in the air.

Environmental Conditions

- CDBA crews are not to be on the water when:
 - It is after sunset
 - Small craft advisory is in effect
 - Wind speed exceeds 25 mph
 - Lightning is present

Rules for Evening Practices

1. There are to be **no** evening/night practices at all sites.
2. Return boat to the dock before sunset.
3. The practice schedule may not reflect the time of sunset, so schedule accordingly.

Rules for High/Swift Water Practices

- If rough water conditions and/or the weight of the normal crew result in the dragon boat taking on water (i.e. being overloaded for the marine conditions), then:
 - Practice should be cancelled.
 - Or the Coach or Steersperson must decide whether to practice with less than 20 paddlers - to decrease the weight of the boat load, raise the margin of safety and minimize the risk of swamping and sinking. It is the responsibility of the Coach or Steersperson to ensure that crew size does not fall below the minimum crew size.

Land Safety

Teams should use due caution when prepping (on land) for and wrapping up practice:

- Run in appropriate low traffic areas.
- Keep cars locked and valuables out of sight.
- Do not stay in unpopulated areas after dark.
- Always lift heavy loads (equipment, boats, coolers, etc.) using your legs.
- Stay hydrated and protect selves from sun.
- Wear appropriate clothing for weather.

Commands to Know

Clear communication amongst the crew will avoid most situations where safety becomes a concern. Here are the six basic commands that each of the crew members should understand.

1. **Back paddle** (back her down, back it up) - Paddle backward to move the boat astern. If the boat is moving at high speed, this maneuver can be used to stop the boat quickly to prevent crashes.
2. **Brace the boat** (brace) - Hold paddle out horizontally with the wide surface of the blade parallel to and just under the water's surface. This prevents the boat from rocking side-to side.
3. **Draw left/right** - Lean out with the wide surface of the blade parallel to the boat, then pull the paddle towards the boat. Have the opposite side lean out and brace to balance the boat. Actions should appear to move water under the boat.
4. **Hold the boat** (hold water, check the boat) - Bury the paddle vertically into the water, with the wide surface of the blade perpendicular to the boat. This makes the boat quickly lose speed to prevent collisions.
5. **Emergency Stop** - Use the basic technique to hold the boat, but with the added command of "Back Paddle". This will help stop the boat quickly.
 - Hold the boat
 - Prepare to backpaddle
 - Backpaddle
6. **Let her run** (let it ride; way enough) - Stop paddling and let the boat glide. The boat will lose speed.
7. **Nose Left/Right** - Have the front left/right paddlers draw while the rest brace or assist. This maneuver is used to help turn the boat with movement is limited.

Corrective Actions and Penalties for Safety Violations

To maintain a safe and fun paddling environment for all members, CDBA does enforce its safety policies to improve the safe behavior of teams or individuals.

- Violations of safety policies can result in penalty for your team.
- The first offense for a violation will typically result in a warning but is dependent on the severity and nature of the offense.
- Subsequent offenses will result in corrective action and/or penalty for the team.
 - The exact detail of the action is dependent on the severity and nature of the offense as well as the judgment of the Safety Council and the Board.
 - Corrective actions and penalties may include but are not limited to: revocation of steering certification, refresher course of safety training, retest in the steering practical, and suspension from practice for varied durations.

Roles with Regard to Safety

The responsibility of safety is shared among everyone on the crew. All leaders should act as a team to maintain the safety of their crew. All roles are encouraged to communicate with the Safety Director or Safety Staff regarding issues of safety and incidents.

Steersperson (tiller, helm, coxswain)

- Be aware of all safety rules, including site-specific rules, and any changes to those rules (see Safety Section of this manual, the CDBA Policies and Procedures Manual, and the Youth Protection Plan if there are minors on the boat).
- Agree and abide by CDBA's Volunteer Code of Conduct.
- Must take CDBA Safety Training and have CDBA steersperson certification.
- Is the primary safety officer on the boat as he/she is in the best position to see and determine threats to the safety of the crew.
- Will always display his/her steering certification card on the outside of the PFD and visible from shore when on the water.
- Will always stand while performing the role of Steersperson to maintain ability to see all hazards and remain immediately responsive to hazards.
- Will identify and monitor hazards (i.e. floating or fixed objects), dangerous situations (i.e. environmental conditions, boating traffic), and determine the safest course on the water at all times, steering accordingly to avoid collisions and other incidents.
- Inspects all equipment (PFDs, boats, steering oar, bailers, mooring ropes, bumpers/fenders, etc.) to insure all is functioning properly.
- Ensures all crew members are correctly wearing appropriate life jackets (PFDs).
- Ensures all safety equipment necessary, including whistle and other appropriate signaling device, is aboard the boat before casting off.
- Trains the team in basic safety and capsizing training every year.
- Maintains strong steering and safety qualifications and training.
- Ensures all safety policies in this manual are observed.
- Has overrule authority over the coach and drummer for the purpose of safety and must be empowered to use this authority when necessary.
- Communicates with Safetydirector@CDBA.org with issues and incidents regarding safety.

- Monitors the crew for symptoms arising from paddlers' preexisting health conditions (i.e. asthma, arthritis, allergies, etc.) and injuries and communicates with the coaches to effectively and immediately make decisions and provide first aid when issues arise.
 - Issues include but are not limited to: cardiac arrest, hypothermia, sunburn, dehydration, athletic injury, respiratory distress, etc.
- Cancels practice if risk is too high.
- Communicates with the drummer and be of like mind concerning the welfare of the crew and boat.

Coach

- Be aware of all safety rules, including site-specific rules, and any changes to those rules (see Safety Section of this manual, the CDBA Policies and Procedures Manual, and Youth Protection Plan if there are minors on the boat).
- Agree and abide by CDBA's Coaches Code of Conduct.
- Must take CDBA Safety Training.
- Primary concern is for the safety and welfare of the crew. In this regard he/she shares responsibility with the Steersperson.
- Must always have a whistle or other signaling device when on the water.
- Trains the team in basic safety.
- Ensures the teams has effective capsized training every year.
- Aids the steersperson to insure the safety of the crew.
- Always be aware of hazards, consequences, and risks.
- Ensures safe behavior among the crew when on land and water.
- Provides a safe and supportive environment for the crew on land and water.
- Ensures all safety policies in this manual are observed.
- Communicates with Safetydirector@CDBA.org with issues and incidents regarding safety.
- Is aware of health conditions of paddlers (i.e. asthma, arthritis, allergies, etc.) and plans team and paddlers workout with the wellbeing of paddlers and their health conditions in mind. Also is prepared to make immediate decisions and provide first aid in the event of any complications arising from health conditions.
- Cancels practice if risk is too high.

Drummer

- Agree and abide by CDBA's Volunteer's Code of Conduct.
- Is the secondary safety officer on the boat as he/she is in the second best position to determine threats to the safety of the crew.
- Will identify and monitor hazards (i.e. floating or fixed objects), dangerous situations (i.e. environmental conditions, boating traffic), and inform the steersperson so he/she may navigate accordingly.
- Keeps an eye behind the boat (steersperson's blind spot) and signals to the steersperson for such issues that need to be brought to his/her attention.
- Monitors the crew for symptoms arising from paddlers' preexisting health conditions (i.e. asthma, arthritis, allergies, etc.) and injuries and communicates with the steersperson and the coaches when issues arise.
 - Issues include but are not limited to: cardiac arrest, hypothermia, sunburn, dehydration, athletic injury, respiratory distress, etc.

- Must always be alert: acts as the focal point of communication between the crew, the coaches, and the steers.
- Frequently the Coach and Drummer overlap and both sets of responsibilities fall to the Drummer/Coach.
- The drummer and steersperson should be in constant communication and of like mind when addressing the welfare of the crew and boat.

Paddlers/Crew

- Agree and abide by CDBA's Paddler Code of Conduct.
- Listen to safety command of your Steersperson, Coach, and Drummer.
- A paddler must ensure he/she is able to hear commands. Conversation amongst paddlers should be kept to a minimum.
- Every paddler is responsible for his/her safety.
 - Must be familiar and adherent to this Safety Program Manual and the Youth Protection Plan if there are minors on the crew.
- Report unnoticed safety issues to your team leadership.
- Train for safety by learning capsize procedures, familiarizing yourself with this manual, and participating in your team's safety training.
- Signals to Steersperson, Drummer, and Coach when observing paddle buddy or other paddler suffering from symptoms potentially indicating cardiac arrest or other complications gravely affecting a paddler's health by raising their paddle blade directly in the air.
- In the event of a capsize, first accounts for the presence of their paddle buddy (bench mate), responds appropriately when the crew count takes place, and responds appropriately when asked or commanded to assist in an emergency situation.

Youth

- Agree and abide by Youth Paddler Code of Conduct set forth in CDBA's Youth Protection Plan.
- Will report to their parents, coaches and/or trusted adults if they see and/or hear of inappropriate or harmful interactions between adults, between adults and youth or between youths.

Safety Staff

- There is safety staff for each practice site.
- Will monitor and maintain on-site safety and emergency supplies.
- Will monitor on-site equipment insuring it remains safe for use.
- Have other assigned safety duties per practice site.
- Will randomly observe team safety behaviors/conduct on land and water to assist CDBA determine compliance to established safety policies and if policies are adequate.
- Will communicate with team's coaches/captain in the event a team is observed in poor sportsmanship/unsafe behaviors/conducts (e.g. not wearing PFDs, drinking alcohol) to stop future occurrence. If Safety Staff unable to speak with Captain/coach regarding poor behavior/conduct, Safety Staff will report incident to Safety Officer and/or a Board Member.

Race Volunteers

- Agree and abide by CDBA's Volunteer Code of Conduct.
- Race volunteers are expected to follow all safety procedures as paddlers and additional as pertaining to their volunteer position.
- Dock workers are required to wear a PFD at all times if they are on the dock.

Safety Resources Section of CDBA Website

There is a Safety Resources section of the CDBA website is located at www.cdba.org and includes:

- A copy of this safety manual
- Copies of other pertinent safety manuals (e.g. JLAC manual)
 - Safety Exam <http://goo.gl/forms/es4P6b4v19>
 - JLAC Safety Manual (https://www.cdba.org/documents/safety/jlac_safety_manual.pdf)
- Web links to safety awareness, weather and environmental conditions, and other applicable safety materials:
 - Boating
 - http://www.dbw.ca.gov/?page_id=28711
 - <http://www.uscgboating.org/assets/1/AssetManager/2013RecBoatingStats.pdf>
 - PFD http://www.usps.org/eddept/files/other_20_handout.pdf
 - Cold Water
 - <http://coldwaterbootcampusa.org/>
 - http://www.coldwaterbootcamp.com/pages/1_10_60v2.html
 - SCDBC (capsize video, gate start, etc.)
 - <http://vimeo.com/user17806596/videos>

Weather and Environmental conditions tracking websites

- <http://www.weather.gov/>
- BIAC
 - <http://forecast.weather.gov/MapClick.php?lon=-122.21302&lat=37.50733>
 - http://www.windfinder.com/forecast/redwood_city
 - http://tidesonline.nos.noaa.gov/plotcomp.shtml?station_info=9414523+Redwood+City,+CA
- JLAC
 - <http://forecast.weather.gov/MapClick.php?lat=37.80436786600046&lon=-122.27079956499972&site=all&smap=1#.VL3ookfF-So>
 - <http://ca.us harbors.com/monthly-tides/California-San%20Francisco%20Bay/Oakland%20Inner%20Harbor>
- Lake Merced
- Lake Vasona
 - <http://alert.valleywater.org/rgi.php>
- Other

- <http://www.tidegraph.com/>
- <https://twitter.com/nwsbayarea>
- <http://www.floatplancentral.org/download/USCGFloatPlan.pdf>

Safety Training and Steering Certification

- The schedule for training and tests is posted at the beginning of the year on CDBA website www.cdba.org.
- Registrations for the training and testing events open 1 month before and closes 1 week before the date of the event.
- CDBA maintains waitlist for the events.
 - Notify us ASAP if you or your candidate is unable to attend.

Safety Training

- All coaches, captains, and aspiring steerspersons must take the CDBA Safety Training.
- All drummers, paddlers, leaders, volunteers etc. are encouraged to take safety training as well.
- Safety training is divided into two steps:
 - Online Safety Test – Addresses rules and regulations and fundamental safety behaviors - Open book using the internet and the CDBA Safety Program Manual.
 - <http://goo.gl/forms/es4P6b4v19>
 - Safety Classroom – Addresses applied safety, risk analysis, and decision making.
- Registration for the CDBA Safety Classroom opens 1 month before and closes 1 week before the date of the event.
- Detailed information about the Classroom will be sent out a week before the event.
- The Online Safety Test must be complete before you will be able to register for the Safety Classroom.
- An aspiring steersperson will be eligible for the remainder of the year they took the safety class and the following 2 years. After this time interval, it will be necessary to retake the class if not yet steering certified.

Steering Certification

- Only active, race certified steers are allowed to steer CDBA races.
- When on the water, there must always be a certified steersperson on the boat in a position to take control of the boat, as necessary, in the event of an emergency.
- Safety Training must be completed before you are eligible to complete the Steering Certification Practical.
- If training a new but not yet certified steersperson, the certified steersperson on the boat must be able to take control of the boat immediately if a hazardous situation arises.
- A candidate steersperson must be sponsored by his/her coach to take the CDBA Steering Practical. The steering certification is divided into two steps:
 - Practice Steering Cert. – Tier 1 – Certifies you to steer at practices

- Race Steering Cert. – Tier 2 – Verifies that you have the advanced steering skills to steer in real race conditions safely and proficiently
- After much practice under the mentorship of a coach and skilled certified steersperson, the candidate may be ready to take the steering practical.
- Registration for the CDBA Steering Practical opens 1 month before and closes 1 week before the date of the event.
- Since the certification tiers are sequential, you do not need to select which tier to register for.
- If you are an experienced race steersperson transplanted from another region you may contact the safety staff to sign up for both tiers.
- During a steering practical session, both Tier 1 and Tier 2 candidates will be tested.
- A green steering card is awarded for Practice steering certified steerspeople.
- A red steering card is awarded for Race steering certified steerspeople.
- If you already have a red steering card from qualifying for steering at Treasure Island, then you are grandfathered in as a race certified steer.
- Even if CDBA has issued you a race certification steering card, it is still up to you and your coach to determine if you are “race ready”.
- Newly certified steers must feel confident about their skills before attempting to steer at a race.
- Your steering badge must be visibly displayed at all times when you are on the water.

Race Certification Test

The following is the scorecard for the Race Certification (Tier 2) steering practical. It describes explicitly what you will be asked to accomplish during the practical. Study it well and practice before registering for the Tier 2 steering practical.

T2 Steering exam – Scoring Card

Steers Name:

Date:

Proctors:

Final Score:

Scoring:

- per element - award "+" for pass and "-" for fail
- Per section – Must pass all **Bolded** elements to pass the section
- Total "loss of control" or people "falling off the boat" is and "Autofail" for any section
- Must pass all 6 sections to certify

1) Boat Balance

- Must push off and be free of dock**
- Must call hips on gunnel and use relevant safety calls
- Must adjust paddler position as balancing mechanism**
- Must significantly improve the balance of the boat to a safe paddling balance**
- Must complete in 3 minutes
- Cannot replicate line up that existed before proctor changed it**

2) Start Line Simulation

Part I: Gated Start Condition

- Cooperate with start caller**
- Slow approach to start position**
- Managed by the strokes
- Holds Keep nose within 1 foot of buoy for 30 – 45 seconds**
- Adjust appropriately for wind and water currents**
- React to course change (wave off, course adjust)**

Part II: "Imaginary line" line-up condition

- Cooperate with start caller**
- Reset start position effectively**
- Slow approach to start position**
- Maintain alignment with reference points**
- Maintain 30 feet from "boats" on either side, 15 feet if "lanes"
- Maintain balance and composure through start sequence**

3) Mid-Race Simulation

- Has appropriate and stable stance
- Adjusts stance accordingly**
- Course correct and maintains a straight line (a hold with course correct and restart is acceptable)**

4) Finish Simulation

- Follow through
- Immediate "Hold"**
- Immediate turn around (after checking surroundings)**

5) Advanced Turn Simulation + Hazard

- Break track of boat**
- Utilizes strong effective tills**
- Full 180 turn under power
- Assess hazards and react with appropriate calls (Hold + Restart)**

T2 Steering exam – Scoring Card

Tier 2 Race Certification Objectives

The Race steering certification tests the steerspersons ability to control the boat and crew through common race adversities. These skills are expected of all race steers and inability to perform these skills adequately can lead to midrace collisions, capsizes, delay of race penalties, interference penalties, injuries, and damaged equipment.

1) **Boat Balance**

Objective – A race steersperson understands the dynamics of boat balance and is able to use these dynamics at a moment's notice to compensate for unforeseen boat balance issues when leaving the dock for a race heat.

2) **Start Line Simulation**

Part I: Gated Start Condition

Objective – Gated start line ups are a strong exercise in precision steering, environmental conditions adjustment, and ability to manage failed line up attempts. A race steersperson should be adept at precision steering, using all resources at his/her disposal, and able to handle his/her-self under challenging environmental conditions and tension arising from failed attempts to line up.

Part II: "Imaginary line" line-up condition

Objective – A skilled race steersperson is able to manage a reset start lineup in adverse environmental conditions, adequately follow the instructions of the race caller, and maintain their position on the water with reference to start buoys and other boats.

3) **Mid-Race Simulation**

Objective – The steersperson is prepared and effective at managing unforeseen emergencies including: loss of control, instability, and interference affects the trajectory of the boat through the race course.

4) **Finish Simulation**

Objective – The steersperson remains aware of his/her surroundings and control of the crew at the finish line, stops the boat immediately, and does not cut off other boats crossing the finish line.

5) **Advanced Turn Simulation + Hazard**

Objective – The steersperson is able to manage tight turns such as conditions encountered in 2 k races, docking in tight spaces, approaching the start line from down course, in close quarters, and any other maneuver that requires sharp turning accompanied by increase or reduction in momentum.

Practice Certification Test

The following is the scorecard for the Practice Certification (Tier 1) steering practical. It describes explicitly what you will be asked to accomplish during the practical. Study it well and practice before registering for the Tier 1 steering practical.

Candidate Name:

Team:

Date:

Proctor:

P/F:

Score:

Element	No Skill	Fair	Good	Excellent	Notes
Crew PFD Check					
Crew Count					
Backward in straight line OR with turn					
Tilling while boat under power					
Turning while boat in motion					
On Boat Emergency					
Safety Commands					
Unassisted OR Assisted till					
Steering for start or intense power					
Steering in straight line					
Emergency stop					
Parking of boat					
Overall Command of boat					
Final Comments					

Steering Recertification Procedure

There is no recertification procedure at this time. CDBA expects you to voluntarily retest or retrain if you believe you need a refresher in safety or in steering. Occasionally, in instances of and/or pattern of poor incident record or poor safety judgment, CDBA Safety will require you to retake the safety training or steering certification before you will be allowed to steer again.

Norther California International Dragon Boat Festival (NCIDBF) Steering Certification and Recertification

- NCIDBF certification process is currently undetermined until new race venue and policies have been determined.

Steering Experience Logging

- This is an optional tool CDBA has provided so you may track your steering record.
- It is located at: <https://cdba.org/index.php/membership/cdba-steersperson>.

Emergency Procedures

Swamping

A dragon boat should never roll over, although one can be swamped if it takes on too much water in big waves. Swamping may be avoided as follows:

- If the boat begins taking on too much water (ankle deep), several paddlers should immediately start bailing.
- If too much water is coming in (not allowing for adequate bailing) several paddlers (e.g. the middle three seats), should slip out of the boat and hold on to the sides while the other paddlers continue to bail. Better to have four or six people in the water than twenty! Once the boat has been bailed sufficiently, the swimmers can get back in.
- If swamping is inevitable all paddlers should confirm that PFDs are properly fastened, then slip out of the boat check their buddies and do a head count. Follow capsized protocols on how to get crew to shore.

Capsize or Irrecoverable Swamping Protocols

The gunwales may sink below the water line, making bailing impossible. Sometimes, the boat may flip either because of a crash during a race, an unforeseen wave, or some other unforeseeable incident. If the crew is forced to abandon the boat, the protocols differ depending on whether a safety boat exists nearby (as in a race situation).

Capsizing

If a boat should capsize the crew must:

- Check their buddies and take a head count.
- Alert leadership if anyone is missing.
- Extract anyone trapped under the boat.
- Turn any person who is unconscious face up so their airway can access air and not water.
- Confirm PFDs are properly fastened.

- Reassure panicking crew.
- Arrest severe bleeding, support injured crew (i.e. unconscious paddlers supported on their backs, face up above the water) and begin rescue breathing if necessary.
- Provide weak swimmers with additional buoyancy (e.g. handful of paddles). Never give up your own PFD.
- When to stay with the boat and when to swim is a judgment of the team safety leaders that involves the consideration of several environmental factors: wind and air current; water and air temperature; swim ability; boat traffic; assisted rescue; first aid emergencies; distance to shore; presence of a safety boat (race conditions); and many others that cannot be predicted.
- If a rescue/safety boat is present, stay with the dragon boat and coordinate with or follow the instructions of the rescue crew.
- If you swim to shore. Swim to shore using the buddy system. Once on shore, count paddlers again to ensure all are accounted (i.e. check manifest) .
- The throw bag (bag of rope used to aid throwing a length of rope for long distance) may be used to help weak swimmers get to safety or to aid boat recovery or other emergency purposes as needed.

Once on shore, count paddlers again to ensure all are accounted (i.e. check manifest).

- Proceed immediately for warmth.
- Check for injuries or hypothermia.
- Administer First Aid if needed.
- Call 911 if needed.
- Emergency blankets and first aid kit are available in the storage locker or bin.

Capsize Drill and Training

- Watch this video. Then have your team watch this video:
 - <http://vimeo.com/116578547>
 - This video provides basic guidance and familiarity with a text book capsize but it is important to know that every emergency is different and appropriate responses to the situation will vary greatly.
- Teams should train for capsize every year so that everyone is familiar with the appropriate response to a capsize (IDBF).
- Bay Area waters at our cold sites are not always conducive to safe, live capsize drills.
 - Teams should hold mock, role play, classroom capsize drills.
- CDBA safety staff will try to perform a “mock,” live capsize each year. This will ensure that team leaders have experienced and/or observed a live capsize recovery and be better suited to command in the event their team has a real life capsize.

Incident Reporting

CDBA tracks incidents so that we may determine patterns in our safety procedures and affect corrective policy or action primarily to improve the safety program.

- Any incident involving injury, of a safety matter, or property damage must IMMEDIATELY be reported to CDBA Safety Director at: **Safetydirector@CDBA.org**

- An incident report must be submitted online to the Safety Director within 24 hours of the incident. The report must be submitted by the person directly involved in the incident. No third hand reporting is allowed.
- A report template is in the appendix of this manual.
- There are additional reporting requirements at JLAC (See JLAC manual).
- The California Division of Boating and Waterways requires accident reports under certain conditions: <http://www.dbw.ca.gov/pages/28702/files/BAR.pdf>
 - Please contact CDBA Safety Director first to determine if this is necessary.

Calling 9-1-1

Each practice site has specific phone numbers to call alternative to 911.

In the event that you must use a cell phone to dial 9-1-1, the 911 operator may need the following information immediately:

- County of your location
- The nature of your emergency

Members of your party should stand on the nearest road to direct emergency personnel to proper location.

Practice Site Information

Lake Merced

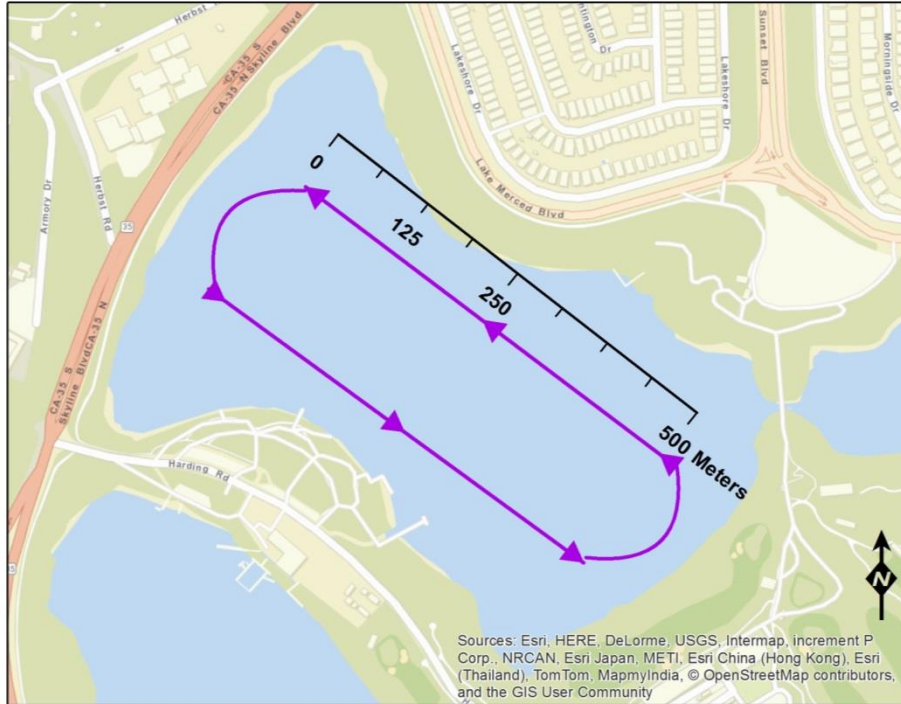
Address:

Lake Merced Park
1 Harding Road, San Francisco, CA 94132

General Safety:

- Make sure to lock your car and store valuables/bags out of sight. Ask/offer to lock your team member's valuables in a vehicle trunk. There have been reported break-ins in the past
- Read the posted sign hanging from inside the 'P' Unit door. Abide by the good sportsmanship behaviors/conducts for general and boat information
- Take initiative to have your crew wash down the dock and boat of bird mess and debris for safety and hygiene before taking the boats out
- Do not overcrowd the dock, it will sink and increase the slipping hazard
- Step onto boat floor not bench seats
- Be sure that a cellular phone is within reach at all times. The Boathouse is not always open nor have Recreational & Park staff available
- Do not feed or play with raccoons. They are nocturnal wildlife

Basic Traffic Pattern on Lake Merced



Personal Floatation Devices (PFD):

- PFDs are stored in the Practice 'P' unit at North Lake by the dock

- Place the PFDs on hangers and buckle
- Check that all PFDs are properly on hangers not on floor

Conduct on Water at Lake Merced:

- Paddlers must exercise good judgment when negotiating traffic on the water: all boats must obey the "right hand" "counter clockwise" traffic pattern
- Be courteous to other boats and dragon boats on the water:
 - Follow the flow of traffic
 - Do not cross moving traffic
 - Look before you turn, stop, or start
- There is plenty of room on the lake to race 500 meters within the established traffic pattern of the lake. All teams are expected to do so. All users of the lake (kayakers, sailing, OC paddlers, and fisherman) have the same rights to the lake as dragon boaters. Do not race diagonally (standard race course) if it is unsafe or inappropriate to do so, such as in the following circumstances:
 - Too many dragon boats being used on the water
 - This could be as few as 3 dragon boats if teams cannot cooperate and stay safe on the lake together
 - Too many other water crafts on the lake
 - Other users of the lake will be impacted
- May not have over 20 paddlers + 1 Steersperson + 1 Drummer on a dragon boat at any time. (LM License Agreement)
 - An appropriate number of paddlers is permitted for the Hong Kong boats
- No one under the age of 16 may be on the dock or on a boat unless accompanied by an Adult (LM License Agreement)
- Dragon boats yield to small nonmotorized crafts such as kayak, sail boat, canoe, and raft
- Dragon boats stay at least 100 feet from the fishing docks. Dragon boaters should not dock on the fishing docks. (LM License Agreement)
- Disputes with other organizations on the water should be referred to the CDBA Board
- Do not pass under the bridge to the East Lake

Site Specific Safety:

- Do not race to the dock. All boats are to stop a good distance from the dock allowing a few rows of paddlers to bring in the boat
- When docking/parking on the right (north) side of the dock, be aware that the tie off cleats are the same height as the oar lock. The oar lock will break if it hits the cleat

Incident Reporting:

Please provide a narrative via email using the form in Appendix 1 of this safety program manual following the emergency or incident to the LM Site Managers and safetydirector@CDBA.org.

Emergency Numbers:

Dial 911 from a mobile phone
San Francisco County Sherriff- (415)-553-8090

CCSF Park Services Manager at 415-242-1515

How to Report Equipment Issues:

- Submit maintenance & repair requests at www.CDBA.org >site & practice info>site maintenance request
 - <https://cdba.org/site-a-practice-info/site-maintenance-request>
- Submit questions, concerns and/or feedback at www.CDBA.org, Help

Lake Merced Site Managers:

TBD

CDBA Volunteers of Lake Merced Boats and General Equipment Inventory:

Mabel Jung	mabel.jung@cdba.org
Francis Yeung	fygolfer@aol.com
Chuck Chen	chuck.chen@calalum.org

Bair Island Aquatic Center (BIAC)

Address:

Bair Island Aquatic Center (BIAC)
1450 Maple Street, Redwood City, CA 94063-3029
gobair.org
650/ 241-8213

Personal Flotation Devices (PFDs), paddles, and steering oars are stored upstairs within the boathouse.

Parking:

Parking is available along Maple Street. Paved parking spaces located next to the BIAC boathouse are reserved for BIAC members only (i.e. rowers and outrigger paddlers). • Parking can be difficult during peak hours (Saturday mornings and weekday late afternoons/early evenings). Please plan accordingly

Security:

Gate code is provided by site manager at request.

BIAC property is under video surveillance.

Paddlers are reminded to lock their valuables in the trunk of their cars and keep belongings out of sight.

Safety:

Be sure that a cellular phone is within reach at all times.

BIAC now maintains AEDs on site. Please familiarize yourself with their location by communicating with your team leadership, the site safety manager, or the site manager.

Reporting Emergencies:

Call 911 from your mobile phone or from the landline located within the boathouse office.

For non-emergency issues, please call Redwood City Police at 650/ 780-7100.

Incident Reporting

Please provide a narrative via email following the emergency or incident to the BIAC Site Managers and Safetydirector@CDBA.org.

Onboard Emergencies

Because of the meandering waterways of Redwood Creek and distance from BIAC, it may be necessary to dock the boat at the closest landing in the event of sudden and severe illness/injury to a paddler. Depending on your location within the waterway, it is suggested that you may dock and call for help from the following locations:

Redwood City Public Launch

1000 Chesapeake

Stanford Boathouse
300 Cardinal Way

Bair Island Marina
702 Bair Island Road

All above locations are within Redwood City.

Please take a moment and familiarize yourself with these places. The addresses are to help provide a location to the emergency dispatchers. Organize your team to meet emergency crews and provide direction and assistance to the emergency as needed. Always use common sense.

Disclaimer: This does not imply that any arrangements have been made with the above mentioned addresses and is stated for emergency purposes only. Teams are to have a mobile phone at all times in case of emergency.



Hazards:

1) Triple Point Sandbar

When departing BIAC during low tide, remain parallel and 12 feet from the right shore waterline, since this is the deepest part of the channel. Fully loaded dragon boats have previously grounded into the sand/mud at the convergence (triple point) of the two arms of Redwood Creek, so steer away from the middle of the channel at this point.

2) Telephone Pole

When returning to BIAC during low tide, navigate away from the zone between the free-standing pole and shoreline, since sand/mud accumulates at this location and will ground a fully loaded dragon boat.

3) Fishing Lines

When approaching this area, do not cut the curve/bend. Fisherman frequently extend nearly invisible fishing lines from this location during practice hours and the fishing lines are extremely difficult to see until the very last second. Remain 25 feet from the shoreline to ensure paddler and boat safety.

4) Marker/Pin #21

Mandatory turnaround point for all BIAC-based dragon boats. During weekends, the Stanford Dock and Redwood Landing Marina will conduct novice sailing classes with numerous sailboats on the water near this area. Steer clear of this location when there are a lot of inexperienced boaters around.

5) Water Traffic

Watch for boats and other watercraft departing in the vicinity of Bair Island Marina, Stanford Boathouse and Marker 21. The marina entrances can have limited visibility and sailboats can be limited in maneuvering in tight quarters and gusty winds. Sailboats are often in the water between the Stanford Boathouse and Marker 21. Extra care should be taken when sailboats are in the area especially during windy and difficult conditions.

Safety Equipment:

- During practice, a throw bag will always be on the boat and securely fastened to the last bench
- Every crew should have a dry bag containing: first aid kit, flashlight and glow sticks, and emergency blankets. These are stored in a designated location on site
- Every crew must have 2 cell phones on board. These must be protected in a way that protects them from exposure to water (in the event of submersion) but allows them to still be operable without removing them from the protecting container. It is wise to also ensure that the phone cannot sink if dropped into the water

Maple Street:

All paddlers are encouraged to be aware of the traffic on Maple Street and all neighboring streets when driving to BIAC and during land workouts.

Dragon boat practices are to not take place earlier than 10:00am on Saturdays.

Paddlers are to watch for crowds and watercraft coming in and out of the water. Teams with two or more crews are reminded to not bunch the paddlers on the docks while loading and unloading. Boats are to be loaded/unloaded one crew at a time.

Tides:

Coaches are reminded to check tides before heading out to practice. Tides predictions can be found on the BIAC website or saltwatertides.com (go to San Francisco Bay > Redwood City Wharf > scroll down and plug in dates). Please ensure your team has adequate tide for

Jack London Aquatic Center (JLAC)

Mandatory Requirement:

This site has additional requirements to be met before a team is allowed to practice. There is also a separate site specific manual in addition to this manual that **MUST** be read and understood before practicing there.

Site specific information for this location is located in an additional safety manual available on the CDBA website (<https://cdba.org/index.php/membership/cdba-team-captain-area>). You must read the JLAC manual and complete other safety related requirements before you will be permitted to practice at this site. See CDBA website for more information of contact the director of operations or safety director at: operations@cdba.org, safetydirector@cdba.org

Address:

115 Embarcadero, Oakland, CA 94607

Parking:

Make sure to lock your car and store valuables/bags out of sight.

Dock Access:

- Always close and lock the dock gates behind with the provided padlock when you leave the dock, either on foot or by boat. Reset padlocks tumblers to 0-0-0-0 when unattended

Dock Etiquette:

- Don't prop the door open while you're out on the boat
- Always have gate locked while you are out on the boat
- PFDs should always be placed on hangers and the top buckle fastened. Paddles should always be placed blade down in the buckets provided.

Safety Equipment:

Teams are not to cast off without the following on the boat.

- Marine radio
- Dry bag containing: first aid kit, cell phone, lights, emergency blankets
- Rescue Sling
- Throw bag
- Whistle
- Spare PFD

Conduct on the Water at JLAC:

- No alcohol is permitted on or near the boats during practice and competition
- Coaches, steers and paddlers must exercise good judgment when negotiating traffic on the water. Steers should always have a whistle and know when and how to use it
- All personnel must behave in a courteous and reasonable manner
- Disputes with other organizations on the water must be reported to the CDBA Board

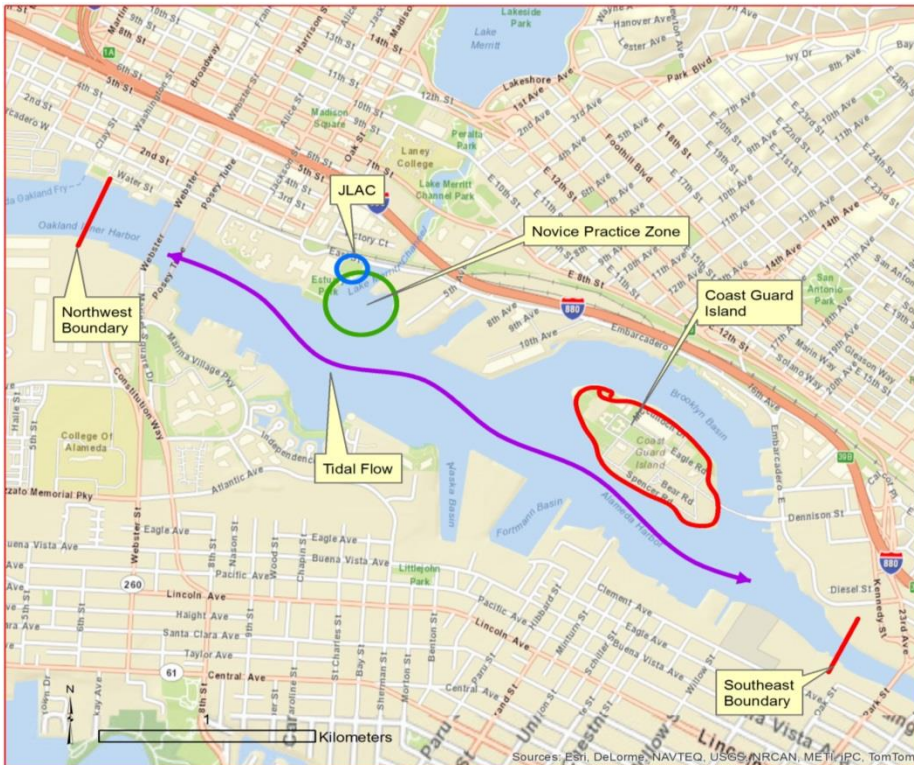
- An appropriately safe distance should also be maintained between the boat and other structures (houseboats, quays, piers, barges, etc.) that a current could sweep the boat and paddlers underneath
- When crossing the estuary, do so in the most direct fashion and avoid stopping in the middle.
- Be especially careful when there is a sailboat or crew race. Stay out of their way as much as possible
- Study the navigation patterns of other boats so you can anticipate their maneuvers
- When paddling around Government (Coast Guard) Island on the Oakland side, stay towards the middle of the channel and follow the right hand traffic pattern. Keep the red channel markers to the west of your boat (between your boat and Coast Guard Island. These markers indicate the edge of the main channel and the hundreds of underwater hazards between the markers and Coast Guard Island that will damage and sink the dragon boat
- Be very careful to avoid the underwater obstacles on the north and east shores of Government Island, including the abandoned piers and sunken boats. The water is very shallow with submerged hazards, so stay well out into the channel

Safety Reminders for JLAC:

- All personnel must wear Coast Guard-approved Type III PFDs at all times. Inflatable life jackets, even if Coast Guard approved, are not considered acceptable for general use on a dragon boat
- During practice, a throw bag will always be on the boat and securely fastened to the last bench
- Weak swimmers, non-swimmers or others with a condition that might require special attention during an accident on the estuary should be sure to bring this to the attention of the person in charge. It doesn't mean they can't go out, but it is very important that the person responsible for the safety of the crew know exactly what their limitations might be
- There is always a very small possibility of being dumped into cold water and not being able to climb out for several minutes or more. Dragon boat paddling on the estuary may not be an appropriate activity for anyone with a physical condition that would make cold water immersion dangerous (such as a heart condition or pregnancy). Those individuals should not participate without first discussing this with the person in charge
- Paddlers should be dressed well to prevent hypothermia while on the boat and should be monitored for signs of hypothermia especially if a paddler has fallen into the water
- Be aware and prepared for immersion shock. Occurs when a person's face comes immersed in cold water and causes the person to take a sharp inward gasp and inhaling water. This is a common cause of drowning
- In the event of a capsized or swamped boat, listen carefully to instructions given by the coach and/or steer. Unless instructed otherwise, stay with the boat, make sure your seat partner is accounted for and inform your coach and/or steer of injuries to yourself or others. If directed to swim to shore, aim for the rocks around the edge of the marina or along the edge of the estuary. Do not try to climb onto a dock without assistance or ladder
- Wind and/or chop on the estuary are not uncommon and can be exacerbated by the tides. When wind from Oakland makes the water choppy, paddle near the Oakland

shoreline. When the wind from the Alameda side makes the water choppy, stay close to the Alameda shoreline. Don't hesitate to call off a practice if conditions look dangerous; they will often get worse before they get better. If in doubt check a reliable source for weather and wind conditions (forecast.weather.gov; nws.noaa) and use good judgment

- A red triangular flag flying from a marina announces a small craft advisory is in effect
- It is safe practice to check the tides and know the tidal currents as well as the weather before casting off
- Keep a safe distance from stationary or moving barges. The tidal and/or wind currents can pin a boat and people underneath a barge
- Keep a safe distances from barges, houseboats, or anything else that people may get swept underneath by the tidal current in the event of a capsizing



Oakland Inner Harbor (JLAC Practice Zone)



Coast Guard Island

Navigation:

<http://ca.us harbors.com/explore/harbor-guide/oakland-inner-harbor>

Landmarks to know:

Jack London Square, Cardinal Point, Jack London Aquatic Center, Coast Guard Island, Marina Village

Emergency Numbers:

Medical ambulance	510-895-7638
Oakland Police Department	510-777-3211
U.S. Coast Guard	415-556-2103
Alameda County Sheriff	510-351-1020
Alameda Police Department	510-522-2423
JLAC Boating Supervisor (Cell)	510-867-0628
JLAC Boating Supervisor (Line)	510-238-2196

Site Managers:

Cal Dragon boat caldragonboat@gmail.com

Vasona Lake

Address:

333 Blossom Hill Road
Los Gatos, CA 95032

Land Safety:

- When running, look out for potholes

Moving the Boat Safely:

- Carry the boat at hip height only (do not carry overhead)
- Use a minimum of 10 paddlers to carry the boat (more is better)
- Lift with legs
- Do not carry the boat barefoot
- Be very aware of the slippery surface of the boat ramp as you carry the boat into and out of the water
- Do not roll the dolly into the water
- Only carry the boat using the hull
- Do not lift using unreinforced benches on the dragon boat
- Be very careful as to not swing the nose or tail of the dragon boat into visitors of the park

<http://alert.valleywater.org/rgi.php> should be checked before going out. Minimum water level should be 292.0 ft. under Reservoir Elevation.

Emergency Numbers:

Los Gatos Emergency (911 direct) - 408-354-8600

Site Manager:

Chris Jasper chris.jasper@gmail.com

Suisun City

Address:

Practice Site Address and location:

Suisun City Marina
800 Kellogg St.
Suisun City, CA 94585

Equipment Storage Address:

Downtown Self Storage
1411 W. Texas St.
Fairfield, CA 94533
Unit 390

Gate code is provided by site manager at request

Padlock code is provided by site manager at request

Equipment:

- PFDs, paddles, other safety equipment are stored off site 3 miles away from the practice site. Recommend teams to send someone several minutes ahead of schedule to pick up necessary equipment
 - Take 2 bailers, emergency kit, and radio from the dock box and have with you when on the water
- The boat and steering oar must be secured to the boat slip with the padlock and cable when not in use
- When docking with a boat ramp dock, park on the side that is furthest from the piling
 - At low tide, the cement piling foundation will rub and damage the bottom of the boat.
- Always stop the boat 40 feet out then bring the boat in at a crawl so as not to collide at full force if control is lost
- Take care not to impact the steering arm/oar lock

Safety Equipment:

- During practice, a throw bag shall always be on the boat and securely fastened to the last bench
- Every crew should have a dry bag containing: first aid kit, flashlight and glow sticks, and emergency blankets. These are stored in a designated location on site
- Every crew must have 2 cell phones on board. These must be protected in a way that protects them from exposure to water (in the event of submersion) but allows them to still be operable without removing them from the protecting container. It is wise to also ensure that the phone cannot sink if dropped into the water

Security:

- This site has several security gates and padlocks
- Always reset padlocks to “0000” the second you remove them from whatever you are unlocking

- There is only one marina key. It is stored in the storage unit with the equipment. You will need this to access the boat slip and to leave when you are done paddling
 - Always return the key to the storage unit at the end of practice unless you are transferring it to the next consecutive team to practice

Traffic:

If there is traffic in the channel, move your boat to the side of the channel so traffic can proceed. Sometimes you can bring the boat into shallower water where other boats cannot access

Fishermen – (Figure 1.)

- Keep your distance from all fishermen
 - Fishing lines are hard to see and paddling may disturb their activity
- Always wave to any fisherman you pass well before passing
 - This signals to them that you are aware of their presence and that you are going to steer clear of them
- If someone is fishing off of one bank, steer toward the opposite bank prior to passing the fisherman. The same applies to fishing boats

Power boats - Many power boats do not acknowledge the no-wake zone. Because of this, be prepared to brace as the channel is narrow enough not to allow you to approach the wakes at an ideal angle.

Practice zone:

For most of the year, especially the summer, there is a prevailing west wind in the region (*Suisun* is a Native American word meaning “west wind”) that frequently goes above 25 mph. Because of this, practices shall remain in water that is sheltered from the wind.

- Primary (sheltered) practice zone (Figure 2.): Teams shall practice between the loading dock and the city waterfront (large square area bounded by cement walls) to the north. This region is sheltered from the wind. When at the waterfront, take care to stay in a region less affected by the wind. There are submerged boulders in the periphery of the waterfront area.
- Secondary (unsheltered) practice zone (Figure 3.): On days when the wind is calm (normally outside the summer season), teams may proceed south toward the marsh. But may not deviate into any side channels nor proceed south past the windbreak. This windbreak is the southernmost permitted boundary. There are two reasons for this: 1) the windbreak provides shelter if winds suddenly strengthen and 2) if an emergency event happens within this range, both self rescue and assisted rescue can be executed immediately.

Figure 1. - Fishermen



Figure 2. Sheltered Practice Zone



Figure 3. Unsheltered Practice Zone



Emergency Phone: 911

Site managers:

Thaddeus Hunt

415-294-0359

Thaddeus.hunt@cdba.org

Backup Site manager:

Tiffany Yee

Xtyee718@gmail.com

Appendix 1: Incident Report Template

Facility/Body of water where incident took place:		Date of Incident:
Specific Location in/at Facility:		Time of Incident:
Names of Teams Involved:		
Describe weather conditions		
Describe water conditions		
Identify Steerspersons, Coaches, and Drummers present		
Name of Witness 1:		
Witness's Address:		
Phone #s: Home -	Work -	Cell -
Name of Witness 2:		
Witness's Address:		
Phone #s: Home -	Work -	Cell -
DESCRIBE INCIDENT / ACCIDENT IN DETAIL: Include or attach any additional details e.g. drawings / diagrams / photographs if these will enhance the description.		

DESCRIBE ANY INJURY IN DETAIL (Including part of body affected):	
PROPERTY DAMAGE:	
ACTION TAKEN, if any, to assist injured person(s) or other:	
What further actions have been or will be implemented to avoid repetition of this type of incident?	
Report Written by: _____ Signature: _____	
	Position Title: _____ Date: _____
	Parents notified? _____ Date: _____
	Police notified? _____ Date: _____
	Officer's Name: _____

Appendix 2: Marine Radio Instructions of Operation

I. Care and Management

- a. The radio is waterproof, and will float in the water in cases of emergency
 - i. Operator should write their name, organization, and phone number/email on every piece (with a piece of tape or paper) of the radio in case the operator and radio are separated
- b. Ensure that it is charged at all times, especially before important periods (practice, giving it to CDBA for races, et cetera)
 - i. Remove the battery if not using it for long periods of time
- c. If the antennae breaks off, notify CDBA (Thaddeus) about getting it replaced, otherwise it will not work
- d. Take care of it! Make sure it does not break or get stolen (again)

II. Setup

- a. The **SQL** button is to squelch it – it is like mic sensitivity. Press it, and then press the arrow buttons to raise or reduce sensitivity to rule out white noise. This may require testing to get to the sweet spot.
- b. The **PRESET** button sets certain channels to a preset to be easily assessed. To set, simply go to a desire channel and then hold the button and assign a preset number.
 - i. Tapping the button cycles through the presets
- c. **H/L** is for high power frequency or low power frequency. When talking to, let's say your other boat that is within a 1 mile radius, low frequency is fine. When sending a distress signal, high setting is better.

III. Usage

- a. **Channels to know:**
 - i. **68, 69, 70, 71** are for recreational boats, you can only talk there
 - 1. If you need someone from a different channel, hail them over from that channel and talk to them on recreational
 - ii. **16/9** are for distress. The difference is that 16 is for **urgent** emergencies with officials, 9 is a more local distress call with on-shore or nearby boats (in this case, Coast Guard)
 - iii. **13/14** are navigation channels, it will help to listen so you can keep a lookout for oncoming traffic (mainly used if you cannot see well in the area)
 - iv. **WX** is weather channels

- b. It is advised to do a radio check at the start of long term usage.
- c. Keep the marine radio clipped to the steersperson's PFD at all times for easy access in the case of an emergency, do not keep it in the dry bag.
- d. The knob on the top right turns it on and adjusts the volume.
- e. Hold the button on the side to begin transmitting a message
 - i. When talking, note that you may have to repeat messages (especially important ones) and give quick words for easy understanding. Speak slowly and clearly.
 - ii. When preparing to speak into the radio, hold down the PTT button and count to 1 second in your head before beginning to speak; otherwise, it will clip off the first word(s) of your message.
 - iii. This is a **marine** radio. There are other boats out on the channel, be mindful of what you say and know that some channels are not meant for a recreational boat to speak on, only listen.
- f. Hold DW to hold multiple channels.
- g. Pressing the CLR button clears the DW.
- h. The arrow keys switch between channels.
- i. 16/9 Switches between the two distress channels
- j. Pressing WX goes to weather channel(s)

IV. What to Do in an Emergency

- a. **Follow other safety procedures (in JLAC safety manual, such as head count, staying afloat, et cetera)**
- b. **Turn on High Power**
- c. **Go to 16 or 9, 16 if it is much more urgent**
- d. **Say "MAYDAY MAYDAY MAYDAY"**
- e. **Tell your vehicle/organization (Cal 1/etc) name, location, amount of people in the emergency, and your situation**
- f. **"Over"**
- g. **Listen to instructions and stay put**

Appendix 3: Revision History

Revisions History

Date	Reviewers	Comments
1999	Original Authors: Wendy Hanrahan Peggy Su (Shir)	Original Edition of CDBA Safety Manual, 1999
7/10/ 2002	Beethoven Cheng	2002 Initial revisions. 6 component coaching ideas removed. Will be added later upon review. Sections added for new CDBA sites. Safety rules unified and updated.
7/28/2002	Beethoven Cheng	First major CDBA review
8/12/2002	Beethoven Cheng, Ken Hong, Hans Wu, Russell Wadbrook	Review comments rolled in. August 17 exam added. August 17 version frozen.
4/16/2003	Beethoven Cheng	Edit for miscellaneous typos. Add Lake Merced section.
2/15/2010	Lawrence Pang	All safety-related material extracted from 2007 Safety Manual. 2007 Safety Exam revised to include 80% passing rate, and eliminated an ambiguous question.
8/3/2010	Chuck Chen	Introduced section on race day steering in windy conditions
3/2/2012	Ken Granberg Ross Britt	Updated Alameda Site page, and included some miscellaneous changes.
3/13/2013	Ken Granberg Lawrence Pang Ross Britt Thaddeus Hunt	Miscellaneous changes, Removed Sacramento Site, Added Lake Vasona, major amendments to Alameda. Steering recertification details.
2/9/2014	Thaddeus Hunt Ross Britt	Miscellaneous changes, Removed Alameda Site, Added JLAC Site, details of Steersperson webpage, Steering certification, General Safety
1/28/2015	Thaddeus Hunt Mabel Jung Jessica Li Dave Zheng Mack Wu	2 tier safety train and steer cert, safety roles of leadership, SFIDBF and steer log clarify, safety resources, Env. Conditions, volunteer safety, land safety, manifest instruction, capsized training, references to Policy/Procedures manual and Codes of Conduct, on water communication, race day safety, safety penalties, transferred non safety related material to Policy/Procedures manual, more site maps.

Date	Reviewers	Comments
2/18/2016	Mack Wu Thaddeus Hunt Mabel Jung Claro Arzadon Charles Dillon Hilland Chiu	Reference to see Youth Protection Plan regarding youth paddlers and minors on adult crews; Clarification of "Night Time Practices"; Requirement for marine radios at two estuary sites; Modification to BIAC site specifics; Added Suisun site specifics.
4/13/2017	Thaddeus Hunt Mabel Jung Jessica Li Michael Hong Cal Dragon Boat	Miscellaneous changes, Updated site contact personal; Added section about medications; Updated steering test samples; Added notes about Parking, Gate Code, and AED at BIAC; Added new appendix for Marine Radio instructions