

LRDBF and DASA Dock and Equipment Operations and Roles

(All volunteers are supervised by the Dock Master)

Please review safety video:

<https://www.youtube.com/watch?v=zh7h8CfEGcE&feature=youtu.be>

DOCK

- a. **Dock Master** - the person in charge of the dock and leads the dock volunteers (must have experience)
 - Dock Master
 - ensures the safety of:
 - people on the dock and the boats
 - boats departing and returning back to the dock
 - is in charge of any emergency on dock or water
 - will be familiar with the Emergency Action Plan as it pertains to boat safety and participant/volunteer falling in the water.
 - will keep record of boats on water (and the number of paddlers on each boat)
 - Ensure dock volunteers are in control and safe
 - Note: Coach in charge/Race Director/or Race Chair may take control of the dock at any time.
- b. **Dock Volunteers**
 - Assist the dock master in their responsibilities

What to Wear on the Dock

- Personal floatation device (PFD) is required to be worn and securely fastened at all times.
- Shoes/sandals with good grip, not hard sole or boots
- Cap and/or Sunglasses, gloves are a great idea
- Depending on weather conditions wind breakers and/or rain gear are advised
- Knee pads are available in the equipment trailer

Weather Conditions

- Pay attention to wind direction, currents, waves, and areas of clouds.
- Be aware of constant changing weather patterns and gusting conditions
- If lightening is seen or thunder heard, you need to blast the sounding device (horn/whistle) 3 times,
 - All boats must proceed to the dock immediately.
 - Events to be logged and Race Chair informed

Clear Voice & Commands (See Paddling Boat Commands attached)

The dock volunteers need to communicate in a loud clear voice. The steersperson is responsible for the safe operation of the dragon boat, and the dock volunteers need to communicate with each steersperson as they exit or enter the docking area. Be sure that you stay in eye contact with that steersperson. If a boat is coming toward the dock too quickly you must command "hold the boat", for the instruction to those paddlers to slow the boat. (During the festival, be sure that you use the boat number in your instructions and stay in eye contact with that steersperson.)

Dock Volunteers must ensure that prior to a boat leaving the dock:

- Each member of the crew has a personal floatation device (PFD) or lifejacket of appropriate size for each member of the crew. It is mandatory that each crew member wear their PFD or lifejacket at all times while on the water & on the dock
- Two bailers are in the boat
- Sounding device (whistle) with the drummer or steersperson
- Toss bag in the boat

- A spare paddle may be a good idea!
- Steering oar is secured

Loading/Unloading:

- No one is to step onto the seats of any boat.
- Loading/unloading is coordinated by the drummer, or steersperson.
- Steersperson will take control upon departing, and adhere to commands from the Dock Master leaving and coming into dock,
- Dock volunteers may hold the ropes at the front (fore) and rear (aft) of the boats. NOTE: drummers and steers may have to perform this task.
 - If loading from the front, the person at the rear needs to release slack in the rope in order for the boat to be drawn closer to the dock and visa versa for the back end.
- The dock volunteers
 - Will watch for dockside paddlers must have their paddle fully in the boat and hold onto the dock with their outside hand to stabilize the boat (watch the fingers!!!)
 - Instruct the paddlers to NOT leave any paddles on the dock at any time
 - Instruct the paddlers to leave the dock area immediately after helping their seat partners/next paddler out of the boat. Teams are to congregate off the dock area and proceed to cool-down and debriefing.
- To make loading/unloading efficient and a team effort, paddlers need to assist each other:
 - Paddlers hold the boat next to the dock (fingers and thumbs on the inside of the boat)
 - Paddlers help each other in and out of the boat; hold paddles; assist each other
 - Dockside paddlers hold on to the dock (watch your fingers!!!) to help stabilize the boat.
 - Waterside paddlers, 'Brace the Boat' with your paddles.

Balance the Boat – during practices only – this is NOT an option on race weekend!!:

- Once the boat is loaded, the steer may have the paddlers dock side push away from the dock with their hands and stay near the dock until balance is established.
- To make balance changes as needed:
 - Bring the boat back to the dock, the drummer and steersperson will shift people right/left and forward/back. The boat must be braced for this movement. Only one paddler at a time changes position, or enters/exits the boat for repositioning.

Safety Count (See Dragon Boat Safety Count):

- A safety count is done **prior** to going on to the dock. This is reported to the dock volunteers for safety purposes, and logged on the board with the crew name and time departed.

Boats Departing :

- Only one boat may leave the dock from the same side at any one time.
- Boats departing have right of way over boats docking.

Docking Boats :

- Constantly be aware of any other boats approaching the dock. Ensure that all boats are docked safely, the boats are braced while the teams exit one paddler at a time.

Dock Master is required to have at the dock:

- working cell phone
- sounding devices (whistle or horn)
- a toss bag
- crew safety counts
- binoculars

2. EQUIPMENT TRAILER VOLUNTEER (practices):

The trailer will be opened by the coach in charge at least one hour prior to practices

Place paddles and PFD's outside of the trailer on the tarps

Place steering oars outside of the trailer in a safe place.

Place bailers, throw ropes and safety horns near the oars.

At the end of practices, return all equipment to the trailer.

Be sure that the coach in charge knows you are leaving – do not leave until the canoe returns – this signals that all crews are off the lake and all equipment is returned.

Weather Conditions

- As noted above.

Signing of Waivers and who can participate on water:

No one is allowed on a boat without a signed waiver – waivers are in the trailer “office” area.

No one is allowed on a boat without being on a festival crew roster.

Accept payment from crews and make sure the coach in charge takes at the end of practice.

Any issues regarding waivers – defer to the coach in charge.

Review Safety Protocols

<https://lethbridgedragonfest.ca/safety/>

Please review Paddle Commands

<https://lethbridgedragonfest.ca/information-for-beginners/>

1 SITUATION: LIGHTNING AND THUNDERSTORM WARNING

1.1 Procedures

SCENARIO 1: If a Lightning and Thunderstorm Strikes with Advance Warning

1. In the event of a lightning and thunderstorm for that practice or festival the Race Chair/Dock Master advise the rest of the ERT (emergency response team) and post the cancellation of the practice on the website.
2. The Dock Master or assigned volunteer advises the ERT and First Aiders of a lightning and thunderstorm (if onsite).
3. The Dock Master informs participants of the lightning and thunderstorm and advise them to keep calm.
 - a. The Dock Master will advise all Crews to come into the dock using a sounding device or walkie-talkie once lightning has been seen by the Dock Master or a Crew member.
 - b. Serious situation may require a Crew to take shelter at the concession or north dock. The Crew will secure the boat to the dock and report to the Dock Master.
 - c. Crew (steer or drummer) conduct a safety count and report results to the Dock Master.
4. If the lightning and thunderstorm appears that it will pass the Henderson Lake area, the storm system will be continuously monitored at the lake by the person in charge. After each sight of lightening there will be no one allowed on the water for approximately one half hour.
5. Once the storm has passed the area the Dock Master will advise the steers and drummers to watch for lightning.
6. Dock Master or assigned volunteer instructs all participants and volunteers to move away from any tall objects and potentially prepare for evacuation of the parking area.
7. All participants stay calm and follow the directions of those in charge.
8. The boats will be secured to the practice or main dock until the storm passes. Dock Master to check.
9. If a lightning and thunderstorm strikes, the Dock Master will provide assistance to local emergency services agencies.

SCENARIO 2: If a Lightning and Thunderstorm Strikes without Advance Warning

1. During practice or festival hours the Head Coaches, Dock Master, Registrar, or assigned volunteers continuously monitor weather and a lightning and thunderstorm develops.
2. Dock Master or assigned volunteers advise the ERT and First Aiders of a Lightning and Thunderstorm (if onsite).
3. The Dock Master, in turn, advises the Crews steersperson of the storm system and call them into main dock if possible
 - a. Serious situation may require a Crew(s) to take shelter at the concessions or north dock.
 - b. The Crew will secure the boat to the dock and report to the Dock Master.
 - c. The Steersperson or Drummer conduct a head count and report results to the Dock Master as soon as possible.
4. The Dock Master or assigned volunteer advises the ERT and First Aiders of a lightning and thunderstorm (if on site).
5. The Dock Master or assigned volunteer informs participants of the lightning and thunderstorm watch and advise them to keep calm.
6. The Dock Master or assigned volunteer instruct occupants to move away from any tall objects and potentially prepared for evacuation of the parking area.
7. All participants stay calm and follow the directions of those in charge.
8. All boats will be secured to the dock until the storm passes, under the Dock Master guidance. Should the boats be required to remain at the dock for the duration of the weather event the Race Chair will determine security of boats. After each sight of lightening there will be no one allowed on the water for approximately one half hour.
9. If a lightning and thunderstorm strikes, those in charge provide assistance to local emergency services agencies.

2 SITUATION: PERSON OVERBOARD OR SWAMPED BOAT

Boat Capsize and Man Overboard...Have a Plan

The chance of capsizing in a dragon boat is slim but it wouldn't hurt any team to spend 20-30 minutes discussing what to do if it ever does happen. It's just common sense. Have a plan.

Most important, establish guidelines for behavior and communication.

***WEAR PFDs**

When a crew is training on Open Water, in cold water (winter) conditions or in adverse temperate summer weather, the advice is to make use of a Rescue Boat, whenever possible. If for whatever reason this is not possible or practical, then good practice is that all crew members wear PFDs or that the dragon boat does not operate more than 50 meters from any point of landing (assuming that all paddlers can swim). For any crew training without motorized rescue cover, in any weather or water conditions, the boat should also carry water bailers; a throw line and a tow line, for use in an emergency.

***WHISTLES**

As a measure of caution each PFD should have a whistle attached to it. Particularly that of the Steer and Drummer.

***BOAT BALANCE**

Before leaving the embarking area, the Steer should ensure that the boat is well balanced. That is, that each pair of racers are of similar weight or height and that, generally, the heavier pairs are seated particularly seats 3 and 8.

***CREW MEMBER COUNT**

The Steer and Drummer must know the number of people in the boat, when the crew is embarked.

***THE BUDDY SYSTEM.**

The crew should be 'numbered off' from the front of the boat and made aware that they are each responsible for the person they are paired with (across the boat) and that in the event of a capsizing or the boat being swamped, their first responsibility is to ensure that their partner is safe and well. This is called the 'buddy system' and it gives each person in the boat a specific responsibility for another. The 'Stroke Pair' (first pair – No.2 left and 3 right) in the boat are responsible for the Drummer (1) and the 'rear pair' (last pair) for the Steer.

***CAPSIZED or SWAMPED DRAGON BOAT- WHAT TO DO.**

In the event of a Dragon Boat capsizing or being swamped, each pair of paddlers should account for their buddies. The Steer should immediately ensure that all the crew are accounted for by calling out their numbers and noting the response. The crew must initially stay with the boat. When a boat has over-turned (capsized) never swim underneath it but leave it in the capsized position. Provided the crew space themselves evenly around a capsized boat, it can be used as a floating platform. Even a fully swamped boat will float and remain stable if the crew space themselves evenly around the gunnels of the boat. The Steer must remain in control of the crew at all times and first ensure that all the crew members are accounted for as described above.

***CAPSIZE OCCURS**

The Crew Members must let themselves go with the roll of the boat and try to throw themselves clear of the boat or dive into the water. Once clear of the boat paddlers should try to locate and retain the nearest paddle. A Crew Member who is underneath the overturned boat may be able to breathe in the air pocket. They should then grasp the gunwale of the boat with one hand and push back down into the water until they are clear of the boat and can surface. As soon as each crew member is clear of the boat they must look for their Buddy. The Steer will check that all crew members are present by calling for Racers to identify themselves by shouting out their Crew Number. Once all the crew is accounted for 'Buddies' check each other for injury and report any injuries to the Helm. Crew members must stay with the boat, using it as a floating platform but should avoid climbing on top of the boat as it may start to roll and possibly injure other paddlers.

***CAPSIZE OCCURS IN A RACE SITUATION**

Await the arrival of the rescue boats. The crew should if their paddles are within easy reach, attempt to retrieve them. On the arrival of the rescue boats, the crew should move as directed by the operators of the boats, with the Steer remaining with the boat until all members of the crew have been rescued. If there are insufficient boats to rescue all the crew in one go and the water conditions are kind, or it is shallow, then if the boat is capsized, up to six crew members can remain with the boat and start to 'swim it' to the nearest shore. This should only be done under the Steer's control (and when the swimmers are capable

and not at risk). After the crew is safe a rescue boat may be used to recover the Dragon Boat. (In cold water conditions, whilst awaiting rescue, crew members should, when holding onto the boat, try to conserve body heat by curling their legs up towards their chests and remaining as still and as calm as possible).

*CAPSIZE OCCURS AT PRACTICE

Should a rescue boat NOT be available then in calm conditions, the crew may attempt to 'swim' a capsized boat to the nearest safe landing point, as directed by the Steer. If conditions are not suitable for easily 'swimming' the boat, over a short distance, then under the instructions of the Steer it is recommended that the boat be rolled back to the upright position, which will result in the boat becoming swamped.

*SWAMPED BOAT

A swamped boat can be used to support the crew, with the crew members evenly spaced around the boat's gunnels, whilst the boat is partially bailed out using paddles (and any other suitable implements available, e.g. boat bailers) until the crew can regain entry to the Boat, complete the bailing out process, and paddle the boat to the nearest shore. If self-recovery of the boat is not possible, then as a last resort, the crew may leave the boat and swim to shore in pairs, using the 'buddy' system, again under the control of the Steer. As with other methods, the crew must be accounted for at all times during any attempts to swim the boat or as pairs under the buddy system. However, in a training situation crew members are advised not attempt to swim to shore unless they are wearing PFDs. Should there be no alternative but to swim for the shore then any crew member who is not wearing a PFD should join a 'buddy pair' with PFDs, or make up a group (groups) of three, to provide mutual support and assistance during the swim.

*RECOVERY OF THE BOAT

As soon as the boat is alongside the water's edge, the crew must again be accounted for on the land and any injuries dealt with immediately. If upturned, the boat may then be turned the right way up (in the water) and bailing out commenced. The boat SHOULD NOT be dragged out of the water unless there is only a small amount of water left in it, as this puts a considerable strain on the hull of the boat. Once the boat is almost empty of water it may be lifted on to the bank and checked for damage and all the boat's equipment accounted for.

*RECOVERY OF ONE OR TWO CREW MEMBERS (eg. The Drummer or the Steer)

If the boat has not capsized but a crew member has fallen out of the boat, use the following method to assist them...

Able crew members can pull them into the boat forward over the gunwales. • Grasp the crew member under the armpits or by the PFD straps and pull straight up until the member's chest clears the gunwale. Once the upper body is over the gunwale, Crew members can pull the rest of the person on board.

*IN CONCLUSION .

Safety is the concern of every crew member and is largely a matter of COMMON SENSE - USE IT! The overall responsibility for the crew off the water is the Captain's and on the water is the Steer's.

videos: <https://youtu.be/WUEmG3UMuhI>

<https://youtu.be/ZQLSM1oNaXQ>

<https://youtu.be/HrOW7NnQqz0>

note this one shows how to save yourself for a tbone collision

https://youtu.be/KMd8_D1fy-s

<https://youtu.be/HrOW7NnQqz0>

IMMEDIATE CONTACTS

HENDERSON EMERGENCY ACTION PLAN ORGANIZATION

EMERGENCY ACTION PLAN TEAM CONTACTS

TITLE/NAME	WORK#	CELL/ PAGER#
Emergency Response Coordinator		
Safety Advisor		
Lethbridge Dragon Boat Festival Chair		
Lethbridge Dragon Boat Festival Race Chair		
Lethbridge Dragon Boat Insurance Representative		
Head Coach		
Head Coach		

THIS INFORMATION IS IN A BINDER IN THE EQUIPMENT TRAILER..