Nothin' Dragon

NOTHIN' DRAGON PADDLING SOCIETY
OPERATIONAL GUIDELINES

PADDLERS' GUIDELINES

1. COACHING

- The Head Coach will have the authority to hire an Assistant Coach with the approval of the Board.
- The Coaches are expected to provide constructive feedback to team members.

2. TRAINING

- The Team Members Manual is available on the NDPS members' webpage covering expectations, commitment, training and paddling technique for all paddlers to access.

3. CAPTAIN'S POSITION

- The Captain and Assistant Captain(s) may be nominated and will be selected at the AGM.
- Responsibilities of the Captain and/or Assistant Captain(s) will include:
    - General crew management
    - Liaison with the Coach on behalf of the team.

4. TEAM MANAGERS AND ASSISTANT MANAGERS

- **Alumni Paddle Manager** - Responsible for overseeing the Alumni Paddle group and providing updates and statistics to the executive.
- **Dragon Boat Experience Manager** - Responsible for the coordination and support of team-offered public dragon boat experiences or corporate team-building outings.
- **Boat Manager** - Responsible for the setup, take out, and return of the safety boat and dragon boats for training or other use.
- **Boat Maintenance Manager** - Responsible for the upkeep and repair of the safety boat and dragon boats.
- **Communications Manager** - Responsible for the upkeep of the website, media liaison and press releases, videos/photos (team group and individual photos), and operation of the team's social media channels.

- **Equipment Manager** - Responsible for the upkeep, repair and transport of boat and race equipment.
- **Fundraising Manager** - Responsible for fundraising events which may include, and is not limited to, bottle returns, yard sales, clothing drives, and store incentive discounts.
- **Recreational Paddle Manager** - Responsible for communication with interested and new recreational members, and overseeing the weekly outing.
- **Safety Manager** - Responsible for the upkeep of our on-water safety plan, AED device, safety practices and protocols, and operation of an annual boat-flip event.
- **Social Manager** - Responsible for annual events that promote team camaraderie: summer BBQ, start-up breakfast, Christmas gathering.
- **Sunshine Manager** - Responsible for coordinating team-signed cards, gifts or other, for bereavement, illness, special moments, and goodbyes.
- **Saturday Morning Coffee Manager** - Responsible for booking the OMBH Common Room and the coordination of coffee and treats for team members to enjoy after Saturday morning practices.
- **Uniform Manager** - Responsible for ordering and issuing team uniforms, other logo wear and PFDs.

5. SEATING POSITION IN THE DRAGON BOATS

- The Coach will assign seating.
- Cooperation and willingness to change seating positions in the boat at the request of the Coach and/or Captain is expected.

6. TEAM SELECTION

- Assignment to the Nothin' Dragon boats is based upon the following;

    - Attitude:
        - Positive motivator and role model
        - Good listener
        - Strong work ethic
        - Flexibility in seating position

    - Fitness:
        - Training includes dryland fitness – alternative forms of aerobic, strength and flexibility training beneficial to increasing and maintaining a healthy fitness level. Yoga suggested.
        - Paddling technique and power

    - Attendance at:
        - Training
        - Practice
        - Team events

7. EQUIPMENT

- The team tents will not be rented out.
- If the safety boat is loaned to another team it will only be if our Team provides the operator.

8. SAFETY

- Safety Guidelines are available for all Team members on the NDPS website
- Annually, the team will participate in a “mock capsize” to practice the correct and safe procedures during a capsize situation.
- The Safety chairperson will see that the safety boat is equipped as described in the Safety Boat Guidelines.
- The Safety chairperson is responsible for assuring that:
    - The safety boat accompanies the dragon boat(s). If for any reason the safety boat is unavailable (no driver or unexpected mechanical issue) the practice can proceed however the dragon boat(s) must not leave the Inlet. As well, it is up to each team member’s discretion to participate with no impact on attendance.
    - Occupants of all boats are wearing approved PFDs.
    - A minimum of 12 paddlers and a steersperson are in each dragon boat.

9. RACES

- Race teams will consist of 20 paddlers, a drummer, a steersperson and 2 spares for each boat.
- Other paddlers who wish to participate will be wait-listed
- Spares will be guaranteed at least one heat each day.
- The Captain or delegate will be responsible for race line-ups and race preparation when the Coach is not available.

9. PERSONAL INFORMATION

- Personal information on team members will only be released as required for dragon boating purposes. Read our Privacy Policy.

10. PERSONAL CONDUCT

- Our Code of Conduct is available in our renewal information and in our Team Members Manual.
- Read our Code of Conduct.

11. COMMUNICATION

- Any Team member may raise any issue, excluding one related to personal conduct, verbally or in writing with any member of the Board.
- If appropriate, the team member may be requested to attend the Board meeting.
- The Board member is responsible for taking the issue to a meeting of the Board and reporting back to the member after the meeting.

12. AMENDMENTS

- The Secretary will be responsible for circulating the proposed amendment(s) before a meeting.
- The Secretary will be responsible for keeping the guidelines up to date.

SAFETY BOAT GUIDELINES

- 1 "dry" bag including:
- First aid kit
- Air horn
- Flares (within expiry date)
- 10 ' length of rope
- 1 ladder
- 1 throw bag
- Extra PFDs
- Extra paddles

PADDLER SAFETY GUIDELINES

All members must complete a PAR-Q Health Assessment to renew membership. Paddlers are expected to keep their fitness level in check throughout the season and in particular the months leading up to a new season.

1. Fitness & Conditioning

- Preparation Suggestions:
  - A physical checkup and consultation with your doctor about strenuous exercise before the season is recommended.
  - Start your exercise program for aerobic capacity, strength and flexibility
  - Practice monitoring your heart rate
  - Keep a fitness log
  - OPTIONAL Weekly Fitness Tracker to assist you in clocking your time and activities.
    How to use the Weekly Checklist:
    Click on the blue hyperlink above.
    Download the document (select File, then Download) to save it to your device.
    *IF you use GMAIL, it will likely open into your Gmail Drive -- Create a Copy

(select File, then Make a Copy), and name it "YOUR NAME Weekly Fitness Tracker". You can then remove the NDPS one.

- Members may keep 2–4 (81 mg) ASA tablets on PFD to be used for angina or heart attack.

- Paddling:
  - Minimum 15 minute warm-up and stretching before paddling.
  - Keep hydrated! Take water with you and drink frequently.
  - Use sunscreen and WEAR A HAT. UV exposure is higher on the water
  - Adjust your PFD to minimize binding and chafing
  - Stretch during rest breaks
  - Monitor your condition and report any distress symptoms (feeling faint, dizziness, nausea, etc.) to the Coach or Captain.
  - Cool down and gentle stretching is recommended after the practice or race.

2. Clothing

- Use several layers of clothing. Synthetic fabrics with wicking properties should form the under layer. Check out Polypropylene or Dri-Fit athletic shirts and briefs.
- A second layer should be windproof, splash resistant and highly breathable. A lighter spray resistant jacket of micro-dernier nylon may be the answer for warmer weather.
- A toque for colder weather, a baseball cap or visor for hot weather and UV exposure.
- Paddling pants or shorts of polyester micro-fiber dry quickly and have more stretch than conventional rain gear. Nylon pants or shorts are ideal for hot weather and provide wind and UV protection at a reasonable price.
- Cotton garments are not recommended because of weight and moisture retention properties
- Aquatic sandals or paddling shoes protect your feet are free draining and quick drying. For cooler weather, consider layering with wool work socks (warmth when wet) or even waterproof neoprene or similar insulating socks.
- Check out the gear worn by other paddlers before spending on specialized clothing. Find out the pros and cons of several types of fabric and garments from experienced team mates.
- Windproof sports garments are relatively cheap and can be used in a variety of situations so they might be a good starting point in your search for the ideal paddling outfit.
- Select paddling gloves to protect your hands from blistering, and UV exposure. Fingerless gloves are good choices for hot weather, full gloves for colder conditions. Often bicycle gloves will give blister protection at a cheaper cost than specialized paddling gloves. However, paddling gloves are more salt water resistant and Neoprene gloves are warmer for colder weather.
- Purchasing quality rain gear will prove to be more economical in the long run.

3. **Personal Flotation Device (PFD) - Team colour is RED**

- Team Members are expected to purchase a RED PFD that is Coast Guard Certified.
- PFDs should be kept rinsed and air dried periodically to prevent mildew. Don't leave them in your car trunk ... hang them up!
- Using PFDs as cushions can damage the flotation.
- PFDs are designed for use with all fasteners adjusted and engaged. Do not wear an unbuckled or unzipped PFD in the boat... it may not support you in the water or slip off when you are immersed.

4. **Paddler Responsibility**

- Dressing according to guideline #2
- Following the procedure for boat stability in guideline #6
- Wearing a properly fastened PFD at all times while in the boat
- Keeping a set of warm clothing in your vehicle in case of emergency
- Identifying your paddling partner and the paddler immediately in front of you before leaving the dock
- Paddlers to practice in water adjustment and swimming in PFDs
- Paddlers to practice boarding vessel from water via ladder
- Paddlers to practice HELP as noted in 7 against hypothermia
- Paddlers to have a whistle attached to their PFD or in their PFD pocket

5. **Rescue Leader**

- In the event of an emergency the Steersperson is the Rescue Leader of each boat
- The order of priority shall be:
  - The Steersperson
  - The Safety Boat operator
- Once the Safety Boat operator has arrived on scene the Safety Boat operator shall be the Rescue Leader
- In certain situations (e.g. a boat operator inexperienced in rescue) the safety boat operator may designate an alternate (e.g. steersperson)

6. **Stability Precautions**

Entering or leaving the boat is the time for the greatest care!

- DO NOT step on the seat when entering the Dragon Boat
  >View video on **how to enter the boat** with your partner
- First be sure to secure the boat to the dock with mooring lines before entering or leaving
  >View video on how to **tie up to the dock cleat**

- Load the boats front and back seats first; unload the boat from the centre seats
  >View video on **how to enter the boat** with your partner
  >View video on **order and how to load the boats**
- Bail excess water from the inside of the boat
- Assist one another when exiting the boat
  >View video on **how to exit the boat**

7. **Capsized Event**

Rescue guidelines are essential for the Nothin' Dragon Boat team because:

- response time to be rescued by the Coast Guard may be in excess of 45 minutes;
- other boats may not be in the area and/or not have rescue expertise;
- ocean water temperatures in winter are about 5 C and in summer 20 C
- in winter, severe hypothermia will occur in 30 to 60 minutes
- survival time in 5 degrees Celsius is 1 to 3 hours and may be less for seniors
- colder water robs the body of heat 32 times faster than colder air

Guidelines:

In the event of capsize each paddler will:

- Let go of your paddle to avoid injuring yourself or another paddler
- Let your body go with the boat's roll
- If you are on the high side, try to throw yourself clear of your paddling partner
- If you come up under the boat, rise until you can catch a breath in the air pocket, then duck down and come up beside the boat
- As soon as you surface, check that your paddling partner and the paddler immediately in front of you has surfaced
- The front seat paddlers are responsible for the drummer
- The rear seat paddlers are responsible for the steersperson
- Remain with the boat, keep your eyes on the paddlers you are responsible for and assist them, if necessary, by maintaining their head above water
- Advise the Rescue Leader of injured, distressed or missing paddlers
- Retrieve your paddle only if it is within reach or nearby
- Keep calm, quiet and follow the directions of the Rescue Leader
- If the boat is upright spread out evenly holding onto the gunnels
- If the boat is upside down, hold onto the hull as best as you can. You may also be able to link hands over the top of the boat with a paddler on the opposite side.
- Assume the HELP position (described below) and huddle together should you find yourself and others not close to the boat.

  The Heat Escape Lessening Position (HELP) is:

  - Arms held against the side; thighs together and knees raised and clenched to your chest as much as possible

The Rescue Leader will:

- Assign a paddler to search for a missing paddler while other paddlers watch.
- Send distress signal: 3 whistle blasts repeated several times, fire flares and call **911** and Coast Guard (*16) and assign a paddler/safety boat operator to signal distress.

- Assign a paddler to assist an injured paddler into the safety boat where the distressed paddler will be provided with a wool hat and Emergency blanket.

The Safety Boat operator will*:*

- Transfer distressed paddlers to safety
- Once distressed paddlers are rescued, the safety boat operator will transfer paddlers, in small groups to safety which could be a boat that has not capsized or shore
- Remaining paddlers will spread evenly around the sides of the boat and swim the boat to safety if appropriate and/or await further rescue.
- A boat offering assistance will be directed by the Rescue Leader as follows:
    - Approach from downwind at very slow speed
    - Ensure propellers are turned off in the vicinity of immersed paddlers
    - Instruct the boat's captain and direct the rescue of paddlers in the water

8. **Survival Skills in the Water**

In the event of a capsizing or swamping, an immediate rescue effort will be triggered.
In the meantime, it is important to:

- call 911
- assist the rescuers by staying with the boat
- stay together as a group and practice cold water survival techniques.

9. **Hypothermia**

Mild Hypothermia*:*
Submersion in cold water will reduce core body temperature and may result in hypothermia.

Symptoms:
Conscious, talking clearly and shivering. As it becomes more serious, the symptoms are: slowness of pace, stumbling, drowsiness, and fatigue

Guidelines:

a) Remove the distressed paddler from the water as soon as possible
b) Provide the distressed paddler with a wool hat and space blanket
c) Remove the distressed paddler to a sheltered area
d) Replace wet clothing as soon as possible.

Severe Hypothermia:
If the victim is left in cold water for over thirty minutes, severe hypothermia may occur and if not treated, hypothermia may lead to death.

Symptoms: Progressive loss of consciousness, blue skin coloration, possibly no detectable breathing, weak pulse.

Guidelines:

a) Follow the guidelines for mild hypothermia (above)

b) Immediately call 911 as medical attention is critical
c) Provide CPR if necessary
d) Provide an alternate heat source if the distressed paddler is stiff or not shivering;
e) DO NOT warm the extremities;
f) DO NOT rub the surface of the body.

10. **Person Overboard**

A sudden abrupt movement of the dragon boat, or when paddlers unexpectedly switch seats, can cause the Steersperson and/or one or more paddler(s) to go overboard.

Guidelines:

- If the person who fell overboard was not the Steersperson, then the steersperson will signal the safety boat and take command of the situation
- If the person falling overboard is the Steersperson then the safety boat operator or designate will take command of the situation
- The person falling overboard will be assisted back into the boat
- If the person falling overboard cannot be assisted back into the boat then the safety boat operator will assist the overboard person.

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