



# **CANOEKAYAK BC – WHITEWATER CODE OF SAFETY**

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## **PREAMBLE**

The primary goal of this Code of Safety (may subsequently be referred to as the “Code” in this document) is to provide minimum standards and requirements for members of CanoeKayak BC who participate in whitewater canoe/kayak (CanoeKayak BC – Whitewater) with the intention of establishing a reasonable level of safety for recreational paddlers, competitive athletes, parents, spectators, volunteers, officials, instructors and coaches.

The Code is intended to contribute to safety similar to the CanoeKayak Canada (CKC) Code of Safety for Sprint Racing, which is used by CanoeKayak BC for all non-whitewater canoe/kayak activities. In this way the whitewater Code will contribute to the overall risk management activities of CanoeKayak BC.

The Code has been developed through extensive consultation with knowledgeable persons from all levels of the whitewater community in Canada. It is intended to be representative of current standard practices in Canada and the United States.

In addition to the minimum standards, other *recommendations* are also provided, which are intended to contribute to an *enhanced* level of safety above and beyond the minimum standards.

As such, the first *recommendation* of this Code is that all participants, regardless of their role, complete a **Swiftwater Rescue and Safety Course** (such as the CanoeKayak Canada - Whitewater course or its equivalent). Greater knowledge of the skills taught in these courses (hazard awareness, equipment knowledge, safety preparation and planning, basic self-rescue and extraction skills) will be a major step in ensuring a safer environment in which to practice our sport.

This Code is intended to apply to all the activities related to the sport of whitewater canoe/kayak. These include recreational paddling, paddling trips, training, and races, competitions and events. These activities may be conducted indoors (pools) or on open-water; flat water, moving water or whitewater.

Every person involved in whitewater sport should be aware of two key concepts that apply:

- 1 Participation at your own risk
- 2 Duty of care

## ***Participate At Your Own Risk***

Whitewater canoe/kayak is a challenging sport which tests the participants mentally, technically and physically. It requires a level of skill, experience, and knowledge that varies with the environment and the conditions, and necessarily involves some element of risk. There is recognition that in order to maintain the challenging nature of the sport safety must remain, in the final analysis, the responsibility of the participant or parent of the participant. Individuals participate at their own risk. Each individual is responsible for deciding whether he or she should participate or paddle at a particular location, in the prevailing conditions. All efforts must be made to create an atmosphere where choosing *not* to participate for safety reasons is an easy option for all participants.

Parents / guardians of junior-age participants (minors) must take the responsibility to make these choices on behalf of their child, as the parent or guardian is ultimately responsible.

If an individual is concerned about their safety or competence, they should *not* participate.

The overriding principle of this challenging sport is that individuals (including paddlers, athletes, parents, spectators, volunteers, officials, instructors, and coaches) participate at their own risk. This principle is often summarized as “Challenge by Choice”.

## ***Duty of Care***

A good definition is: “The duty which rests upon an individual or organization to ensure that all reasonable steps are taken to ensure the safety of any person involved in any activity for which that individual or organization is responsible” All participants should know how this relates to their position in providing activities and being responsible for others. As an individual’s experience, skills and role changes, they must be aware of how this might affect their duty of care.

This Code of Safety will help each person to better understand some of the expectations of duty of care which apply to various levels of participation.

## ***Implementation***

**It is required that all participants in whitewater canoe/kayak in BC at all levels follow and promote safe practices as defined by this Code. Failure to comply with this Code may result in suspension of membership in CanoeKayak BC – Whitewater (CKBC-W).**

**A phase-in period has been designated – compliance is required within three years of the date of the final document (03 Feb 2009) – so is required by 03 Feb 2012.**

**For new clubs joining CKBC-W, full compliance with “Part III) Responsibilities of Clubs” is required within three years of joining, OR by 03 Feb 2012 as above, whichever is latest.**

### **I) Responsibilities of Participants**

- 1) All participants:
  - a) Must understand that practicing whitewater canoe/kayak involves some risks and dangers.
  - b) Must be a member of CKBC-W and must sign a membership form and waiver form (see **Appendix A** for waiver form example). If the participant is less than eighteen (18) years of age, one of their parents, or legal guardian, must also sign.
  - c) Must wear a personal floatation device (PFD) that passes Canadian Coast Guard (CCG) and/or International Canoe Federation (ICF) regulations in all on-water activities. If participating in canoe polo, it is *recommended* that PFD’s have side padding.
  - d) Must wear a helmet in any moving water or whitewater of Class I or higher. If participating in canoe polo, helmets must be worn and must be equipped with a faceguard.
  - e) Must ensure that their boat and other equipment is safe and free of hazards caused by poor condition (for example, sharp edges from breaks or incomplete repairs, cracked paddle shaft) at all times.
  - f) In general it is *recommended* that boats and equipment used for canoe polo, slalom, wildwater, and freestyle training and competition conform to the

applicable ICF rules at all times. In canoe polo, it is further *recommended* that paddle blades be padded to avoid slicing injuries.

- g) When required for specific events or competitions, at the discretion of the event organizer, boats and equipment must conform to the applicable ICF rules.
  - h) Must ensure that at all times their boat has grab loops at each end that meet applicable ICF rules.
  - i) Must have enough flotation in their boat so that if it is completely full of water, it will remain on the surface of the water at all times. (less experienced paddlers are encouraged to use float bags to increase flotation in their boats, which makes rescue easier and safer)
  - j) Except during competition, it is *recommended* that all participants carry the following safety equipment, and be familiar with their use: Whistle, river knife, throwbag, and pin kit.
  - k) Must be capable of executing a safe wet exit from their boat, in the specific location and conditions in which they are paddling. It is *recommended* that beginners and novices are required to demonstrate a safe wet exit in flat water before they engage in any other paddling activity.
  - l) Must learn how to self-rescue in the event of a capsize.
  - m) Must be able to effectively paddle in the type of conditions they are participating in. They must have the ability to “read the water” and identify hazards, routes and features relevant to the conditions they are paddling in.
  - n) Must be aware of hypothermia and other water-related dangers, and how to take the appropriate measures and precautions to avoid or mitigate these dangers.
  - o) Must carry a supply of food and water adequate for the trip length where applicable.
  - p) Must seek route details in advance of paddling, especially potential hazards such as rapids, low-head dams, obstructions, or dam releases.
  - q) Must make efforts to manage traffic at defined features. It is *recommended* that only one boat occupy a feature (wave / hole) at a time.
  - r) Must be familiar with basic river communication (hand and paddle signals)
  - s) Must stay in their boats at the finish line of any competition to provide on-water safety and support long enough to ensure that there are always three boats in the water at the finish line ready to assist.
  - t) Must immediately cease their activities, training or racing to assist, within the boundaries of their own capabilities, any other participant who is in need of assistance, without putting themselves into danger.
  - u) Must observe all safety rules that may affect their own safety and/or the safety of fellow participants.
- 2) Participants are required to;
- a) Abstain from drinking alcoholic beverages or using drugs, which may affect their ability to participate, train or compete in a safe manner.
  - b) Inform their coach, instructor or trip leader of any change in their health which may affect their ability to safely participate in an event or program, or which affects their well being, or may endanger the safety of the other participants.
  - c) Inform their coach, instructor or trip leader if he/she is using or under the effect of any medicinal drug.

- 3) Participants hold the ultimate responsibility for their own safety. As such, each individual must judge his or her own capabilities and equipment and determine if the conditions are appropriate for their skill level, physical condition, mental condition, experience, and level of fatigue.
- 4) It is *recommended* that participants never paddle alone, and that a minimum group size of three boats is maintained at all times.
- 5) Participants must attend pre-event meetings to hear relevant safety information.

## II) Responsibilities of Parents/Guardians of Participants

- 1) The Parent/Guardian:
  - a) Is responsible for the junior/minor participant as per 'The Participant' above.
  - b) Regarding safety-related issues, the parent/guardian must consider the opinions of the boys/girls coach/instructor/race organizer in exercising their responsibility for their child's safety.
  - c) Must sign the disclaimer on membership and event entry forms on behalf of a junior participant.
  - d) Is the key responsible person for ensuring a junior participant can exit a boat safely when capsized, under normally encountered conditions, and those anticipated for the activity/event.

## III) Responsibilities of Clubs

- 1) Every club must adopt this "Code of Safety" and provide it or communicate it to all of its members. Clubs are responsible for ensuring that this Code is followed during club activities and events. Failure to comply with the Code may result in suspension of club membership in CKBC-W.
- 2) Clubs must ensure that all participants have signed a CKBC-W waiver form (**Appendix A**) or an equivalent club-specific waiver form.
- 3) Every club must ensure that Emergency Action Plans (EAPs) are available for every site they use for any on-water club activity. For permanent sites, the EAP should be provided to CKBC-W, and must be reviewed annually by the club and updated as required. The CKC "Emergency Action Plan" form (see **Appendix B**) or equivalent must be used. Guidance for completing EAP's is also provided in Appendix B.
- 4) Clubs must publish trip, event, and competition information prior to the activity.
- 5) Every Club must appoint a Club Safety Officer or designate a member who is responsible to ensure that the club adheres to this Code, completes EAPs and annually reviews and renews them (as required), as well as any other safety measures which may apply to club programs. This person shall ensure that the club has sufficient safety equipment and that all safety equipment is in good working

order. This person shall monitor environmental conditions and shall issue appropriate safety directions to their members as required.

- 6) Clubs must ensure that potential participants have sufficient training and ability to engage in any water-related programs.
- 7) Every club must maintain a First Aid Kit, and have throwbags available for use during club events. If the club owns boats, floatbags must be available.
- 8) Every club must record incidents/accidents which occur during club sponsored activities on a CKC “Accident Report Form” (see **Appendix C**) or equivalent form. It is *recommended* that all incidents be recorded, but it is required for significant incidents that involve medical attention, rescue involving entrapment, or any other situation from which there is something to be learned by others, or for which legal action could potentially result. Copies of forms for these types of incidents must be submitted to CKBC-W.
- 9) Incident reports must be maintained with the club membership database, and submitted to CKBC-W as required, or upon request.
- 10) Clubs must make sure that all club equipment is in suitable condition for the activity it is being used for.
- 11) Clubs must promote water-safety and take active steps to encourage members to learn life-saving techniques. It is required that clubs promote swiftwater rescue and safety, first aid, and CPR courses to its membership, particularly the coaches, instructors, trip leaders, officials, volunteers and participants.
- 12) Clubs must take active steps to ensure that coaches, instructors, and trip leaders are adequately trained and competent.
- 13) Clubs must ensure that all new participants complete the CKC “Participant Profile” form (see **Appendix D**) or equivalent form before engaging in club programs. The club should keep a copy on file, along with incident report forms and the club membership database. The participant profile should be made available to the individual’s coaches and instructors, and be readily accessible in emergencies.

#### **IV) Responsibilities of Instructors, Coaches, and Trip Leaders**

All instructors, coaches, and trip leaders:

- 1) Must be familiar with, apply and enforce this Code of Safety.
- 2) Must have a working knowledge of the EAP for every instruction, training, trip or competition site they use.
- 3) Instructors and coaches must make sure that every instruction, training and racing site is inspected for safety immediately before use, and must be prepared to change

or cancel the activity in accordance with changing water conditions, adverse weather conditions, changes in course conditions (new logs, shifting boulders) or any other condition which increases risks.

- 4) Trip leaders must be prepared to adjust or cancel plans and activities in accordance with changing water conditions, adverse weather conditions, and changes in river conditions (new logs, shifting boulders) or any other condition which increases risks.
- 5) Must devise appropriate safety measures for each session or trip and communicate these to participants/athletes, assistant coaches/instructors, parents and volunteers as appropriate. This should also include a review of communication techniques such as hand and paddle signals as well as how participants will proceed on the water.
- 6) If the instructor, coach, or trip leader is on the water, they must also follow the Code requirements for participants.
- 7) All instructors, coaches, and trip leaders in charge of, supervising, or leading on-water activities must have an appropriate level of experience, training, skills, and overall competence - as defined by the CanoeKayak Canada - Whitewater Leadership Development Model and National Coaching Certification Program (NCCP) (see **Appendix E**). Minimum requirements are:
  - a. Coaches (competition):
    - i. Introductory - Kayak Coach 1 / NCCP Level 2
    - ii. Development - Kayak Coach 2 / NCCP Level 3
    - iii. High Performance - Kayak Coach 3 / NCCP Level 4
    - iv. Elite High Performance - NCCP Level 5
  - b. Instructors:
    - i. Pool (beginner) - Community Kayak Instructor 1 Pool
    - ii. Flatwater (beginner & novice) - Community Kayak Instructor 1 Flatwater / NCCP Level 1
    - iii. River (class I-II) (intermediate) – Kayak Instructor 2 River / NCCP Level 2
    - iv. Whitewater (class III-IV) (advanced) – Kayak Instructor 3 Whitewater
  - c. Trip Leaders (certification is currently *recommended*, not mandatory):
    - i. River (class I-II) – Kayak Leader 2 River *or* Kayak Coach 2 / NCCP Level 2 *or* Kayak Instructor 2 / NCCP Level 2
    - ii. Whitewater (class III-IV) – Kayak Leader 3 Whitewater *or* Kayak Coach 3 / NCCP Level 4 *or* Kayak Instructor 3
  - d. All levels and activities - Swiftwater Rescue and Safety training is *recommended*, not mandatory
- 8) All instructors, coaches, and trip leaders must review the completed “Participant Profile” forms (see **Appendix D**) prior to the start of any activity or program. Instructors, coaches, and trip leaders are responsible for ensuring they have

adequate information on the health of all participants they work with, in particular any special medical concerns such as asthma, anaphylaxis, diabetes, etc.

- 9) All instructors and coaches must be trained in first aid (Wilderness First Aid *recommended*) and CPR (CPR A or if working with juniors / cadets, CPR C). If they are not trained, they must ensure that a trained person is present at all times. It is *recommended* that trip leaders also be trained.
- 10) All instructors and coaches for whitewater sessions must be competent in basic whitewater rescue techniques (hazard awareness, equipment knowledge, safety preparation and planning, basic self-rescue and extraction skills). It is *recommended* that all instructors, coaches, and trip leaders take a swiftwater rescue and safety course, such as that offered by Whitewater Canada, or equivalent.
- 11) At every whitewater instruction/training session or competition, at least one instructor/coach that is present must be equipped with a whistle, first-aid kit, throw rope, river knife and a pin kit, plus the knowledge of how to use these items. These items must be easily accessible in case of emergency. It is *recommended* that all instructors, coaches, and trip leaders carry these items with them at all times.
- 12) Must ensure that the ratio of instructors/coaches to participants is safe and appropriate for the conditions, and the skill level of the participants.
- 13) All instructors and coaches must exercise prudence in designing instruction/training and competition activities to ensure that all participants can paddle safely. Trip leaders must exercise prudence in selecting routes. If an instructor, coach, or trip leader feels that a particular participant/athlete under their responsibility is not safe, they must act to either change activities to make them safe, or discourage the individual from participating. If the individual is a minor, the coach/instructor/trip leader must stop them from participating in any activity that they feel is not safe.
- 14) ACKC “Accident Report Form” (see **Appendix C**) or equivalent must be filled out by the instructor/coach/trip leader for any incident occurring during a session or trip they are responsible for. It is *recommended* that all incidents be recorded, but it is required for significant incidents that involve medical attention, rescue involving entrapment, or any other situation from which there is something to be learned by others, or for which legal action could potentially result. Copies of forms for these types of incidents must be submitted to CKBC-W.

## V) Responsibilities of Event Officials

Event officials include volunteers or employees who are involved in any aspect of an event on site. This includes, but is not limited to judges, starters, finishers, timers, results personnel, safety boaters, first aid providers, incident commanders, cooks, runners etc

- 1) The first duty of every event official is to ensure the safety of themselves, the participants and the other officials.



- 2) Event officials must be familiar with and enforce this Code of Safety.
- 3) Event officials shall be familiar with the site's EAP.
- 4) All event officials who serve in "on-water" positions must follow the participants' code of safety

## VI) Responsibilities of Event Coordinators

- 1) Event coordinators must ensure that this Code is followed during the event.
- 2) Must ensure that an emergency action plan (EAP) has been prepared in advance of any official training on the site.
- 3) It is *recommended* that event coordinators follow all safety provisions as outlined in applicable ICF competition rules.
- 4) Event coordinators are responsible for ensuring that all participants, on-site volunteers and officials are CKBC-W members, with appropriate membership forms and waivers (see **Appendix A** for waiver example) completed and signed (in the case of minors, by the legal guardian).
- 5) It is *recommended* that event coordinators require participants to fill out "Participant Profile" forms (see **Appendix D**) so that relevant medical information may be made available to the designated first aid personnel on-site. Alternately the event coordinator may request that attending clubs, and/or coaches/instructors provide the completed forms, or identify any medical issues for their members/athletes/participants.
- 6) Event coordinators must ensure that safety provisions are put in place that provide a reasonable level of protection to participants. Where feasible (depending on the event site and conditions), throw ropes must be provided to competent users along the event course in an adequate number of appropriate locations.
- 7) Event coordinators must ensure that the paddling environment is navigable and appropriate to the intended participant skill level. Event coordinators must take reasonable measures to ensure that courses are not obstructed or otherwise clearly unsuitable for the proposed event or activity. Dangerous passages may be marked to indicate the correct channel.
- 8) The event coordinator must ensure that experienced personnel have checked the course immediately prior to the event start, to ensure no new hazards are present, such as fallen trees. Additionally, the event coordinator must ensure that participant safety is monitored and all rules are enforced by qualified people throughout the event.

- 9) At the conclusion of any event, the event coordinator must ensure that the paddling site / course is cleared; this may be done by the last competitor/participant, if they are experienced and willing to do so. Otherwise a safety boater(s) must go down the river to ensure it is clear.
- 10) Must address event safety during an event meeting – identifying known hazards, outlining the location of first aid personnel and supplies, identifying the incident commander, telling all athletes what safety protocols are in place, where throw bags and other equipment will be located, and reminding them of the requirements of this Code of Safety.
- 11) Event coordinators should design the start order of the event to ensure that competitors who might be at risk of capsizing or swimming are not the first down the course. Wherever possible, the order of classes should be designed to put stronger boaters in the finish area when those at risk of swimming are coming down the course.
- 14) Accidents or incidents that occur during the event must be recorded on a CKC “Accident Report Form” (see **Appendix C**) or equivalent form. It is *recommended* that all incidents be recorded, but it is required for significant incidents that involve medical attention, rescue involving entrapment, or any other situation from which there is something to be learned by others, or for which legal action could potentially result. Copies of forms for these types of incidents must be submitted to CKBC-W.

## **VII) Responsibilities of CanoeKayak BC - Whitewater**

- 1) Must review and update this Code at least every three years
- 2) Must actively promote and publicize the Code to members
- 3) Must maintain records as required, including EAP’s for permanent facilities, and completed Accident Report Forms.
- 4) Must take active steps to ensure that training opportunities are available to members, consistent with the CanoeKayak Canada - Whitewater Leadership Development Model and National Coaching Certification Program (NCCP)
- 5) Must enforce the Code by sanctioning individual or club members who do not follow it. Sanctions may include warnings, written warnings, suspension of services or privileges, temporary revocation of membership, or permanent revocation of membership.

**Appendix A – CanoeKayak BC Liability Waiver  
Form**

# CanoeKayak BC - Whitewater – WAIVER

## RELEASE OF LIABILITY, WAIVER OF CLAIMS, AND ASSUMPTION OF RISKS AGREEMENT

**BY SIGNING THIS DOCUMENT YOU WILL WAIVE OR GIVE UP CERTAIN LEGAL RIGHTS INCLUDING THE RIGHT TO CLAIM COMPENSATION OR SUE SHOULD YOU BE INJURED.**

**PLEASE READ CAREFULLY!**

Initial: \_\_\_\_\_

**TO:** CanoeKayak BC - Whitewater, CanoeKayak BC and all of each of their directors, managers, officers, employees, volunteers, agents, representatives, contractors, subcontractors, owner's of the facilities where Activities are held, sponsors, successors and assigns (hereinafter collectively referred to as "THE RELEASEES").

**DEFINITION** – This agreement shall apply to all activities, events or services provided, arranged, organized, sponsored or authorized by the Releasees, including but not limited to: kayaking, camping, hiking, meals, post-event parties, orientation or instructional sessions, clinics, activities, races, sports, tours, pool sessions, loading and unloading of boats, transportation or travel to and from locations used for the Activities; (hereinafter referred to as "the Activities").

### ACKNOWLEDGEMENT – SAFETY

I acknowledge that the risk of injury from the Activities is significant, including the potential for permanent paralysis and death, and while particular rules, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist. I acknowledge that I have been advised to wear a personal flotation device (lifejacket) at all times while in a kayak, and helmet when applicable

**ASSUMPTION OF RISKS** – I am aware that participation in the Activities involves risks, dangers and hazards including, but not limited to: slips and falls while boarding or disembarking from the kayak; overturning of the kayak; hypothermia due to exposure to very cold water; drowning; variation in the water conditions, surfaces and currents, including high waves and tides; changing and inclement weather conditions including storms, high wind and lightning; entrapment by trees, logs, rocks or equipment; collision with rocks, trees, logs, deadfall, boating equipment and other kayaks, surfers and surfboards, or motorized vehicles; equipment failure; accidents that occur while hiking, backpacking and camping including steep slopes in their natural state that may contain many obstacles and hazards, and terrain that may not have been traveled on or climbed before and is not regularly patrolled or inspected; variation in the terrain including holes, depressions, loose gravel, rocks, mud, roots, creeks; impact with trees, tree stumps, forest deadfall, rocks, or other natural or man-made objects on or adjacent to the trails; inability to obtain emergency medical assistance due to remoteness of locations; encounters with wild and domestic animals, becoming lost or separated from one's guide, instructor or party; failure to act safely or within one's ability or to stay within designated areas; and negligence of other persons. I AM AWARE THAT ONE OF THE RISKS, DANGERS AND HAZARDS OF THE ACTIVITIES IS NEGLIGENCE ON THE PART OF THE RELEASEES, INCLUDING THE FAILURE OF THE RELEASEES TO SAFEGUARD OR PROTECT ME FROM THE RISKS, DANGERS AND HAZARDS OF THE ACTIVITIES, SOME OF WHICH ARE REFERRED TO ABOVE. I FREELY ACCEPT AND FULLY ASSUME ALL SUCH RISKS, DANGERS AND HAZARDS AND THE POSSIBILITY OF PERSONAL INJURY, DEATH, PROPERTY DAMAGE OR LOSS RESULTING THEREFROM.

**RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT** – In consideration of the Releasees allowing me to participate in the Activities and permitting my use of their equipment, if any, and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, I hereby agree as follows:

**1. TO WAIVE ALL CLAIMS that I have or may in the future have against the Releasees and TO RELEASE THE RELEASEES FROM ANY AND ALL LIABILITY for any loss, damage, expense or injury including death, that I may suffer, or that my next of kin may suffer as a result of my participation in the Activities, DUE TO ANY CAUSE WHATSOEVER, INCLUDING NEGLIGENCE, BREACH OF CONTRACT OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE, INCLUDING ANY DUTY OF CARE OWED UNDER THE OCCUPIERS LIABILITY ACT, R.S.B.C 1996, c.337, ON THE PART OF THE RELEASEES AND INCLUDING THE FAILURE ON THE PART OF THE RELEASEES TO SAFEGUARD OR PROTECT ME FROM THE RISKS, DANGERS AND HAZARDS REFERRED TO ABOVE.**

2. TO HOLD HARMLESS AND INDEMNIFY THE RELEASEES from any and all liability for any property damage or personal injury to any third party resulting from my participation in the Activities.
3. This Agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives, in the event of my death or incapacity.
4. This Agreement and any rights, duties and obligations as between the parties to this agreement shall be governed by and interpreted solely in accordance with the laws of the Province of British Columbia and no other jurisdiction.
5. Any litigation involving the parties to this Agreement shall be brought solely within the Province of British Columbia and shall be within the exclusive jurisdiction of the Courts of the Province of British Columbia.

**MARINE LIABILITY ACT** – The Marine Liability Act, S.C. 2001, c. 6, may limit the liability of the Releasees in the event of an accident resulting in injury or death.

In entering into this Agreement, I am not relying on any oral or written representations or statements made by the Releasees with respect to the safety of the Activities, other than what is set forth in this Agreement.

**I CONFIRM THAT I HAVE READ AND UNDERSTOOD THIS AGREEMENT PRIOR TO SIGNING IT, AND I AM AWARE THAT BY SIGNING THIS AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS, ASSIGNS AND REPRESENTATIVES MAY HAVE AGAINST THE RELEASEES.**

\_\_\_\_\_  
PARTICIPANT'S SIGNATURE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
PRINT NAME CLEARLY

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

Address: \_\_\_\_\_  
Street City Prov/State  
Country Code Telephone

**Appendix B – CKC Emergency Action Plan Form  
& Guidance**



# Emergency Action Plan

**Team / Event:** \_\_\_\_\_

**Site:** \_\_\_\_\_

**Charge Person:** \_\_\_\_\_

**Alternate Charge Person:** \_\_\_\_\_

**Call Person:** \_\_\_\_\_

**Alternate Call Person:** \_\_\_\_\_

---

## Emergency Number Card

**Locations of Phones near training site:** \_\_\_\_\_

### Phone Numbers

**Emergency:** \_\_\_\_\_

**Ambulance** \_\_\_\_\_

**Police:** \_\_\_\_\_

**Fire:** \_\_\_\_\_

**Hospital:** \_\_\_\_\_

**Poison Control:** \_\_\_\_\_

**Facility:** \_\_\_\_\_

**Location Directions for Emergency Personnel:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# CANOEKAYAK CANADA - WHITEWATER EMERGENCY ACTION PLAN

LOCATION : \_\_\_\_\_ DATE : \_\_\_\_\_

TIME IN : \_\_\_\_\_ TIME OUT : \_\_\_\_\_

TRIP LEADER : \_\_\_\_\_ ASSIST. LEADER : \_\_\_\_\_

1ST AID LEADER : 1. \_\_\_\_\_ 2. \_\_\_\_\_

COMMUNIC. LEADER : 1. \_\_\_\_\_ 2. \_\_\_\_\_

## MAP OF RIVER AND SURROUNDINGS

### RIVER ACCESS POINTS :

- ◆ PUT-IN & TAKE-OUT
- ] [ BRIDGE
- ] D DAM
- PAVED ROAD (INCLUDE NUMBER)
- DIRT ROAD
- ... TRAIL
- + RAILWAY TRACKS

### SPECIAL HAZARDS

- [w WATERFALL (INCLUDE HEIGHT)
- ...p PORTAGE (INCLUDE DISTANCE)
- ∠/// DIFFICULT RESCUE AREA(S)
- OTHERS (I.E. GLASS ON TRAIL)

### RIVER CLASSIFICATION

- =>R RAPID (INCLUDE DIFFICULTY R1 TO Rv1)
- >S SIL (INCLUDE DIFFICULTY I TO V)
- DIRECTION OF WATER FLOW

### OTHER IMPORTANT DETAILS

- H DIRECTION TO HOSPITAL
- PH PAY PHONE
- ♥ EVACUATION OPTIONS (INCLUDE A BRIEF DESCRIPTION OF CONDITIONS WHEN NOT ALREADY SPECIFIED)
- ...

Place image of map here.

PARTICIPANTS :

NAME	MEDICAL ISSUES	E.C.P. & CONTACT NUMBERS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

VEHICLES :

MODEL	LICENSE PLATE	LOCATION OF KEYS
_____	_____	_____
_____	_____	_____

IN CASE OF EMERGENCY

- 1) ENSURE SELF SAFE
- 2) ENSURE NO OTHERS IN DANGER
- 3) ALL PADDLERS STOP & MEET
  - a) EXTRACT VICTIM
- 4) STABILISE VICTIM (USE SOAP NOTES)
  - a) LEVEL OF CONSCIOUSNESS
  - b) BREATHING
  - c) CIRCULATION
  - d) C-SPINE
  - e) DISSABILITY (NEUROLOGICAL)
  - f) EXTREMITY TRAUMA & EXPOSURE
- 5) FIRST AID KITS (TREAT VICTIM AS NEEDED)
- 6) EMERGENCY CONTACT - 911 OR OTHER: NAME                      NUMBER                      ADDRESS
  - a) HOSPITAL: \_\_\_\_\_
  - b) PADDLE GR: \_\_\_\_\_
  - c) PARKS \_\_\_\_\_
  - d) FORESTRY \_\_\_\_\_
- 7) LOCATION OF CELL PHONES : NUMBER                      OWNER                      WHERE
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
- 8) LOCATION(S) OF PAY PHONE(S) \_\_\_\_\_
- 9) EVACUATION - PREPARATION OF :
  - a) 1- PADDLER IN NEED OF CARE ;
  - b) 2- REQUIRED GEAR
- 10) GROUP MAINTENANCE



## **Guidance for Preparing an Emergency Action Plan (EAP)**

An Emergency Action Plan (EAP) is a safety plan to show pre-planning for likely contingencies at an event or venue. This safety plan should list:

- 1) Person in organization who is “incident commander” – responsible for managing a crisis if one emerges – and protocol for informing this person of a crisis.
- 2) Qualified Person / persons responsible for first aid – and protocol for informing this person of the need to a first aid response.
- 3) Location of nearest phone, along with contact numbers for emergency services (911, plus where applicable, local Search and Rescue, Air Ambulance, direct number for hospital or clinic, etc.)
- 4) Location, and map showing the route to the nearest medical facilities.
- 5) Site specific evacuation plans for a seriously injured person that works from either side of the river (especially if access to one shore is restricted or vehicle access is restricted on sections of the course)
- 6) Directions to the site for emergency personnel

Additionally, in preparing the EAP, it is recommended that the Event Coordinator:

- 1) Bring in a people or agency (such as St John Ambulance) who are dedicated to only first aid during the Event
- 2) Contact relevant emergency services in the weeks prior to the event to inform them of the dates and to ask for further advice on the EAP.
- 3) Share drafts of the EAP with people with relevant experience(for example, former Event organizers, police or fire / rescue personnel who also paddle, medical personnel etc) to make certain that the EAP is as thorough and useful as possible.

**Appendix C – CKC Accident Report Form**





## Accident Report Form (p.2)



### CHARGE PERSON INFORMATION

LAST NAME:	FIRST NAME:
STREET ADDRESS:	CITY:
POSTAL CODE:	PHONE: (    )
E-MAIL:	AGE:
ROLE (Coach, assistant, parent, official, bystander, therapist):	

### WITNESS INFORMATION (someone who observed the incident and the response, not the charge person)

LAST NAME:	FIRST NAME:
STREET ADDRESS:	CITY:
POSTAL CODE:	PHONE: (    )
E-MAIL:	AGE:

### OTHER COMMENTS OR REMARKS


### FORM COMPLETED BY:

\_\_\_\_\_

PRINT NAME

\_\_\_\_\_

SIGNATURE

**Appendix D – CKC Participant Profile Form**

# Participant Profile

Name: \_\_\_\_\_

Age: \_\_\_\_\_

Emergency Contact #1: Name: \_\_\_\_\_

Phone Numbers: ( ) \_\_\_\_\_

( ) \_\_\_\_\_

Emergency Contact #2: Name: \_\_\_\_\_

Phone Numbers: ( ) \_\_\_\_\_

( ) \_\_\_\_\_

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

\_\_\_\_\_

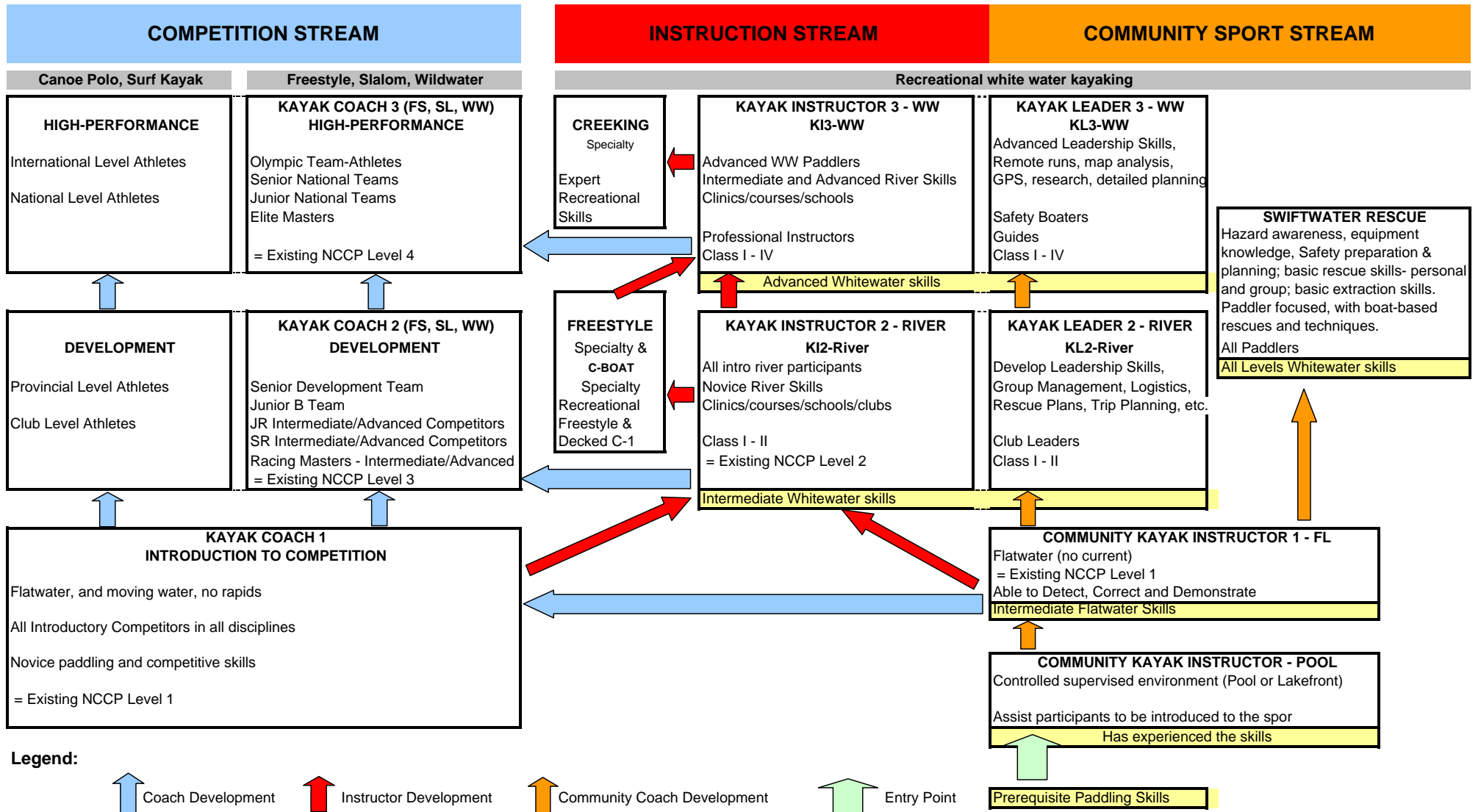
\_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_

Medical Information	Description of Condition	Procedures in case of Emergency
Allergies		
Illnesses		
Disabilities		
Injuries / Other		

**Appendix E – CanoeKayak Canada - Whitewater  
Leadership Development Model**

# NEW CANOEKAYAK CANADA - WHITEWATER / NCCP LEADERSHIP DEVELOPMENT MODEL



Note: Model as approved by Whitewater Canada voting members on May 5, 2007 at Annual General Meeting, Ottawa, ON

Note: Courses have not yet been approved by the Coaches Association of Canada (CAC), and are therefore not NCCP courses at this time. 12 December 2008.

Note: Minor changes have been made to adapt for use in British Columbia.