



**Safety**  
**Handbook**

## **EMERGENCY / AMBULANCE / FIRE / POLICE**

# **911**

Directions for emergency personnel:

**Cascades Club:** 100 chemin de la Rivière, Chelsea QC (J9B 2M6)

- from Autoroute 5, take Exit 21 (chemin de la Rivière)
- turn right (south) at the lights onto Route 105
- turn left immediately onto chemin de la Rivière (clubhouse is 1.3 kilometres down the road on the right)

**Cascades Club waterfront:** Access is via chemin Campbell, Chelsea, QC (near 126 chemin de la Rivière)

- follow above directions to clubhouse and then continue down the road to 126 chemin de la Rivière
- turn right onto chemin Campbell (gravel road), cross railway tracks and keep right

## **POISON**

- Ottawa Poison Control: **613-737-1100**
- Ontario Poison Centre: **1-800-268-9017**
- Centre antipoison du Québec: **1-800-463-5060**

**HOSPITAL (Wakefield): 819-459-1112**

# TABLE OF CONTENTS

A. Introduction

B. Cascades Club Emergency Action Plan (EAP)

C. Cascades Club Safety Equipment

D. Concussion Signs and Guidelines

E. Cascades Club Staff Requirements

F. Cascades Club Boat Safety

G. Cascades Club Water Safety

H. Cascades Club Cold-Water Policy

I. Cascades Club Extreme Weather Safety

J. Cascades Club Site Safety

K. Cascades Club Boat Trailer Safety

L. Cascades Club Incident Reporting

M. Cascades Club Development Paddling Program Additional  
Guidelines

APPENDIX A Excerpt from Small Vessel Regulations ((SOR/2010-  
91) Subpart 5 - Exceptions for Human-Powered Pleasure Craft

# A. Introduction

Cascades Club endeavors to ensure the safety of all program participants, staff, members and volunteers.

All Cascades Club staff and members of the Board of Directors must have a valid police background check. Volunteers who work directly with youth in an unsupervised capacity must also have a valid police background check.

All Cascades Club program participants, staff, members and volunteers are expected to adhere by the Cascades Club Code of Conduct.

The Cascades Club Safety Handbook has been developed as a minimum requirements guideline and we welcome further recommendations and suggestions to help ensure the continued safety of our program participants, staff, members and volunteers.

All Cascades Club staff must review the Cascades Club Safety Handbook at the beginning of each paddling season and sign a document to certify that they have read and understood it.

# B. Cascades Club Emergency Action Plan (EAP)

In the event of one or more of the following emergency situations **CALL 911**

- Serious Injury or Loss of Consciousness
- Fire
- External Threat (bear, external aggressor)

**SOUND WHISTLE 3 TIMES** to alert coaches, counsellors and program participants to initiate **EAP procedure** outlined below.

## In the event of Serious Injury or Loss of Consciousness

Coaches / counsellors not involved in performing CPR should:

1. Check to see if the first responder to the emergency needs help. For injuries sustained during water activities, move the injured person(s) carefully into motorboat and proceed to waterfront area as soon as possible.
2. Start the EAP Procedure outlined below.

Meanwhile:

1. CPR or first aid should be performed as required.
2. The injured person(s) should be constantly monitored (breathing and circulation) and provided with support and warmth until emergency personnel arrive.

## **EMERGENCY ACTION PLAN (EAP) PROCEDURE**

1. Stay calm and **CALL 911**
  - Describe the type of emergency (injury, fire, etc.).
  - Provide directions to clubhouse or waterfront as outlined on Emergency Contacts sheet.

- Supply any important additional details (number of injured persons, age(s) of person(s) involved, severity of injuries, actions being taken, etc.).
2. Move all program participants to a safe location away from path of emergency vehicles or into boathouse or clubhouse where they can be easily supervised by staff members so that other staff can help carry out the EAP.
  3. Designate a staff member to wait for the emergency response vehicle(s) at the entrance to the clubhouse driveway and / or at the top of chemin Campbell.
  4. Designate a staff member to call (using Cascades Club Contacts sheet), in the following order:
    - Head Coach
    - Head of Camp
    - Lead Development Coach
    - Club Commodore
  5. Designate a staff member to retrieve the Release of Claims and Waiver of Liability Form for any injured person(s) and call their emergency contact(s).
  6. A Cascades Club Incident Report Form should be completed by a staff member who was present during the emergency.

# C. Cascades Club Safety Equipment

**Automatic External Defibrillators (AED)** and instructions for their use are located:

- In the clubhouse's main hall, on the wall across from the water cooler
- In the boathouse it should be hanging on the wall between the 2 boat bay doors.

Maintenance: Once a month, ensure that the blue battery light is flashing to indicate adequate charge and check that the pads are unopened.

The AED from the boathouse should be removed and kept in a heated building during winter.



**Large first-aid kits (2)** are located:

- In the clubhouse main hallway, mounted on the wall to the left of the bar room entrance.
- In the boathouse, on shelf beside back door

**Small first-aid kits (1 in each safety boat)**

Maintenance: First-aid kits should be checked against relevant checklists every week during summer (June through August) and periodically during the remainder of the year. Resupply as needed.

**Fire extinguishers (4)** are located in the:

- Clubhouse main hall, bar area, and kitchen
- Boathouse by back door

Maintenance: The fire extinguishers are checked professionally on an annual basis.

## D. Concussion Signs and Guidelines

A concussion can result from a blow to the head, face or jaw, a whiplash effect to the head and neck, or impact to another part of the body. A concussion is an injury to the brain and most often occurs without a loss of consciousness.

Some possible signs of concussion are:

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or feeling as if in a fog
- Amnesia surrounding the traumatic event
- Dizziness or "seeing stars"
- Ringing in the ears
- Nausea
- Vomiting

If there is a suspected concussion but no loss of consciousness:

- Remove the person from all activities
- Immediately inform the senior staff
- Immediately inform a parent or guardian so they can seek medical advice
- Do not leave the injured person alone and monitor their symptoms
- Do not administer medication (i.e. do not give Tylenol for headache)

The injured person should be evaluated by a medical doctor (and / or have written approval from their parent / guardian) before resuming any activities.

Note that there may be a delay in the onset of the signs and symptoms of concussion even after the initial symptoms and signs have returned to normal.

Any participant with a concussion should follow the Return-to-Sport strategy available online at <https://parachute.ca/wp-content/uploads/2019/06/Return-to-Sport-Strategy.pdf>



# E. Cascades Club Staff Requirements

All Cascades Club staff must have a currently valid police background check.

The summer camp program must have at least one staff member with the following current certifications:

- National Lifeguard Service (NLS)
- Standard First Aid with CPR Level C
- Automated External Defibrillator (AED) training (given by Cascades Club)

Cascades Club paid paddling coaches must have the following current certifications and / or training:

- Standard First Aid with CPR Level C
- Automated External Defibrillator (AED) training (given by Cascades Club)
- Canoe Kids Community Coach training (given by Cascades Club)

Any Cascades Club staff member who operates a Cascades Club motorboat must have a:

- Pleasure Craft Operator Card (PCOC) from Transport Canada and it must be with them when they are operating a Club motorboat

# F. Cascades Club Boat Safety

The Cascades Club operates under the regulations of Transport Canada.

1. All users of the Cascades Club boats should be familiar with Transport Canada's Safe Boating Guide, which is available online at [www.tc.gc.ca/eng/marinesafety/debs-obs-menu-1362.htm](http://www.tc.gc.ca/eng/marinesafety/debs-obs-menu-1362.htm)
2. All operators of Cascades Club safety boats must possess a valid Pleasure Craft Operator Card (PCOC).
3. All canoes, kayaks, outriggers, and dragon boats are to be maintained in a safe and floatable condition.
4. All canoes, kayaks, outriggers, SUPs, and dragon boats must carry a Personal Flotation Device for each paddler and a signalling device (whistle). Racing canoes and kayaks accompanied by a safety boat or coach boat have special exemptions under the Canada Shipping Act, Small Vessel Regulations (see Appendix A).
5. All motorboats or other craft used for coaching, officiating, or regatta safety must meet the minimum requirements as set down in the Canada Shipping Act, Small Vessel Regulations. These boats must carry the following:
  - First aid kit
  - Whistle
  - Bailing Bucket
  - Basic tools
  - Cell phone
  - Waterproof flashlight
  - Oars or paddles
  - Sufficient fuel supply for return trip
  - Personal Flotation Device (PFD) for every person in the boat
  - Buoyant throw rope at least 15 metres long
  - Valid Pleasure Craft Operator Card (PCOC)

Cascades Club assumes no responsibility for providing required boat safety equipment or ensuring its use by persons using Cascades Club boats independent of supervision by an on-water coach.

# G. Cascades Club Water Safety

## Personal Flotation Device (PFD) Guidelines

When PFDs are required to be worn, they must be worn in the manner they were intended to be worn (on torso, arms through arm holes, all zippers, buckles and clips fastened).

All Cascades Club program participants, members and volunteers are encouraged to wear a PFD while engaged in any on-water activity. Staff members are required to wear a PFD while engaged in any on-water activity. Any adult (18 years or older) Cascades Club program participant, staff, member or volunteer who declines to wear a PFD does so at their own risk and is personally responsible for any injuries, loss or damage sustained as a result.

Cascades Club Summer youth programs:

1. *Summer Camp* – is a summer camp for youth ~6-9 years of age which offers a variety of activities, including swimming and paddling. Summer Camp participants, regardless of swim ability, are required to wear a PFD at all times while on, in or near the water.
2. *Development Paddling Program* – includes a variety of introductory and experienced paddling programs designed for athletes ~9-16 years of age who are focusing more on developing skills in the sport of Sprint Canoe Kayak. Development Paddling Program participants:
  - a. Are required to wear a PFD at all times when in or on the water if they do not pass the Cascades Club Swim Competency Screening or are under the age of 10.
  - b. Who are Atom (under 10 years), Pee Wee (under 12 years), and Bantam (under 14 years) paddlers must wear a PFD at all times when in or on a boat of any kind (including SUP).
  - c. Who are Midget (under 17 years) paddlers or older may not be required to wear or carry a life jacket while paddling due to special exemptions for racing canoes and kayaks accompanied by a safety / coach boat that is carrying extra life jackets (see Appendix A).

## **Cascades Club Swim Competency Screening**

The Cascades Club Swim Competency Screening is based on the Canadian Red Cross Swim Kids 6 certification, and requires program participants to be able to:

- Swim 75 metres
- Tread water for at least 90 seconds
- Perform a tip and tow escape from a kayak

Parents are to be informed whether their child successfully completed the Cascades Club Swim Competency Screening.

Cascades Club does not assume responsibility for determining the swimming competency of adult (18 years or over) Cascades Club program participants, staff, members or volunteers.

## **Water Hazards**

Cascades Club will ensure that known rock shoals and other in-water hazards are marked with buoys. All Cascades Club staff should be familiar with local water hazards and should communicate this information to program participants. Continued failure by a program participant to avoid known and marked water hazards may result in their removal from an on-water activity.

# H. Cascades Club Cold-Water Policy

In the spring and fall, the Cascades Club will communicate to its membership when this policy is in effect. All Cascades Club members are expected to abide by the additional safety rules described below until advised otherwise by an official Cascades Club communication.

1. A government-approved Personal Flotation Device (PFD) must be worn (in the manner it was designed to be worn) by all paddlers of all ages in all boats at all times.
2. During canoe, kayak or outrigger training sessions for youth (under 18 years of age) paddlers:
  - a) There shall be a safety motorboat on the water at all times.
  - b) Paddlers must stay within sight of a safety boat and close to shore at all times.
  - c) Paddlers must remain near a partner at all times.
  - d) Paddlers must stop paddling immediately if the coach's whistle is blown.
  - e) In case of capsize, the paddler must get their torso out of the water as much as possible and onto their boat, while their partner helps keep the capsized boat steady.
  - f) All persons shall wear protective clothing appropriate for cold water conditions and their activity.
  - g) Failure to abide by the above rules will result in removal from the activity.
3. It is recommended that all Cascades Club paddlers have a safety boat accompany them when the cold-water policy is in effect. Paddlers who disregard this recommendation do so at their own risk.

All Cascades Club members and guests **MUST** follow the rules outlined above. The dangers of cold water and weather, which include hypothermia and shock, are well known. Athletes, coaches, supervisors and volunteers should be fully prepared and trained for all situations and they must be aware of the risks. Coaches will consider weather and water conditions and may cancel a session due to safety concerns.

# I. Cascades Club Extreme Weather Safety

Cascades Club program participants, staff, members and volunteers must always be aware of the risks inherent with exposure to extreme weather. Hot and humid conditions increase the risk of heat stroke, sunburn, dehydration, and fatigue, while cold weather conditions increase the risk of hypothermia.

## High Winds

Paddlers and boats will not go on the water in very high winds. If high winds develop while paddlers are already on the water, they are to proceed to the nearest shoreline and disembark as soon as they can do so safely.

## Thunderstorms

In event of lightning or thunder, the 30/30 rule shall apply, and all Cascades Club program participants, staff, members and volunteers MUST follow it.

*Lightning 30/30 rule - If it takes less than 30 seconds to hear thunder after seeing a flash of lightning, the lightning is near enough to pose a threat. Take shelter and wait 30 minutes after the last clap of thunder before resuming any outdoor activities.*

- Paddlers and boats will not go on the water in thunderstorms. Lightning that hits water travels well beyond its point of contact.
- If a thunderstorm develops while paddlers are already on the water, they are to proceed to shore as soon as possible and take refuge, ideally in a sturdy, fully-enclosed building with wiring and plumbing or in a metal-roofed vehicle.
- Do not try to outrun a storm in a boat.
- If caught outdoors far from shelter during a thunderstorm, paddlers should find a low-lying area away from tall objects like trees, poles, wires, and fences.

## Extreme Heat and / or Humidity

During the summer months, it is recommended that all Cascades Club program participants, staff, members and volunteers:

- Keep skin covered at all times with sunscreen or breathable, light-coloured clothing.
- Wear a rimmed, breathable sun hat and sunglasses.
- Carry a water bottle at all times and keep well hydrated.
- Avoid excessive exertion during periods of extreme heat and / or humidity.

The UV index should be checked daily when planning outdoor activities. The sun's UVB rays are strongest between 11 a.m. and 3 p.m. and it is also usually the hottest time of day.

Exposure Category	UV Index
LOW	0 - 2
MODERATE	3 - 5
HIGH	6 - 7
VERY HIGH	8 - 10
EXTREME	11 +

## **J. Cascades Club Site Safety**

All Cascades Club site users must use caution and be aware of possible slippery surfaces (e.g. wet docks) and uneven terrain. Proper care should be taken to employ safe work practices and make sure that equipment is secured prior to use.

All Cascades Club staff, volunteers or contractors performing construction and maintenance work (e.g. building, mowing, moving docks, etc.) on Cascades Club property must wear proper footwear and employ appropriate precautions to ensure their safety and the safety of others.

If a vehicle is used at the waterfront or around the boat house, a spotter must be present. If towing a trailer or boat, all hitches, chains, cables, tie-down straps and trailer running gear should be inspected prior to departure.

## **K. Cascades Club Boat Trailer Safety**

All boat trailers must be maintained and licensed to government standards.

All drivers must be appropriately licensed.

Boats must be securely and individually tied to the trailer.

An additional safety rope should be affixed such that it encircles the boats on the trailer.

Boats should be loaded in such a manner as to be balanced from front to back and left to right.

Trailer hitch and towing ball must be compatible.

Trailer lights must be operational.

All hitches, chains, cables, and tie-down straps should be inspected prior to departure.



# L. Cascades Club Incident Reporting

The Cascades Club Incident Report Form is to be used to ensure that all incidents (defined below) are appropriately recorded, filed in the Cascades Club Incident Binder, and reported to the Head Coach and Commodore (who will report the incident to the Board of Directors if necessary).

An “incident” is defined as:

- Any injury that requires first-aid more serious than a bandaid and / or the removal of a program participant from an activity.
- Any behavioural issues that violate the Cascades Club Code of Conduct.
- Loss or damage of Cascades Club equipment or property.

Any subsequent investigation following the submission of the incident report should be viewed as a fact-finding rather than a fault-finding activity. The primary purpose of the incident report is to determine the cause(s) of the incident so that a recurrence may be avoided.

# M. Cascades Club Paddling Programs

## Additional Guidelines

Participants under 18 years of age must have a parent or legal guardian read and sign a waiver to indicate that they are aware of and accept the risks inherent in Sprint Racing Canoeing and Kayaking. Participants 18 years or older must read and sign their own waiver form.

Participants must adhere by the Cascades Club Code of Conduct.

Participants are responsible for the care of the boats and equipment used during training and competition.

Participants are expected to follow any guidelines set down by their coaches and / or chaperone(s).

Participants traveling as part of a Cascades Club team are expected to remain with their teammates or designated chaperone(s) at all times unless previous clearly-defined arrangements have been made.

Participants are to inform their coach of any change in their health that may affect their ability to safely participate in Cascades Club programs or may endanger the safety of other participants.

Participants are to inform their coach if they are using any medication.

Participants are to be aware of weather and water conditions and prepared to take appropriate measures and precautions.

Participants are to wear / bring clothing and equipment appropriate for the weather conditions (long sleeves, layers, hats and hand pogies in cold weather, hats, sunscreen and extra water in hot weather, changes of clothes as needed)

**Regatta First-Aid:** A first-aid kit will be located near the Cascades Club trailer at the regatta site and marked with a red-cross sign with the name and cell number for a first-aid trained responder.

## **APPENDIX A**

### **Excerpt from Small Vessel Regulations ((SOR/2010-91) Subpart 5 - Exceptions for Human-Powered Pleasure Craft**

#### **220 Paddleboats, Watercycles, and Sealed-Hull, Sit-on-Top Kayaks**

If every person on board a paddleboat, a watercycle or a sealed-hull, sit-on-top kayak is wearing a personal flotation device or lifejacket of an appropriate size, the paddleboat, watercycle or kayak is required to carry on board only the following safety equipment:

(a) a sound-signalling device; and

(b) a watertight flashlight, if the paddleboat, watercycle or kayak is operated after sunset or before sunrise or in periods of restricted visibility.

#### **221 Racing Canoes and Racing Kayaks**

(1) A racing canoe or racing kayak that is engaged in formal training, in an official competition or in final preparation for an official competition that is governed by safety guidelines and procedures established by the governing body is not required to carry on board the safety equipment required by this Part if it is attended by a safety craft that is carrying on board a personal flotation device or lifejacket of an appropriate size

(a) for each person on board the canoe or kayak, if the safety craft is attending only one pleasure craft; or

(b) for each person on board the canoe or kayak with the most persons on board, if the safety craft is attending more than one pleasure craft.

(2) However, if the canoe or kayak is not attended by a safety craft, it is required to carry on board the following safety equipment:

(a) a personal flotation device or lifejacket of an appropriate size for each person on board;

(b) a sound-signalling device; and

(c) a watertight flashlight, if the canoe or kayak is operated after sunset or before sunrise or in periods of restricted visibility.

<http://laws-lois.justice.gc.ca/eng/regulations/SOR-2010-91/page-6.html#docCont>