

General Safety Recommendations:

Each organization may wish to designate a person or persons tasked with taking the lead on ensuring safety. This person or committee should be the organization's primary contact on matters concerning boating and facility safety with other parties and groups including landowners, enforcement agencies, staff / volunteers, and program participants. Designating a go-to person or committee aids in keeping safety information and its dispersal timely and consistent. The person or persons may or may not be a member of the governing body of the organization at the discretion of each particular group, but designating someone or a committee to fulfill this role is strongly recommended for reasons stated above. All participants of such committees should become familiar with their organization's current safety protocols and adhere to them at all times.

Duties and activities of the Safety Director or Committee should include:

1. The Safety Committee or director of each organization should authorize individuals as Program Coordinators. A general description of the skills and knowledge required to be a coordinator should be developed, maintained, and published by the Organizations Safety Committee or governing body. A current list of Program Coordinators should be maintained at each organization.
2. Each member is required to become fully familiar with their boathouses protocols and each member is responsible for adhering to them at all times.
3. The Program Coordinators of each organization should be responsible for insuring that all Leaders and Assistants have demonstrated the required skills for safe and effective execution of their duties pertaining to their position per the organization's stated safety protocols developed by the Safety Committee, Leader that the Safety Committee designates, including but not limited to any certification by the any credible organization (ACA, BCU or equivalent) that the established safety protocols prescribe .
4. The Safety Committee should assign or prescribe the method for assigning one or more Program Coordinators.
5. The Program Coordinator for any program or activities is authorized to make all decisions relating to the program, including whether to hold it, adjust it, or cancel it; how to organize other volunteers; and which boats and other equipment may be used.
6. The Safety Committee shall have the power to revoke the authorization for individuals to be Program Coordinators, Leaders, and assistants for any reason and without cause.
7. All Trip Leaders and Assistants should be re-evaluated by the Safety Committee at least EVERY 5 years.

General Safety Requirements

1. A Safety Committee or Director should review annually and be familiar with harbor regulations and restrictions and if possible, post a map indicating hazards and nearby restricted areas within close proximity to the Program launch site.
2. The Program Coordinator shall determine and ensure that the correct safety ratio of experienced Leaders and Assistants to program participants per stated safety protocols is maintained at all times for the activity being conducted. In the event that program participants are organized into more than one group, a series of visual signals shall be established before departure to identify hazards and to communicate distress.
3. The Program Safety Coordinator is responsible for ensuring that Leaders and Assistants who run

programs have appropriate skill sets and experience, including but not limited to familiarity with local waterways and conditions (wind, tide, current). Persons selected to be Leaders and Assistants for any voyage should be the persons who have the most experience boating on same local waterway(s), and any other necessary pertinent experience or training to ensure that the helper can provide assistance rather than requiring assistance. **See Appendix 1 for suggested Local Conditions curricula.**

4. Leaders and Assistants should confirm that all participants have a properly fitted and properly fastened Personal Flotation Device (PFD) while on the water and before entering the boat.

5. Leaders and Assistants should carry safety equipment; **please see our recommended list for each activity in Appendix 3.**

6. Leaders and Assistants should ensure a safe launch / landing site prior to starting any program. All shoreline areas and docks should be kept clean and clear of any obstacles, tripping hazards or other dangerous objects. Participants not entering or exiting boats should be kept at a safe distance from the launch / landing area unless they are designated by a Leader or Assistant to help with program activities.

7. [Boating under the influence of drugs or alcohol is strictly prohibited.](#)