

# **SOUTH WHIDBEY YACHT CLUB – MASTER SAFETY DOCUMENT**

## **TABLE OF CONTENTS**

- I. ORGANIZATION AND GENERAL INFORMATION**
  - A. COMMITTEE
  - B. COMMITTEE RESPONSIBILITIES
  - C. RPIC
  - D. RESPONSIBLE PERSON IN CHARGE
  - E. SAFETY OFFICER
  - F. SAFETY BOAT OPERATOR
  - G. PARTICIPANT PROTECTION
  
- II. ACTIVITY OPERATION**
  - A. ORIENTATION
  - B. SAFETY BOAT OPERATOR
  - C. INJURIES AND DAMAGE
  
- III. SAFETY**
  - A. GENERAL
  - B. COMMUNICATION
  - C. EQUIPMENT
  - D. WALK AROUND INSPECTION
  - E. INCLEMENT WEATHER
  - F. SAFETY BOATS
  - G. FIRST AID KIT
  - H. EMERGENCY PROCEEDURE
  - I. ACRCR
  
- IV. LEARN TO SAIL ACTIVITY – Youth Sailing Association - See separate document**
  
- V. PELICAN RACING ACTIVITY**
  
- VI. LASER RACING ACTIVITY**
  
- VII. KAYAKING ACTIVITY**
  
- VIII. CRUISING**
  
- IX. KEELBOAT ACTIVITY - SWIFT**

**I. ORGANIZATION AND GENERAL INFORMATION:**

**A. COMMITTEE**

1. The SWYC mission is to foster safe boating and the responsible enjoyment of our marine resources by our members and the community at large through educational activities, community outreach and boating-related activities afloat and ashore.
2. The SWYC Safety Committee shall consist of at least three and a maximum of five members which will be appointed annually by the SWYC Board and will have cognizance over the safety aspects of the various activities of the club.

**B. COMMITTEE RESPONSIBILITIES**

The SWYC Safety Committee will be responsible for reviewing the safety protocol for each activity:

1. Ensuring that SWYC standards for safety and training are followed.
2. Organizing the safety aspects of the activity.
3. Establishing site-specific policies and procedures to manage day-to-day safety activity administration.
4. Evaluating feedback from volunteers and participants.
5. Reviewing accident/incident reports and implementing approved recommendations.
6. Appointing the Safety Officer for the club.

**C. ACTIVITY LEADER**

Each activity group shall appoint an Activity Leader, who will be responsible for coordinating the activities for that group and reporting to the Board of Directors as needed and requested.

**D. RESPONSIBLE PERSON IN CHARGE (RPIC)**

Each event shall designate a Responsible Person in Charge (RPiC), who will report their appointment to the Activity Leader. The Responsible Person in Charge (RPiC) is the person with overall responsibility for the specific event, i.e., a race, a paddle, a cruise, a social activity or any other club activity. He or she has overall authority to make decisions regarding a) modifications to the activity on a day-to-day basis, b) go-no go decisions and c) supervision of all related activities on and off the water. In the event the RPiC will be absent for any reason, he or she shall designate a substitute, who will have all the authority of the RPiC.

## **E. SAFETY OFFICER**

The Safety Officer is appointed by the Safety Committee and shall be responsible for 1) assisting any and all RPIC's in assuring activities are safe, 2) maintaining the Safety Protocol document current with all applicable laws and regulations, 3) maintaining records of CPR, Safesport, and other certificates related to safety, and 4) making safety recommendations to the SWYC as appropriate for shoreside and waterside activities.

## **F. SAFETY BOAT OPERATOR**

Safety Boat operators are appointed by the RPIC when needed for each event on the water and shall be responsible for safe operation of each type of boat they operate, including legal and appropriate equipment aboard, safe maneuvering around or near personnel in the water and be able to demonstrate all maneuvers described by the SWYC Skill Assessment Outline.

- G.** South Whidbey Yacht Club has adopted a Participant Protection Plan, otherwise known as a Harassment, Bullying, Molestation and Abuse Policy. This is contained in Appendix A.

## **II. ACTIVITY OPERATION:**

### **A. Activity Orientation**

Prior to the beginning of the first event for each activity of the season, the Activity Leader for that activity will hold an orientation session with staff and volunteers which will include the following:

- a. Program syllabus
- b. Emergency procedures
- c. Safety protocols (A copy of this document will be given to each.)
- d. Boats and equipment
- e. Administrative procedures
- f. Logistics

### **B. SAFETY BOAT OPERATORS**

1. Skippers of Safety Boat operators must be SWYC certified.
2. All Safety Boat Operators must possess a Washington State Boater's Education Card or qualifying waiver and have successfully completed the SWYC Safety Boat Operation Competency Assessment before being allowed to operate a safety boat during activity sessions or races.

### **C. INJURIES & DAMAGE**

Any injury to a sailor or instructor and/or any significant damage to the Club boats or equipment must be promptly recorded on an Accident/Incident Report Form, located in

Appendix B.

### **III. SAFETY:**

#### **A. GENERAL**

It is understood that safety is of paramount importance in all Club sponsored activities. This document cannot cover all aspects of safety, and common sense should prevail wherever there is a question of safety. All participants in any Club sponsored activity should be on the lookout for any, and all safety issues, whether they be tripping hazards, traffic, lifting heavy objects with their back instead of legs, lightning, insects, or any other hazards to safe operation of the activity.

#### **B. COMMUNICATION**

Prior to participants arriving at the activities, the RPiC, shall ensure that at least one of the responsible persons in the group has adequate cell service should 911 be needed. If cell service may not be available the club has VHF radios and they should be on hand and checked to ensure that they are in working order.

#### **C. EQUIPMENT**

Any equipment needed for the activity should be inspected for suitability and safety. This would include but is not limited to tables, chairs, EZ Ups, audio visual equipment, electrical cords and cables, boats, safety boats, personal flotation devices, first aid kit(s), and AED's. Any unserviceable items should be corrected beforehand.

#### **D. WALK AROUND INSPECTION**

Prior to the start of the activity, the grounds, equipment, buildings, stairways, etc., should be inspected to determine if there are any hazards or off-limit areas.

#### **E. INCLEMENT WEATHER**

The RPiC, will assess the suitability of the weather for the activity and is the final authority regarding conditions.

#### **F. SAFETY BOAT(S)**

1. All sailing classes, Laser races, and Pelican races shall have at least one safety boat in operation.
2. Safety Boat operators shall be qualified in accordance with the SWYC Operator Skill Assessment.
3. All safety boats shall have the equipment aboard as listed in Appendix D (Safety Boat Equipment).
4. Each Safety Boat Operator is responsible for determining that the boat is in safe

operating condition prior to leaving the dock or beach.

### **G. FIRST AID KIT**

1. There shall be a First Aid Kit at the Activity sites. The Red Cross Family First Aid Kit or equivalent meets this requirement.
2. All RPiC and their assistants at the site shall be made aware of the location of the first aid kit before the commencement of each activity.
3. It is the responsibility of the RPiC to arrange for replacement of used supplies before the beginning of the next session.

### **H. EMERGENCY PROCEDURES**

1. In the event of an emergency or incident beyond the immediate capability of staff to safely stabilize the situation, call 911. If there is any doubt about the need for outside assistance, call 911. Situations that require calling 911 include, but are not limited to:

- a. Person not breathing.
- b. Person is unconscious
- c. Person is disoriented such that memory is affected.
- d. No Heartbeat.
- e. Unable to stop victim's bleeding
- f. Person cannot walk or is seriously restricted in movement.
- g. Contents of First Aid Kit are insufficient to remedy the situation.

#### **2. Emergency Procedure Steps - ACRCR**

- a. ASSESS - the nature of the emergency
- b. COMMUNICATE – with authority
- c. RESPOND – and take appropriate action
- d. COORDINATE – response with other safety boats and higher authority
- e. RETURN – victims to shoreside assistance

3. The RPiC will be the sole spokesperson for the organization during and after an incident, with input from the Safety Officer if needed. Except for passing essential information to emergency response personnel, all communication with outside entities including the press, law enforcement and other interested parties will be channeled through this spokesperson.

### **IV. YOUTH SAILING ASSOCIATION – Learn to Sail Activity**

Learn to Sail Safety is covered in a separate document.

### **V. PELICAN RACING ACTIVITY**

In addition to protocols contained in Sections I, II and III of this manual the following policies and procedures will apply to Club events and organized activities involving the San Francisco Pelican fleet.

- A. Responsible Individuals - A volunteer Pelican Fleet Captain will be designated each year, and that person will be responsible for coordinating fleet activities for the year in compliance with the provisions of this manual. In the absence of the Fleet Captain at any Pelican event, the Principal Race Officer (PRO) for races and other event coordinator for non-racing events will be the individual responsible for implementing provisions of this manual.
- B. Venues - Venues will be selected with an eye toward safety. Some venues, especially Lone Lake, are known to develop hazardous algae toxins. The Club will monitor and assist State algae testing activities. Events and organized Club activities will not be conducted on waters known to have recently tested above State recreational limits for algae toxins.
- C. Personal Flotation Devices - USCG approved PFD's must be worn by all participants during all Club sponsored Pelican afloat activities.
- D. Safety Boats - All Club organized on-water Pelican activities require the presence of a properly equipped and crewed safety boat as described elsewhere in this manual. At races, the Race Committee (R/C) boat can serve as the safety boat.
- E. Capsize - If one or more Pelicans capsize or swamp during a Club activity, the safety boat will immediately render assistance. If necessary, the R/C boat will leave the start/finish line to assist. In such cases, the in-process race may be abandoned at the discretion of the PRO. If the race is not abandoned, competitors will record their order of finish close aboard the remaining finish mark on the correct side.
- F. Weather - In case of potentially unsafe winds or other weather conditions, the responsible individual, either unilaterally or after consultation with present participants, may cancel or terminate an event or activity. This provision in no way preempts the overriding responsibility of each individual skipper for the safe operation of their boat and for all decisions on whether or not to sail or continue sailing per Racing Rules of Sailing (RRS) Fundamental Rule 3.
- G. Non-Club Member Participation - Non-SWYC members are invited to participate in Club Pelican activities. To be eligible for race scoring, series points and awards, guest participants must pay the racing fee and sign a liability waiver and responsibility acknowledgement form. To race without being scored or to participate in Club organized non-racing activities, only the waiver/responsibility form is required.

## **VI. LASER RACING ACTIVITY**

In addition to protocols contained in Sections I, II and III of this manual the following policies and procedures will apply to Club events and organized activities involving the Laser Racing Activity.

- A. Personal Flotation Devices - USCG approved non-inflatable PFD's must be worn on the water during all Club sponsored Laser Racing activities.
- B. Skill Set - Must be a proficient at swimming and solo capsize recovery. Only go out on the water for given weather conditions (wind, waves, tide, etc.) if you are confident in your abilities for said conditions.

- C. Risk - the risk of serious injury or other damage is inherent in sailing. By participating one is knowingly and voluntarily assuming all risk, known or unknown, arising from participating in an activity administered by SWYC. Prior to racing, all participants who are not current SWYC members are required to sign the waiver shown in Appendix G.
- D. Personal Safety - Everyone is responsible for their own personal safety. Everyone should always keep an eye on each other during a group event and help out if needed.
- E. Non-Club Member Participation - Non-SWYC members are invited to participate in Club Laser racing activities. To be eligible for race scoring, series points and awards, guest participants must pay the racing fee and sign a liability waiver and responsibility acknowledgement form. To race without being scored or to participate in Club organized non-racing activities, only the waiver/responsibility form is required.

## VII. KAYAKING ACTIVITY

In addition to protocols contained in Sections I, II and III of this manual the following policies and procedures will apply to Club events and organized activities involving the Kayaking Activity.

A copy of this document will be given to each Responsible Person in Charge (paddle leader) and will be reviewed before every SWYC kayaking trip. All Participants should be familiar with its' contents.

Kayaking on open water has many hazards and any participant can and may be in a life threatening predicament at any moment. All paddlers must be aware of and ready for the possibility of this moment.

“EACH KAYAKER IS A SAFETY BOAT.”

### Definitions

- A. Trip: Any on water trip, class, or practice. SWYC kayaking trips are non-guided. Trips are a cooperative effort. All paddlers are responsible for themselves and the safety of the group.
- B. Responsible Person in Charge, (Leader): club member volunteer, who will plan and organize the trip. The trip RPIC is NOT a Guide. The RPIC can cancel a trip if conditions warrant such action. The RPIC can refuse participation of those who are unqualified or improperly equipped.
- C. Participant: club member participating on trip, agreeing to rules of the group and the leader.
- D. Guest: non club member.
- E. Trail person: club member volunteer (not a guide) who will trail group and be in communication with the trip leader.

## Responsibilities

### A. Kayaking Committee Leader

1. Oversees the organization of the kayaking activities.
2. Communicates kayaking activities with SWYC Board.

### B. RPIC (Paddle Leader)

1. Plan and organize trip.
2. Know conditions to be encountered ie., weather, tide, current, sea state, boat traffic.
3. Have list of participants and guest (head count).
4. Communication.
  - a. Before shoving off, make all participants and guests aware of what to expect of the paddle, paddle signals, time expected to return.
  - b. On water, with paddle signals, VHF radio with trail person, and with whistles and other distress calls.
  - c. After paddle haul-out, be sure all participants and guests have returned.

### C. Participants

1. Be honest about your abilities. All participants are responsible for their own safety and must be able to make the decision on whether they can participate on the paddle.
2. Must have the following skills
  - a. Wet exit.
  - b. Self-rescue.
  - c. Assisted rescue.
  - d. Basic paddle strokes; forward, sweep, stopping, bracing.
  - e. Ability to evaluate the paddling conditions (sea state).
3. Properly Equipped (required equipment).
  - a. USCG approved Personal Flotation Device.
  - b. Kayak with floatation and/or water-tight compartments.
  - c. Paddle float.
  - d. Pump.
  - e. Whistle.
4. Recommended Equipment
  - a. Flashlight.
  - b. Water bottle.
  - c. Dry bag and extra clothing.
  - d. Mirror.
  - e. Brimmed hat.
  - f. First aid kit.
  - g. Rescue knife.

- h. Spray skirt
- i. Tide and current tables.
- j. Tow rope.
- k. Extra paddle.

5. Stay with group. We paddle together for safety. Look out for fellow paddlers, be aware of others having difficulties. Look for signs of sunburn, fatigue, seasickness, dehydration.
6. Check in with leader after haul-out.

#### D. Guest

1. Guest has all the responsibilities and requirements of a club member participant.
2. Above all, the club member who invites the guest and the guest must be honest and accurate about their abilities and experience.
3. All guests must have signed waver.
4. A guest may only participate one time before joining SWYC to continue to paddle with the club.

#### E. Trail Person

1. Has all the responsibilities of other participants.
2. The Trail Person will maintain a position at the rear of the group on the water. At this position the Trail Person should be able to view the entire group.
3. This paddler will carry one of the VHF radios.

### VIII. CRUISING ACTIVITY

In addition to protocols contained in Sections I, II and III of this manual, the following policies and procedures will apply to Club events and organized activities involving the Cruising Activity.

A. Responsible Individuals - A volunteer Cruising coordinator will be designated each year, and that person will be responsible for coordinating cruising activities and procedures for the year in compliance with provisions of this manual. During any cruise a designated Cruise Captain will be the individual responsible for implementing provisions of this manual.

B. Cancellation/Termination - The cruise captain, either unilaterally or after consultation with cruise participants, may cancel or terminate all or parts of a cruise due to safety concerns.

C. Ultimate Skipper Responsibility - Item B. in no way relieves participating skippers of their total and overriding responsibility for the safe condition and operation of their vessel including any decision to make, not make or terminate any transit, to make any port call or to drop anchor at any location.

D. Reminder of Responsibility - A reminder of Item C will be included in all Cruise Activity scheduled and individual cruise itineraries.

## **IX. SWIFT**

In addition to protocols contained in items I, II, and III in the main body of this manual, the following policies and procedures will apply to Club events and SWIFT activities.

- A. Responsible Individuals - A volunteer SWIFT group leader will be designated each year, and that person will be responsible for coordinating SWIFT activities and procedures for the year in compliance with the provisions of this manual. During any underway session the designated skipper of the day will be the individual responsible for implementing provisions of this manual.
- B. Skipper Qualification - Skippers will be qualified by consensus of SWIFT group members after consideration of prospective skipper's sailing resume.
- C. Personal Flotation Devices - USCG approved Personal Flotation Devices must be worn by all occupants whenever the boat is underway.
- D. Safety Briefing - A safety briefing will be held for any non-group member prior to getting underway.
- E. Material Conditions - An equipment and material check-list including safety items will be used as a basis for checking the boat before and after each underway period.
- F. Liability Waiver - All non-Club member guest passengers and crew will be required to sign a one-time liability waiver prior to embarking on their first sail.

**APPENDICES**

**Appendix A**

**Participant Protection Policy**

An essential element of all SWYC activities is that all participants be protected against all forms of harassment, abuse, molestation, and bullying.

SWYC has adopted this Abuse, Molestation, Bullying and Harassment Policy as part of its Safety Protocol which will be adhered to in support of all sailing programs. If you would like a copy of this policy, please request one from the Safety Officer or the Program Director. All forms of harassment, bullying, molestation, abuse and/or sexual harassment are prohibited. If any of these occur, the incident shall be confidentially reported to the Safety Officer or the Program Director, and the Incident/Accident form shall be filled out confidentially.

**To the maximum degree possible, the following guidelines will be adhered to:**

1. Two-deep leadership.
2. No "One on One" situations between adults and youth except for reprimanding a student (which should be in sight but not within hearing to avoid embarrassment). One on one are acceptable if observable and interruptible.
3. Male and female adult leaders at all coed activities
4. Hazing, harassment, physical or mental abuse, bullying, molestation, and/or sexual harassment are prohibited.
5. Awareness of social relationships between youth (No public displays of affection or sneaking off)
6. Awareness of own behavior:
  - A. No staring or leering in a suggestive manner
  - B. No making offensive remarks
  - C. No physical contact
  - D. No sexual jokes or making sexual remarks
  - E. No bullying behavior; name calling, inappropriate remarks
  - F. No wearing of suggestive attire
7. Fraternalization between adults and youth is prohibited.
8. Physical punishment is prohibited and all discipline will be monitored.
9. At least two youth and two adults at all times for all activities.

I have read and understand the Harassment, Bullying, Molestation and Abuse Policy (Participant Protection Policy) and agree to abide by it while I am serving as shore support for the Youth Sailing Association.

Printed Name \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Appendix B:**

**Accident or Incident Report**

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

Name of victim involved: \_\_\_\_\_ Age: \_\_\_\_\_

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

If Abuse, Molestation, Harassment, Name of Perpetrator involved:

\_\_\_\_\_

Phone:(H) \_\_\_\_\_ (W) \_\_\_\_\_

Date and time of

accident: \_\_\_\_\_

Place incident or accident

occured: \_\_\_\_\_

Injury? Yes \_\_\_\_\_ No \_\_\_\_\_

Was injured person moved from scene? Yes \_\_\_\_\_ No \_\_\_\_\_

Was first aid given? Yes \_\_\_\_\_ No \_\_\_\_\_ Were emergency medical services called?

Yes \_\_\_\_\_ No \_\_\_\_\_

Property Damage? Yes \_\_\_\_\_ No \_\_\_\_\_ Was incident/accident investigated by authorities?

Yes \_\_\_\_\_ No \_\_\_\_\_

Describe what happened; clearly and concisely mention activity, circumstances, weather conditions; name all parties involved and the extent of their involvement. Explain if victim disregarded any rules or regulations of the park or work environment?:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Use back of sheet if needed.

Follow-up Action Taken: \_\_\_\_\_

SWYC Safety Protocol  
9-11-23

---

---

---

---

---

Name and telephone of victim's family contact: \_\_\_\_\_

List of Witnesses Use back of sheet if needed.

1. Name: \_\_\_\_\_ Age: \_\_\_\_\_

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

Phone:(H) \_\_\_\_\_ (W) \_\_\_\_\_

2. Name: \_\_\_\_\_ Age: \_\_\_\_\_

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

Phone:(H) \_\_\_\_\_ (W) \_\_\_\_\_

Persons contacted (Parents, Park District, etc.) \_\_\_\_\_

Name of person(s) in charge (safety officer, RPiC, counselor, chaperone etc.) \_\_\_\_\_

\_\_\_\_\_  
Phone:(H) \_\_\_\_\_ (W) \_\_\_\_\_

Additional Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reported by: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix C: SAFETY BOAT OPERATION & EQUIPMENT**  
**1. SAFETY BOAT OPERATOR SKILL ASSESSMENT**

- a. Start assessment with the boat moored to a dock, all systems off, fuel line disconnected.
- b. Get boat underway, having made all checks on the Safety Boat Checklist.
- c. Demonstrate familiarity with throttle, shift, steering, and tilt control mechanisms.
- d. In open water, demonstrate competence at high speed and controlled speed boat maneuvers as called for by evaluator.
- e. Position boat downwind of buoy facing upwind.
- f. Hold boat close to buoy by coordinating throttle, shift and steering.
- g. Rotate boat in own length with throttle, shift and steering (Pivot Turn).
- h. Retrieve a free-floating PFD (to simulate a man overboard rescue) in several different aspects.
- i. Land alongside a moored boat and retrieve a PFD from moored boat.
- j. Make a landing and departure from the beach in a controlled and safe manner.
- k. Land at and depart from a dock in a controlled and safe manner.
- l. Demonstrate ability to tow another boat, alongside and behind.

**2. SAFETY BOAT EQUIPMENT (Includes Committee Boat)**

- a. Clipboard with pad and pencils
- b. Whistle
- c. Throwable cushion
- d. Boat hook (Nanook only)
- e. Bail bucket
- f. Sponges
- g. Towing bridle
- h. Paddle
- i. 30 foot towing line
- j. Light heaving line
- k. VHF
- l. Ground tackle
- m. First aid kit
- n. Space blanket
- o. Megaphone
- p. Duct tape
- q. Towels
- r. Rigging Knife